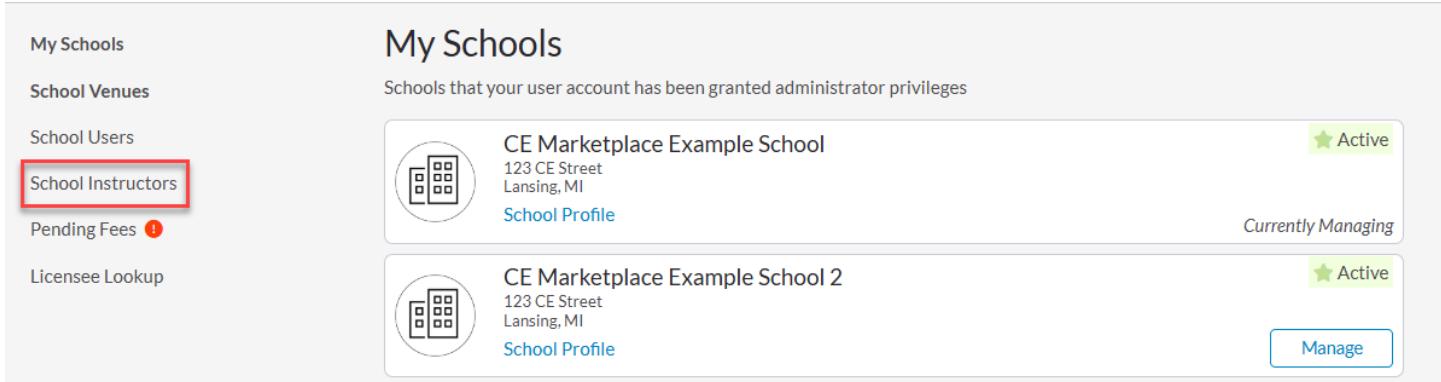


Adding an Instructor to your CE Marketplace School Account

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 (highlighted)
Pending Fees !
Licensee Lookup

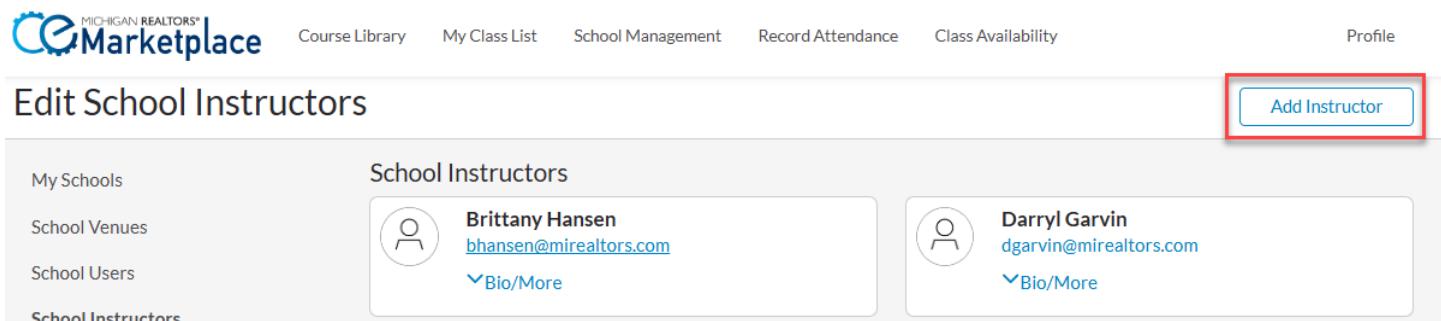
My Schools

Schools that your user account has been granted administrator privileges

	CE Marketplace Example School 123 CE Street Lansing, MI School Profile	★ Active
	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.



