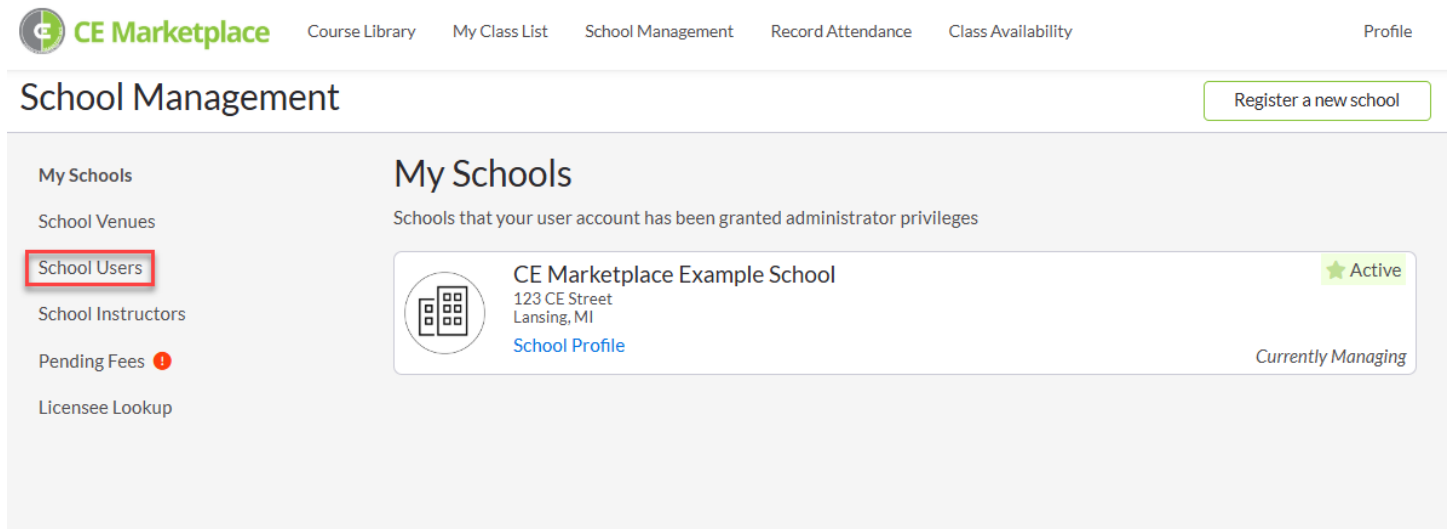


## Adding an additional user to your CE Marketplace School Account

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



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

### School Management

Register a new school

**My Schools**

School Venues

**School Users**


School Instructors

Pending Fees !

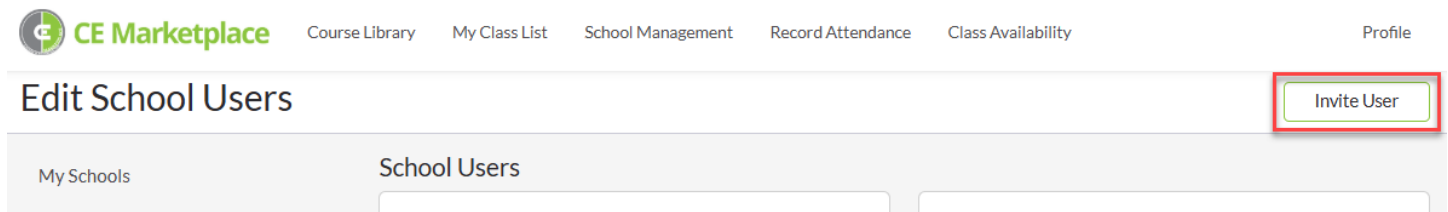
Licensee Lookup

### My Schools

Schools that your user account has been granted administrator privileges

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

Once you are on the 'Edit School Users' page, click the 'Invite User' button in the upper right-hand corner of the screen.



