How to Create a New Instructor

Purpose: Follow the instructions below to create Instructor account and assign an user to it in Knowledge Link.

Create a new Instructor Account
In the Learning Administration page:

1. Click People.
2. Click Instructors.
3. Click Add New.

Assign User to Instructor Account

4. Type Instructor ID*.

* The Instructor ID characters identify the domain and User ID. The ID should be in all capital letters.

Example: HS.10092955

5. Type Instructor’s Last Name and First Name.
6. Type Domain UPHS.
7. Sect Role Default Instructor Role (DEFAULT INSTRUCTOR).
8. Type Instructor’s Organization ID.
9. Type Instructor’s Email Address.
10. Type Instructor Penn ID
11. Click Add.