

Illustration of how to:

Designating Instructors

Step 1: Click on the space on the right of the banner indicated with the red circle

VDSS Virginia Dept of Social Services (765) My Ow	Learning My Responsibilities	0	DSS Knowledge Center 1 Site Administration -	
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Step 2: Click people, click Users, Click Instructors



Step 3: Click Go beside Add Users

Instructors Search for existing instructors ar	d edit information about them, and add new instructors.	
Search		
Simple Search Advanced Sear	ch	duran ad Castrab link to caleat many acitacia to rafing the
Last Name	part or a last name, first name or both and then click search. Use the Ad	Add Users Go
First Name		
User Search	This Domain Only	
Search		



Illustration of how to:

Designating Instructors

Step 4: Type name, first name, and proper domain search. Then click search.

Instructor	
Find users and designate them as instructors.	
Add Users	
Simple Search Advanced Search	
Use Search to find users to designate as instructors. Select the checkbox to the left of each user you want to add and then select Add Selected.	
Last Name	
First Name	
User Search This Domain Only	
Search	

Step 5: Click the box beside the appropriate name and then click add.