

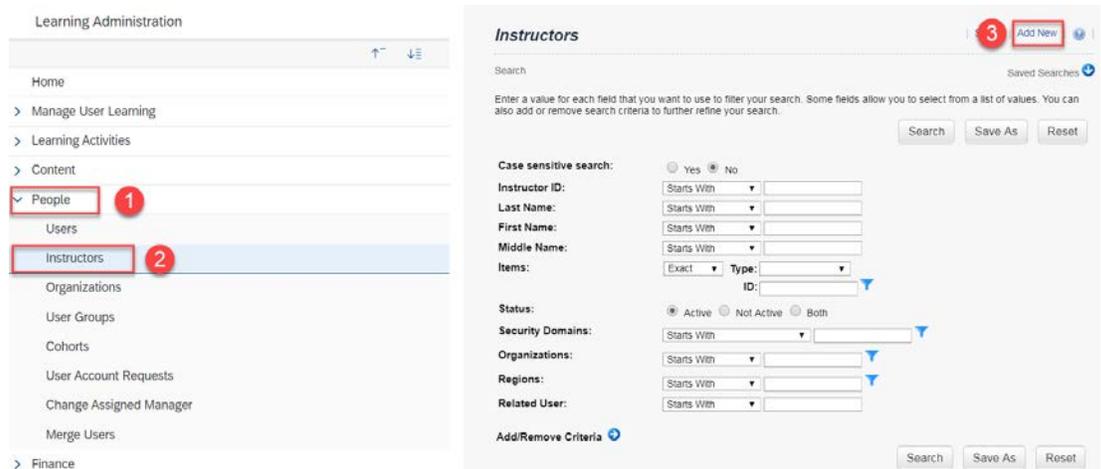


Purpose: Follow the instructions below to create Instructor account and assign an user to it in Knowledge Link.

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

Domain	HS
User ID (PENN ID)	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**.

