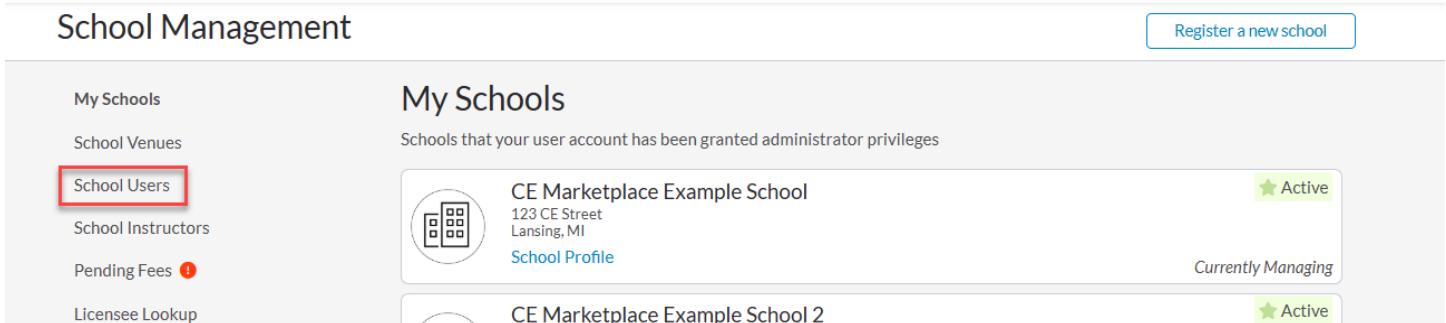


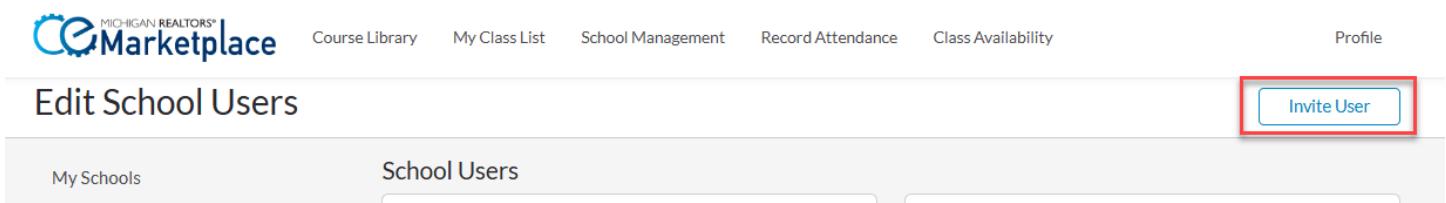
## **Adding an additional user to your CE Marketplace School Account**

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.



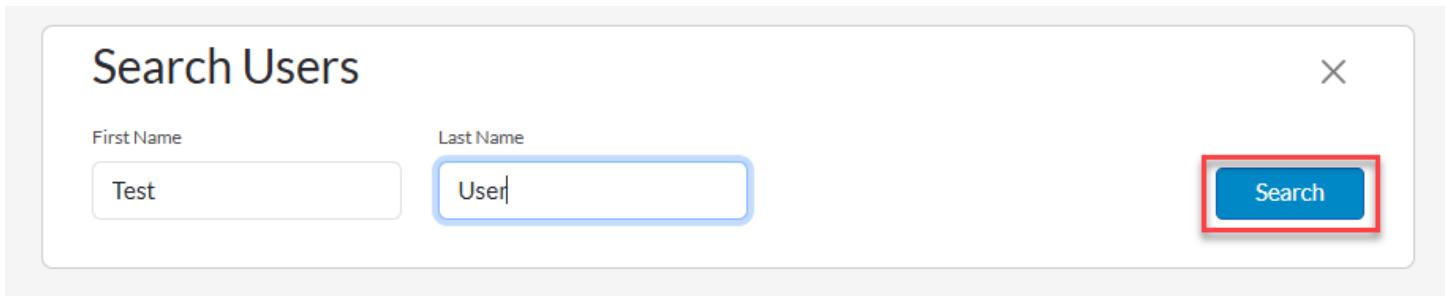
The screenshot shows the 'School Management' page. On the left, a sidebar lists 'My Schools', 'School Venues', 'School Users' (which is highlighted with a red box), 'School Instructors', 'Pending Fees' (with a red exclamation mark), and 'Licensee Lookup'. The main content area is titled 'My Schools' and shows 'Schools that your user account has been granted administrator privileges'. It lists 'CE Marketplace Example School' (123 CE Street, Lansing, MI) with a 'School Profile' link and an 'Active' status. Below it is 'CE Marketplace Example School 2' with a 'School Profile' link and an 'Active' status. A 'Currently Managing' label is also present.

