



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**

The screenshot shows the Learning Administration interface. On the left is a navigation menu with the following items: Content, People, Finance, System Administration (marked with a red circle 'A'), Application Administration, Manage Email, Security (marked with a red circle 'B'), Role Management, and Administrators (marked with a red circle 'C'). The main content area is titled 'Administrators' and features a search bar (marked with a red circle 'D'), an 'Add New' button, and a 'Saved Searches' link. Below the search bar, there is a section for 'Case sensitive search' with radio buttons for 'Yes' and 'No' (the 'No' option is selected). Below this are five input fields for 'Admin ID', 'Last Name', 'First Name', 'Middle Name', and 'Related User', each with a 'Starts With' dropdown menu. At the bottom, there is a 'Status' section with radio buttons for 'Locked', 'Unlocked' (which is selected), and 'Both'.

2. Enter the user's information as follows:

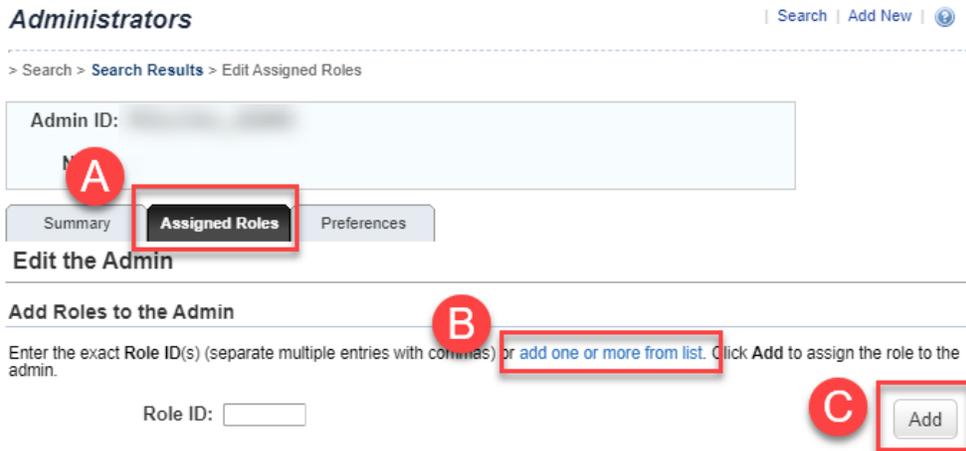
- A. **Admin ID:** enter the prefix "HS." then the user's Penn ID
- B. **Last Name:** enter the last name as it appears in the user's main profile
- C. **First Name:** enter the first name as it appears in the user's main profile
- D. **Middle Name:** enter the middle name as it appears in the user's 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**.

The screenshot shows a web form titled "Add New Admin" within a "Administrators" section. The form includes instructions and a list of required fields. Red callout letters A through J are overlaid on the form to identify specific elements:

- A:** Admin ID field (containing "12345678")
- B:** Last Name field (containing "Franklin")
- C:** First Name field (containing "Ben")
- D:** Middle Name field (empty)
- E:** Security Domain dropdown menu (containing "UPHS")
- F:** Related User field (containing "12345678")
- G:** Email Address field (containing "Ben.Franklin@UPHS,UPENN.EDU")
- H:** New Password field (containing "*****")
- I:** Verify Password field (containing "*****")
- J:** The "Add" button, which is highlighted with a red box.

Other visible fields include "Reply To Address" and "Email Nick Name", both of which are empty. A "Reset" button is also present next to the "Add" button.

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.