To add new administrators to Knowledge Link, you must create a Learning Administration account. In an integrated environment, one person’s learner ID (end-user ID), instructor ID and administrator ID must match. Related Users is a required field. You may use these steps in both Test-Stage and Production. Please ensure that the administrator has received all appropriate training prior to giving them access to Production.

Create a Learning Administration Account

1. Navigate to Learning Administration
   A. Click System Administration
   B. Click Security
   C. Click Administrators
   D. Click Add New
2. Enter the user’s information as follows:
   A. **Admin ID**: enter the prefix “HS.” then the user’s Penn ID
   B. **Last Name**: enter the last name as it appears in the user’s main profile
   C. **First Name**: enter the first name as it appears in the user’s main profile
   D. **Middle Name**: enter the middle name as it appears in the user’s main profile *(optional)*
   E. **Security Domain**: enter UPHS
   F. **Related User**: enter the user’s Penn ID
      *Note: if you do not know the Penn ID, click the magnifying glass to search by name, organization, etc.*
   G. **Email Address**: enter the user’s UPHS email address
   H. **New Password**: enter any combination of letters and numbers *(this password will not be used)*
   I. **Verify Password**: enter the same password as above
   J. **Click Add**.
3. Complete the admin account as follows:
   A. Click **Assigned Roles**
   B. Click **add one or more from list** to search for the correct role and add it. (Or type the role in the Role ID field.) **Note:** Always add the role “REPORT_RUNNER_HS” to every administrator’s account, in addition to any other role that is needed. This ensures the admin will always have access to the latest reports.
   C. Click **Add**.

4. Notify the admin that they have access and forward links to relevant job-aids.