CREATING INSTRUCTORS

Learning Fundamentals - System Administrator Training

Vendors are the Training Providers, either internal or external, that manages the training Sessions. Events cannot be created without an associated Vendor. Before you can create Instructor Led Training Events, you'll need to create "ILT Vendors" in your portal.

To add an instructor, go to:

ILT > **VENDORS & INSTRUCTORS**

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Click the **Add New Vendor** link.

Search for Vendor Name:	🔍 Search
☑ View active vendors only	
⊕ Add New Vendor	
Vendors	
VENDOR NAME	
Clarisse Cooper	
Cornerstone University	
GoToMeeting	
Level Up	
Local Training Vendor - London Office	
Local Training Vendor - Munich Office	
Local Training Vendor - Paris Office	

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On the **Add Vendor** page enter the **Vendor Name**, **Address**, **Contact Name** and information, **Description**, and **Active** status

Vendor Details

Vendor Name:	
Address #1:	
Address #2:	
City:	
State, Postal Code:	
Country:	
Contact Name:	
Phone:	
Fax:	
URL:	
E-mail:	
Description:	
Active:	☑

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Select the **Submit** button

Cancel   Submit