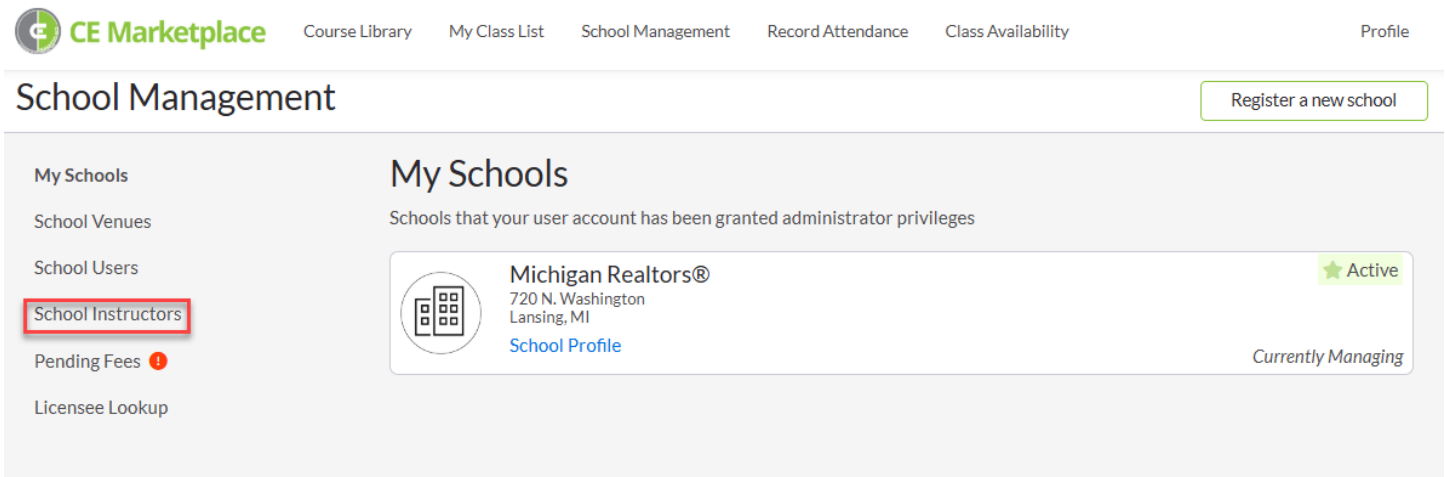


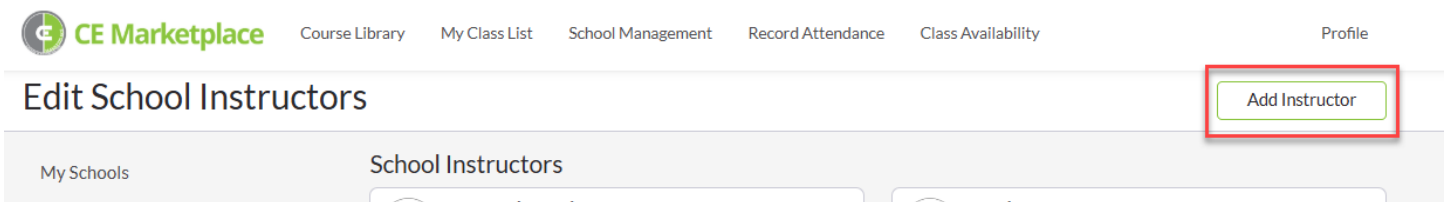
## Adding an Instructor to your CE Marketplace School Account

To add an instructor to your CE Marketplace account, you will first login and navigate to your 'School Management' page. Next you will click on the 'School Instructors' link as seen below.