CE Marketplace Course Library My Class List School Management Record Attendance Class Availability Profile

Edit School Instructors

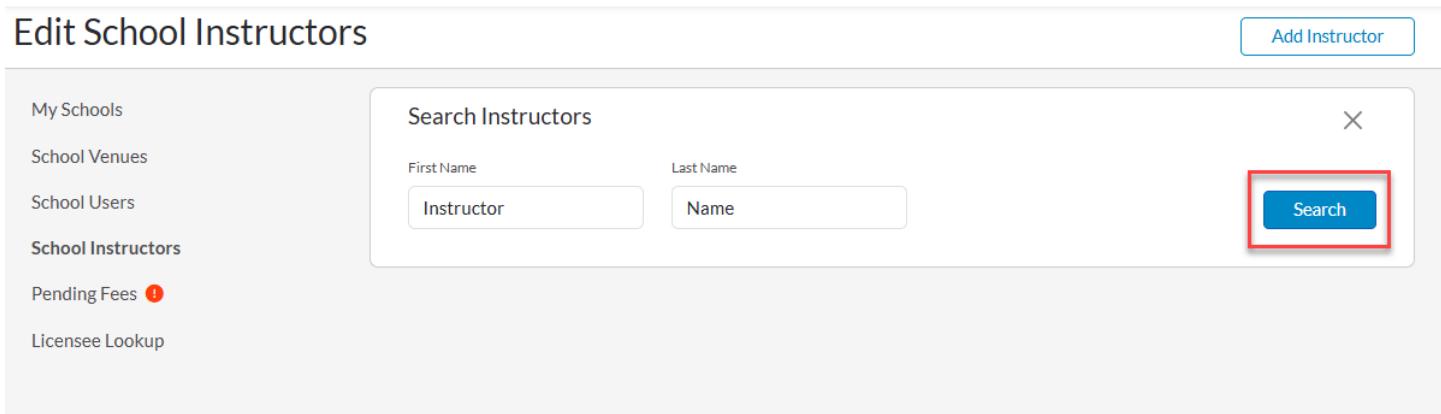
[Add Instructor](#) (highlighted)

My Schools
School Venues
School Users
School Instructors (highlighted)

School Instructors

	Brittany Hansen bhansen@mirealtors.com ▼ Bio/More		Darryl Garvin dgarvin@mirealtors.com ▼ Bio/More
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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 (highlighted)
Pending Fees !
Licensee Lookup

Search Instructors

First Name Last Name Search (highlighted)

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

Edit School Instructors

[Add Instructor](#)

My Schools

Search Results

Change Search Criteria

School Venues

Instructors

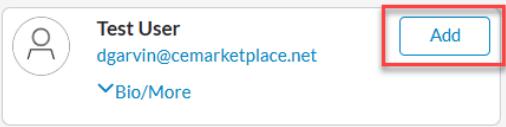
School Users

School Instructors

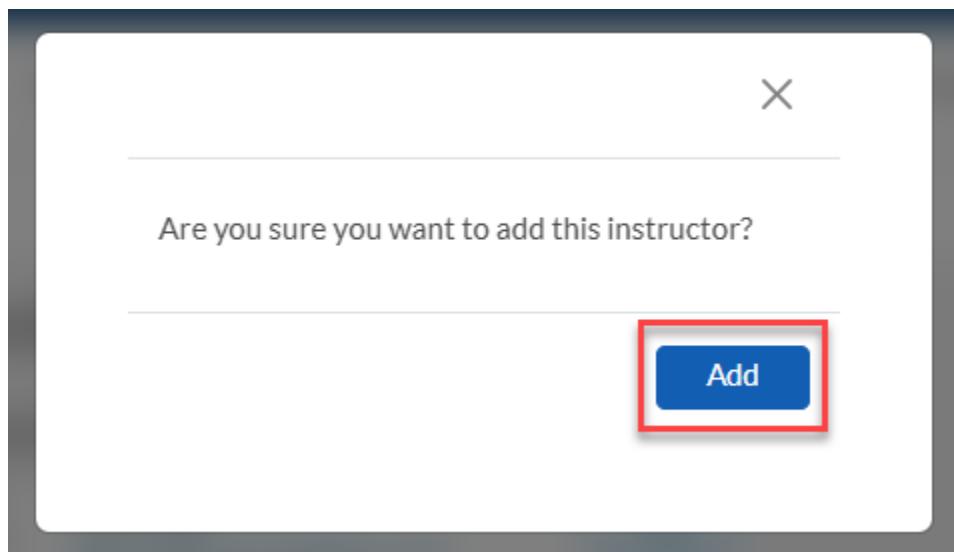
Pending Fees !

Licensee Lookup

Users



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.