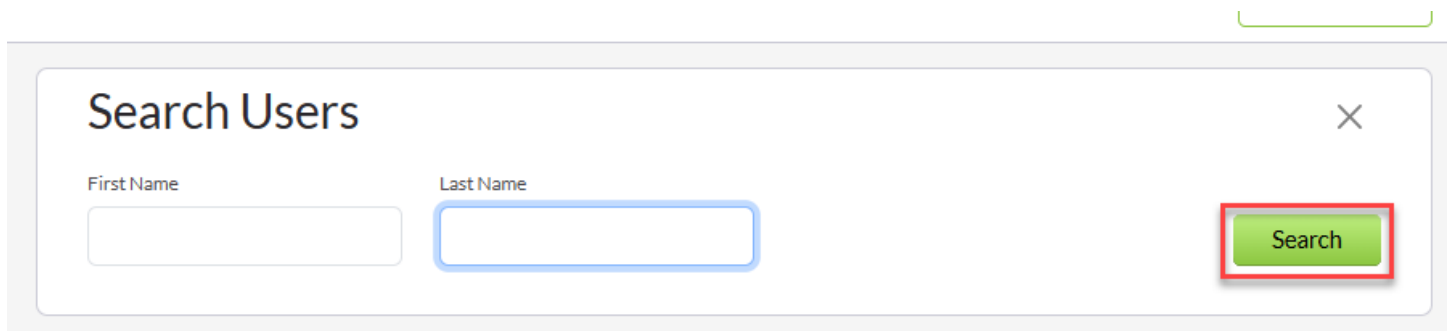
CE Marketplace Course Library My Class List School Management Record Attendance Class Availability Profile

### Edit School Users

Invite User

My Schools School Users

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




### Search Users

×

First NameLast Name

**Search**

Once you have located the profile of the person you intend to add to your School account, click on the 'Add' button next to their name.

Course LibraryMy Class ListSchool ManagementRecords & AttendanceClass AvailabilityHome

Edit School Users

Invite User

My Schools

School Venues

School Users

School Instructors

Pending Fees 1

Licensee Lookup

Search Results

Users

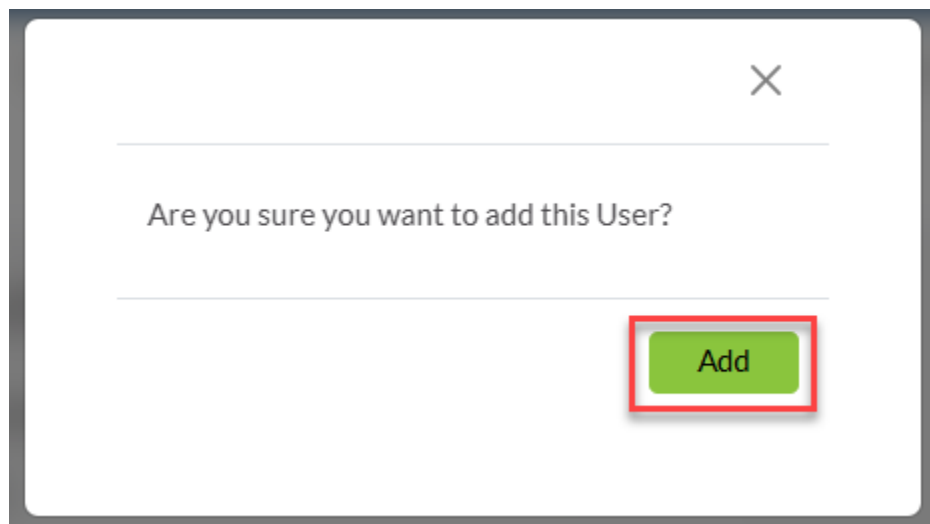
Test User

dgarvin@cemarketplace.net

Add

Change Search Criteria

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



An email invitation with an activation link will be sent to the School user. Once the activation link is clicked and the user has signed in, they will now be added to your School account.

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