Instructors are the individuals that deliver individual Sessions. Instructors can be existing users in the portal, or external instructors can be created manually.

To add an instructor, go to:

**ILT > VENDORS & INSTRUCTORS**

1. Search for and find the relevant **Vendor**

2. Select the **Instructors** link.

3. Select the **Add New Instructor** link.
4 To add an **existing user** as an instructor

   a Slick the **pop-up** icon to the right of the Last Name field

   b Search for the user

   c Select the **username** link

5 To add an **external user** as an instructor

   a Enter the **instructors name, contact information, language(s), education, biography, and certification information**

6 **Select Active** and whether approval is required

   **Biography:** Call me Ish, never mind the having little purse, and

   **Certifications:** PMC

   **Active:** ✓

   **Approval Required:** ✓

7 **Select the Submit button**

   having little or no money in my purse, and nothing particular to

   **Options:**

   - PMC

   **Approved:** ✓

   **Approval Required:** ✓

   ![Cancel]  [Submit]

When scheduling a session, only instructors who have been added to the selected vendor/provider for that session are available to select.