

## 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.


### School Management

[Register a new school](#)

[My Schools](#)  
[School Venues](#)  
[School Users](#)  
**[School Instructors](#)**  
[Pending Fees](#) 1  
[Licensee Lookup](#)


#### My Schools

Schools that your user account has been granted administrator privileges



**CE Marketplace Example School**  
123 CE Street  
Lansing, MI  
[School Profile](#)


★ Active  
Currently Managing



**CE Marketplace Example School 2**  
123 CE Street  
Lansing, MI  
[School Profile](#)

★ Active  
[Manage](#)

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


[Course Library](#) [My Class List](#) [School Management](#) [Record Attendance](#) [Class Availability](#) [Profile](#)

### Edit School Instructors


[Add Instructor](#)

[My Schools](#)  
[School Venues](#)  
[School Users](#)  
**[School Instructors](#)**

#### School Instructors



**Brittany Hansen**  
[bhansen@mirealtors.com](mailto:bhansen@mirealtors.com)  
[Bio/More](#)



**Darryl Garvin**  
[dgarvin@mirealtors.com](mailto:dgarvin@mirealtors.com)  
[Bio/More](#)

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.

### Edit School Instructors

[Add Instructor](#)

[My Schools](#)  
[School Venues](#)  
[School Users](#)  
**[School Instructors](#)**  
[Pending Fees](#) 1  
[Licensee Lookup](#)

#### Search Instructors

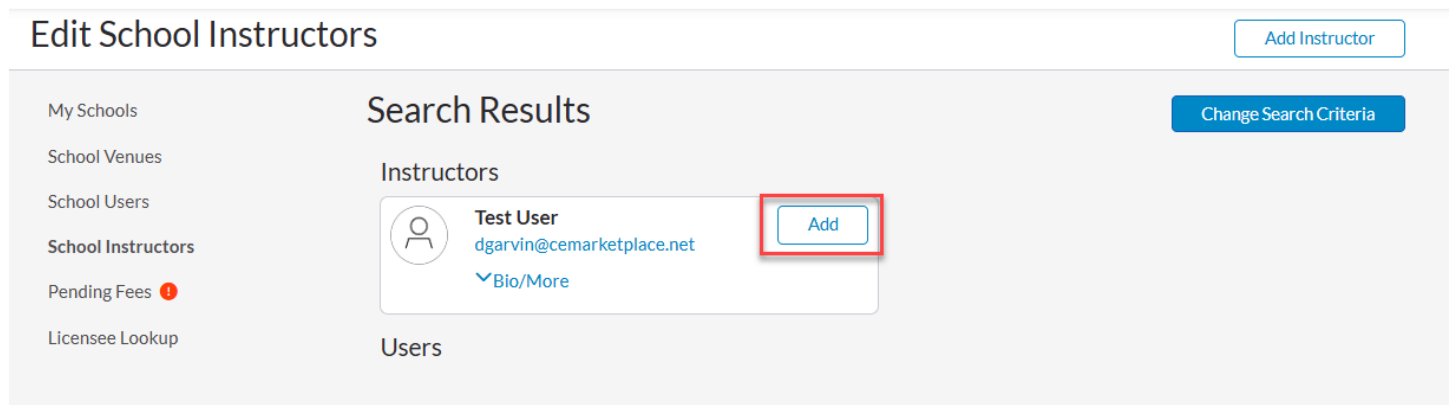
×

First Name

Last Name

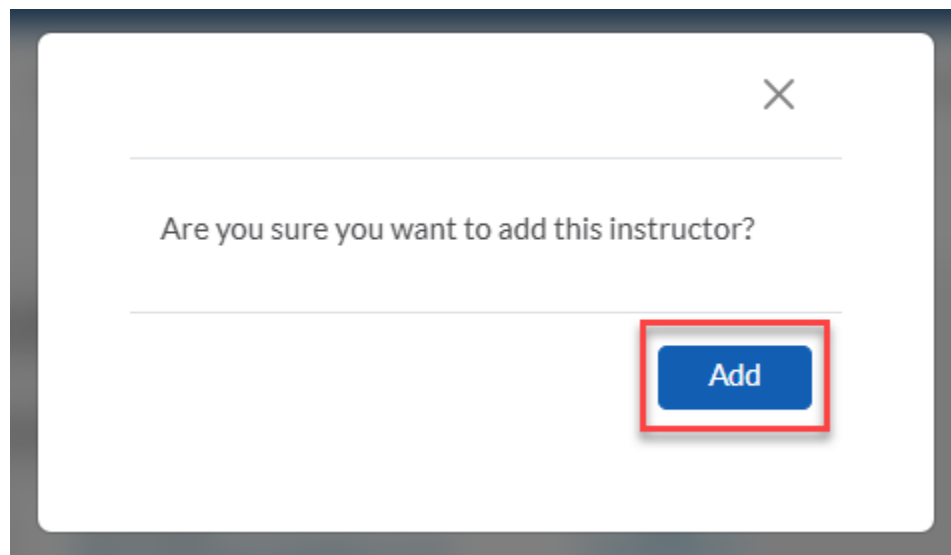
[Search](#)

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



The screenshot shows the 'Edit School Instructors' interface. On the left is a sidebar with navigation links: 'My Schools', 'School Venues', 'School Users', 'School Instructors', 'Pending Fees' (with a red notification icon), and 'Licensee Lookup'. The main area is titled 'Search Results' and contains a sub-section 'Instructors'. Within this section, a card displays the profile of 'Test User' with the email 'dgarvin@cemarketplace.net' and a 'Bio/More' link. A blue 'Add' button is positioned to the right of the card and is highlighted with a red rectangle. In the top right corner of the main area, there is an 'Add Instructor' button and a 'Change Search Criteria' button.

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).