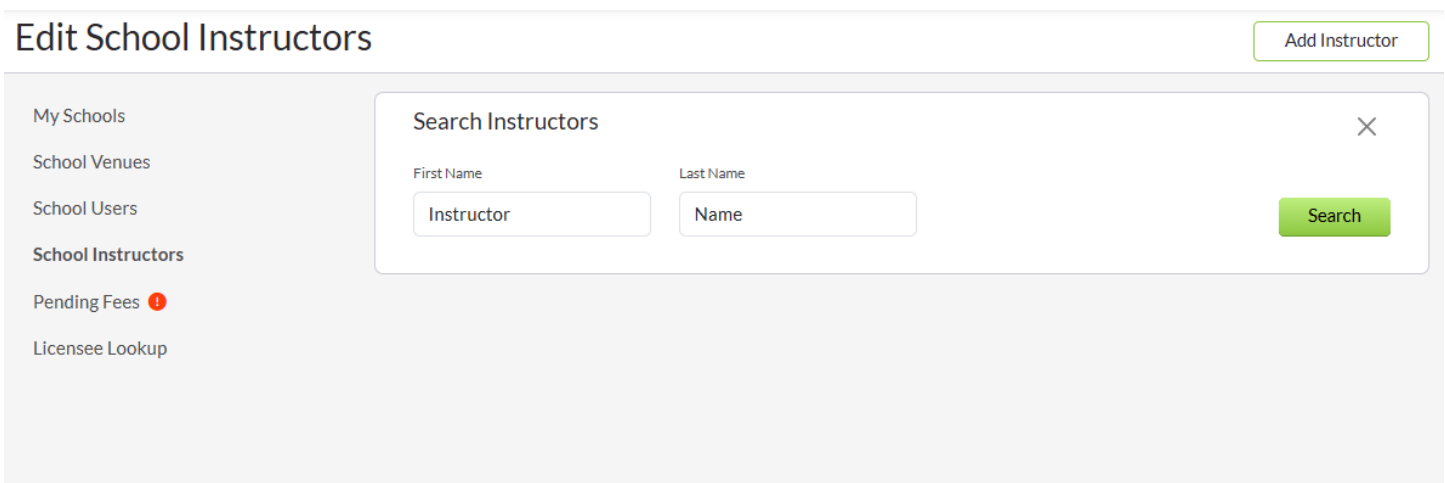
The screenshot shows the CE Marketplace interface. The top navigation bar includes links for Course Library, My Class List, School Management, Record Attendance, Class Availability, and Profile. The main header is 'School Management' with a 'Register a new school' button. The left sidebar lists 'My Schools', 'School Venues', 'School Users', 'School Instructors' (highlighted with a red box), 'Pending Fees', and 'Licensee Lookup'. The main content area is titled 'My Schools' and shows a list of schools. The first school listed is 'Michigan Realtors®' with details: 720 N. Washington, Lansing, MI, and a 'School Profile' link. It is marked as 'Active' and 'Currently Managing'.

Once you are on the 'Edit School Instructors' page, click the 'Add Instructor' button in the upper right-hand corner of the screen.



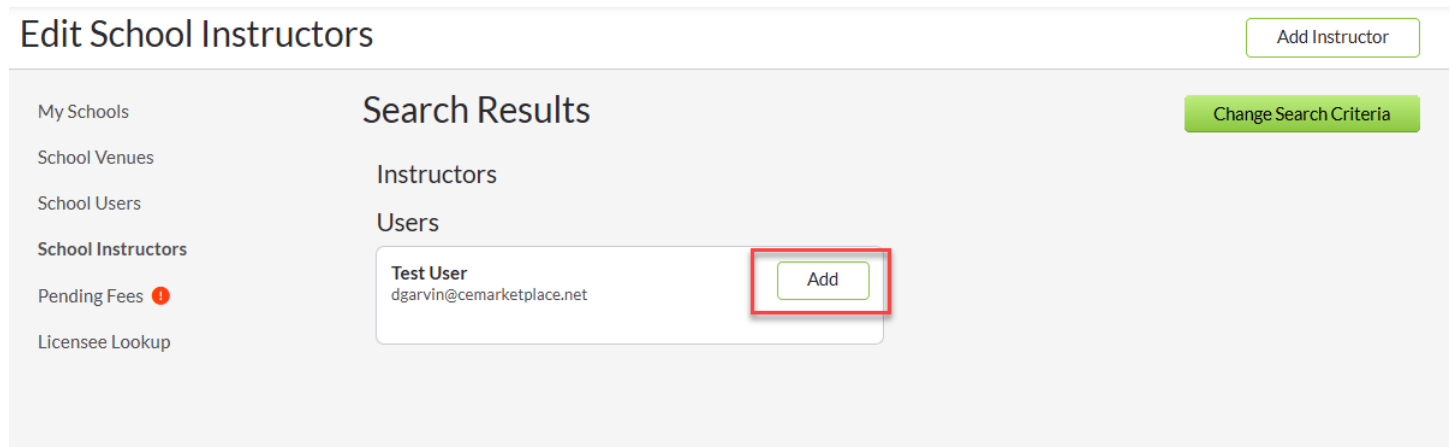
The screenshot shows the 'Edit School Instructors' page. The top navigation bar is the same as the previous page. The main header is 'Edit School Instructors' with an 'Add Instructor' button highlighted by a red box. The left sidebar lists 'My Schools', 'School Venues', 'School Users', 'School Instructors', 'Pending Fees', and 'Licensee Lookup'. The main content area is titled 'School Instructors' and shows a list of instructors.

