

Create an instructor



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







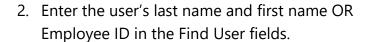
Find user

Last Name:

Enter a last name and click the search icon

To create an existing user instructor

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



- 3. Select **Search**.
- 4. Select the **Name** link.
 - 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**.



First Name:

Select a use	r	« Previous 1-
Users		
NAME	ORG. UNIT	
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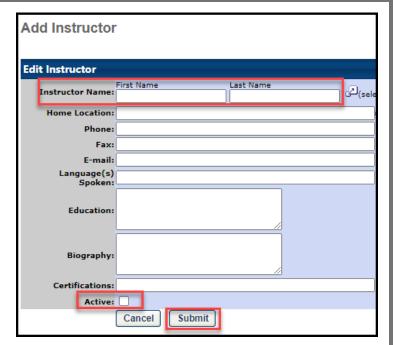


Create an instructor



To create an external instructor

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



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

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