How to Create a New Instructor

KN@WLEDGE**LINK**

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.

Learning Administration	Instructors					d New 😡
↑~ ↓≣	inductoro					
Home	Search				Save	d Searches 💙
> Manage User Learning	Enter a value for each field that also add or remove search crite	you want to use to filter your sea eria to further refine your search.	rch. Some fields allow	you to select fro	om a list of value	es. You can
> Learning Activities				Search	Save As	Reset
> Content	Case sensitive search:	🔘 Yes 🖲 No				
Pappia A	Instructor ID:	Starts With 🔻				
· People	Last Name:	Starts With 🔻				
Users	First Name:	Starts With 🔹				
Instructors 0	Middle Name:	Starts With 🔹				
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Organizations		ID:	T			
User Groups	Status:	Active O Not Active	Both			
User Gloups	Security Domains:	Starts With		T		
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User Account Requests	Basiana	Sidies Willi				
	Regions:	Starts With				
Change Assigned Manager	Related User:	Starts With •				
Merge Users	Add/Remove Criteria 🕄					
> Finance				Search	Save As	Reset

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	10092955
(PENN ID)	

- 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.

Add New	-	Þ
Instructors	Y	
> Add New		
Add New Instru	ictor	
* = Required Fields		
	Add Reset	
4 * Instructor ID:	HS.10092955	
Last Name:	Millman 5 First Name: Jennifer Middle Name:	
Company:		
* Security Domain:	Q UPHS	
* Role:	Default Instructor Role (DEFAULT INSTRUCTOR)	
8 Organization:	Q HS.R1208	
Time Zone:	V	
Email Address:	jennifer.millman@pennmedicine.upenn.edu	
Comments:		
Biography:		
Active:	×	
Related User:	Q 10092956	
- Authorized to Teach		
Item ID: 🔍		
Туре:	T	
	11 Add Reset	