Search for the first and last name of the Instructor you are trying to add. **Please note that unless the instructor is a current user of CE Marketplace, a user account for the instructor must be created before they can be added to your instructor roster.**

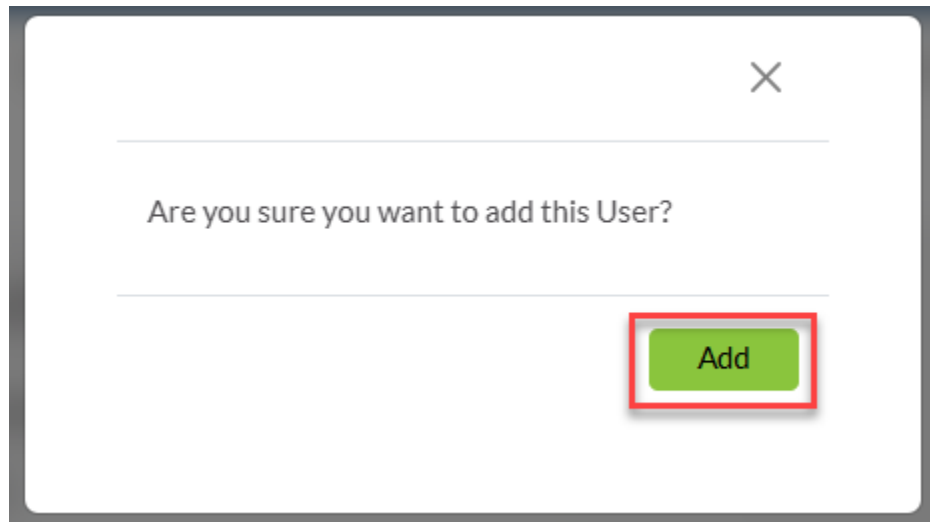


The screenshot shows the 'Edit School Instructors' page with the search form. The top navigation bar is the same. The main header is 'Edit School Instructors' with an 'Add Instructor' button highlighted by a red box. The left sidebar lists 'My Schools', 'School Venues', 'School Users', 'School Instructors', 'Pending Fees', and 'Licensee Lookup'. The main content area is titled 'Search Instructors' and contains a search form with fields for 'First Name' and 'Last Name'. The 'First Name' field contains the text 'Instructor' and the 'Last Name' field contains the text 'Name'. A green 'Search' button is to the right of the fields. A close button (X) is in the top right corner of the search form.

Once you have located the profile of the instructor, click on the 'Add' button next to their name.



The system will ask you to verify the addition of the instructor in a modal window. Click 'Add' to verify your selection.



Your instructor is now added to your instructor roster and may be selected as an instructor on your courses as you choose.

If you have any questions or issues with adding an instructor, please contact CE Marketplace at (844)642-6633 or [education@cemarketplace.net](mailto:education@cemarketplace.net).