Ent the District Level Administrator Account to Exam Request System

Locate the account of the user you would like to ent the by dicking on Search Users

Search/Update List

Users with that name will appear, there may be more than one if there is check the **Inst tut on** district to decide which one you need to ent tle

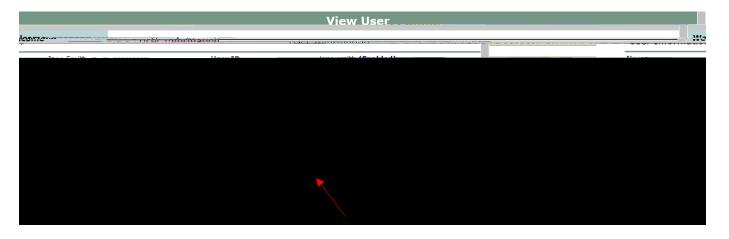
Select the radio but on next

View Selected but on

scroll to the bot om of the screen and

User Search Welcome Search Search Users Search Criteria BULL BULL BULL Reports smith First Name Jane Last Name EDDA Patricia Krou Hear Liet. Activ N/A CSD/ Jane Smith iane smith View Selected

Click Ent tle Applicat ons



Check the box next to Exam Request System Next

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			<< Back		_	Next >>	

Role View Only

8) Next

9) Grant Update Access

A confirm∉t on p∉g∉ will dispa s r