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



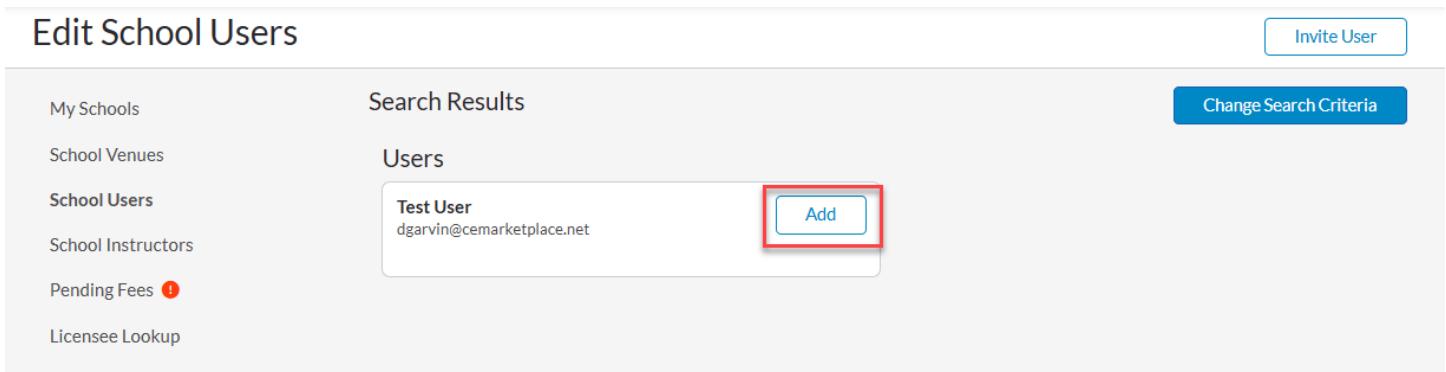
The screenshot shows the 'Edit School Users' page. At the top, there is a navigation bar with links for 'Course Library', 'My Class List', 'School Management', 'Record Attendance', 'Class Availability', and 'Profile'. Below the navigation bar, the page title is 'Edit School Users' with a 'School Users' tab selected. On the right, there is a 'Invite User' button highlighted with a red box.

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.**



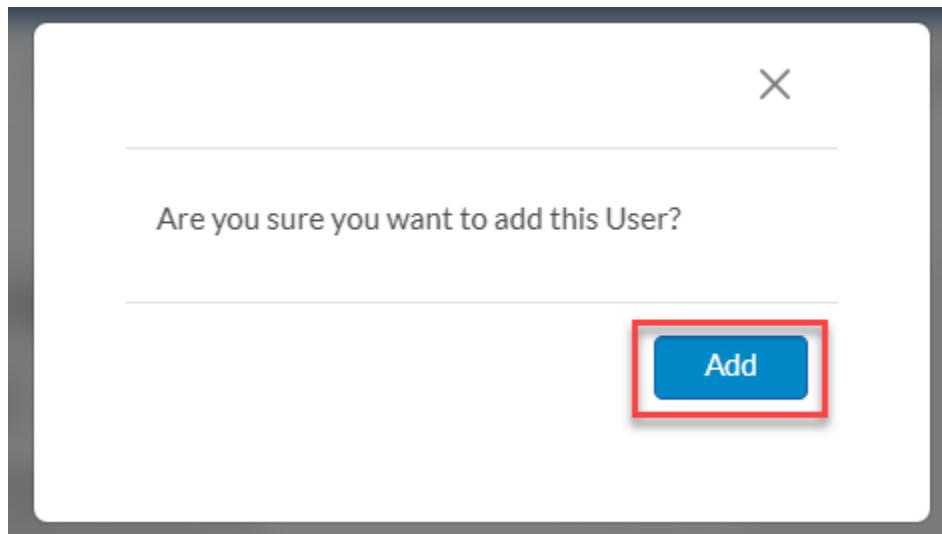
The screenshot shows a 'Search Users' dialog box. It has fields for 'First Name' (containing 'Test') and 'Last Name' (containing 'User'). On the right, there is a 'Search' button highlighted with a red box.

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.



The screenshot shows the 'Edit School Users' page again. On the left, a sidebar lists 'My Schools', 'School Venues', 'School Users' (highlighted with a red box), 'School Instructors', 'Pending Fees' (with a red exclamation mark), and 'Licensee Lookup'. The main content area shows 'Search Results' and 'Users'. It lists 'Test User' (email: dgarvin@cemarketplace.net) with an 'Add' button highlighted with a red box.

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).