



Instructors are the individuals that present individual classroom or virtual Sessions. Instructors can be chosen from existing users in the portal, or external instructors can be created manually.

1. From the menu, select **ILT Admin > Vendors & Instructors**.
2. Search for the appropriate vendor. For example, Department of Children and Families.

View Instructor Requests

Search for Vendor Name:

View active vendors only

Add New Vendor

Vendors

VENDOR NAME	
Department of Administration	Instructors
Department of Agriculture, Trade & Consumer Protection	Instructors
Department of Children and Families	Instructors
Department of Corrections	Instructors
Department of Financial Institutions	Instructors
Department of Health Services	Instructors

3. Select the **Instructors** link next to the Vendor.

4. Select the **Add New Instructor** link.

Add New Instructor

Instructors

To create an existing user instructor

1. Select the search icon next to the Last Name field.

Add Instructor

Edit Instructor

Instructor Name: First Name Last Name

Home Location:

2. Enter the user's last name and first name OR Employee ID in the Find User fields.

Find user

Search

Enter a last name and click the search icon.

Last Name: First Name:

ID:

3. Select **Search**.

4. Select the **Name** link.

Select a user « PREVIOUS 1

Users

NAME	ORG. UNIT
Hobbs, Theresa	Training and Dev Spec-Sen \ DHS-Training Services

- a. The Home Location and the E-mail fields will populate.
- b. It is optional to populate the remaining fields.
- c. Be sure the Active box is checked.
- d. In most cases, the Approval Required box should NOT be checked.

5. Select **Submit**.



To create an external instructor

1. In the Add Instructor box, enter the Instructor Name, Contact Information, etc.
2. Select **Active**.
3. Select **Submit**.

The screenshot shows a web form titled "Add Instructor". The form has a blue header bar with the text "Edit Instructor". Below the header, there are several input fields: "Instructor Name" (split into "First Name" and "Last Name"), "Home Location:", "Phone:", "Fax:", "E-mail:", "Language(s) Spoken:", "Education:", "Biography:", and "Certifications:". At the bottom of the form, there is an "Active:" checkbox and two buttons: "Cancel" and "Submit". Red boxes are drawn around the "First Name" and "Last Name" input fields, the "Active:" checkbox, and the "Submit" button.



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