

Entitle District Level Administrator Account to Exam Request System

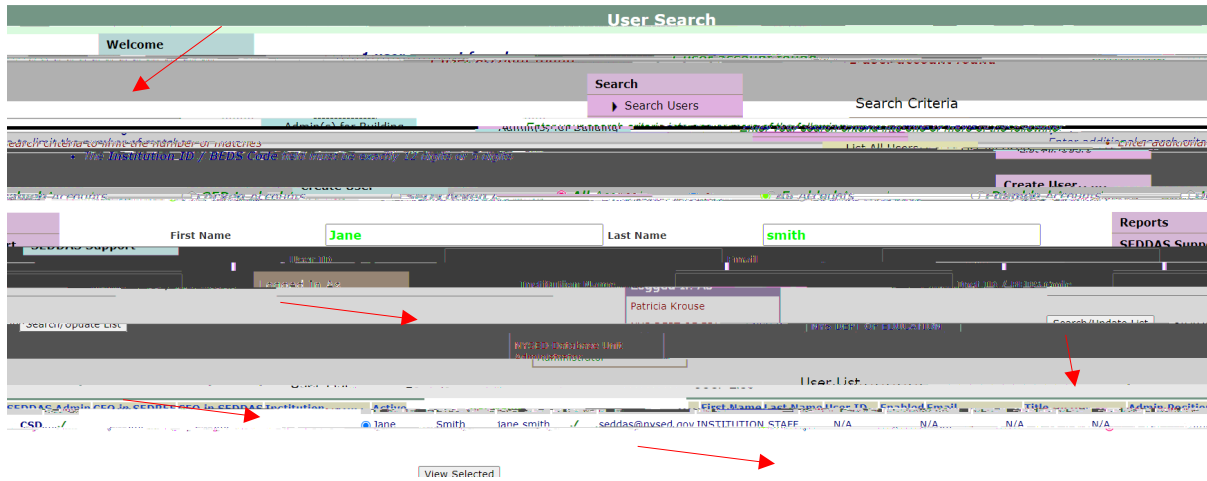
Locate the account of the user you would like to entitle by clicking on **Search Users**
Search/Update List

Users with that name will appear, there may be more than one if there is check the **Institution**
district to decide which one you need to entitle

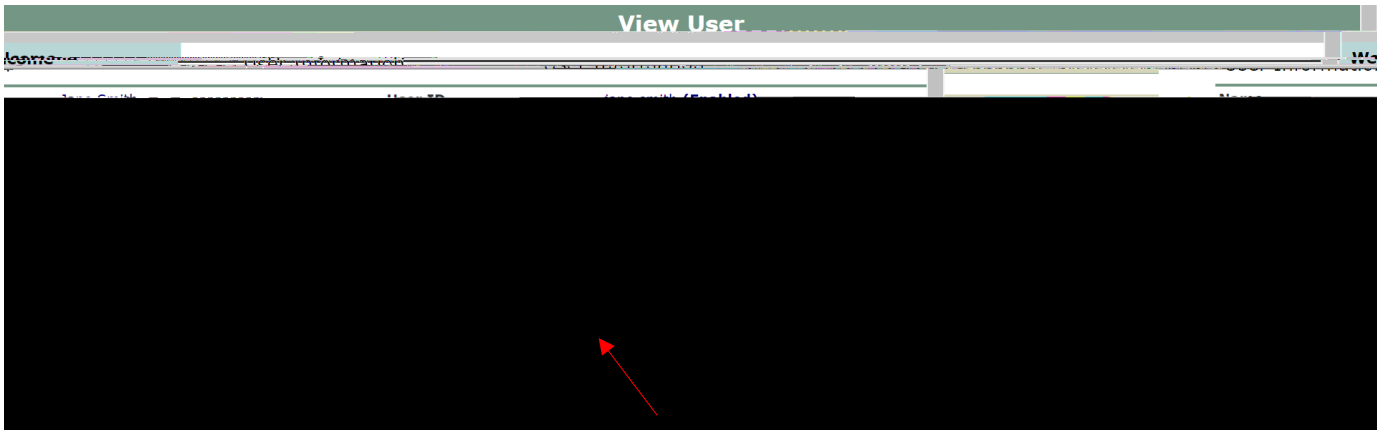
Select the radio button next

scroll to the bottom of the screen and

View Selected button

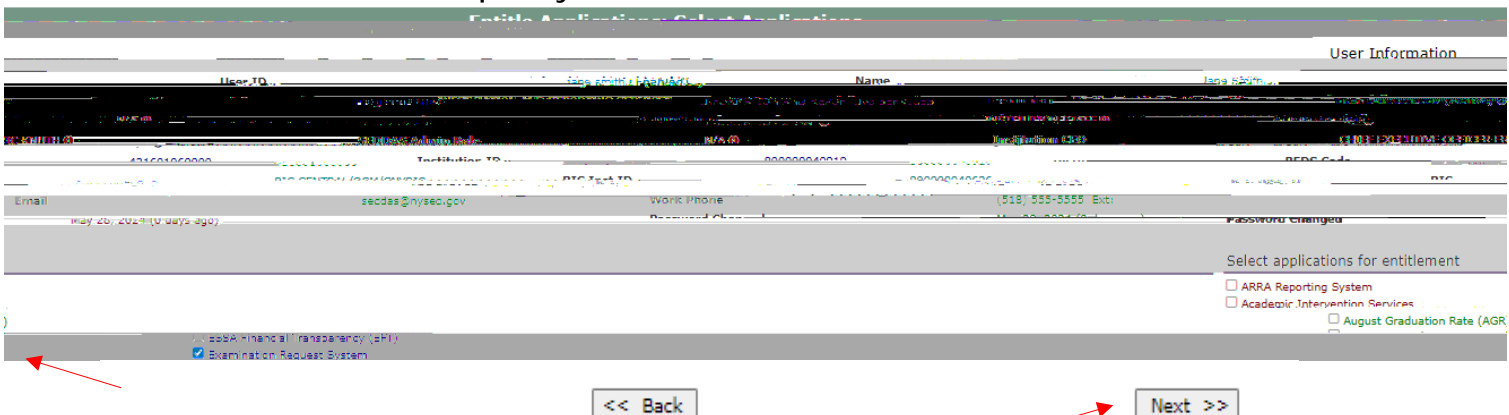


Click Entitle Applications



Check the box next to **Exam Request System**

Next



Application Roles

drop down Select a Role

Role

View Only

8) Next

9) Grant Update Access

A confirmation page will display