


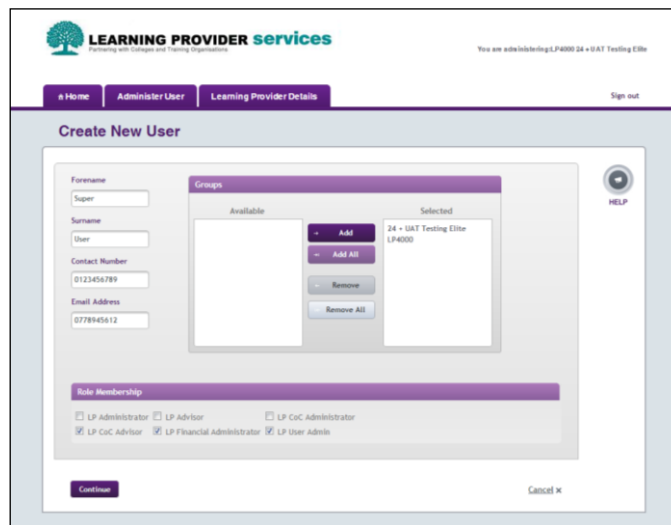
Learning Provider Portal Quick Guide

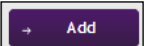
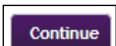
Administering System Users

Please refer to section 7 of the User Guide for full and detailed instructions on Administering System Users if this guide does not give the required advice.

Create New User

1. Click on the Administer User tab from the portal home page
2. Click  which is located on the bottom-left of the screen
3. The 'Create New User' screen will appear.



4. Enter the new user's details. These are all mandatory fields
5. Your organisation will appear in the Group box. Select  to add the user to your organisation.
6. To select roles tick all roles that apply to the user from the User Roles box on the bottom of the screen.
7. Click  to create the user
8. The Preview New User summary screen will appear to check the details entered for the new user
9. Click 