



Creating Instructor Accounts

To create a new instructor account for you campus you will need to first create and account, then assign instructor permissions. This can only be done by a Campus Admin.

*****IMPORTANT *** Only create accounts for new instructors without accounts in the NC3 system and then only for instructors who are to be assigned NC3 “self-test” certifications (all meters and PMI-1.) All other certifications require attendance at a Train-The-Trainer event at which they will be assigned an account and linked to your campus. If an instructor has a pre-existing account not linked to your campus or if you wish for a new instructor to be able to offer certs that require training contact NC3 help for assistance.**

First press the “Users” Tab

The screenshot shows the NC3 dashboard with the 'Users' tab selected. A red arrow points to the 'Users' tab in the navigation bar. The page title is 'Users' and there are buttons for 'Add User' and 'Import Users'. Below the title is a search bar and filter options. A table lists users with columns for Name, Role, Schools, Groups, Active, and Edit.

Name	Role	Schools	Groups	Active	Edit
Patrick Butler	Student	Snap-on		✓	
Daniel Cross	Student	Snap-on		✓	

Then Press the “Add User” button

The screenshot shows the NC3 dashboard with the 'Users' tab selected. A red arrow points to the 'Add User' button. The page title is 'Users' and there are buttons for 'Add User' and 'Import Users'. Below the title is a search bar and filter options. A table lists users with columns for Name, Role, Schools, Groups, Active, and Edit.

Name	Role	Schools	Groups	Active	Edit
Patrick Butler	Student	Snap-on		✓	
Daniel Cross	Student	Snap-on		✓	



Creating Instructor Accounts

Fill in the form fields. Asterisks denote required fields. Always use institution supplied emails for instructors (no personal accounts)

The screenshot shows the 'New User' form in the nc3 system. The navigation bar at the top includes 'Certifications', 'Reports', 'Schools', 'Groups', and 'Users'. The form fields are as follows:

- * First name:
- Phone:
- * Last name:
- * Job title:
- * Email:
- * Role:
- Address 1:
- Address 2:
- * Schools: (dropdown menu open showing: TCAT - Oneida, NC3 Certification Center, Snap-on, Greenlee School)

Set the "Job title" and "Role" fields to "Instructor"

The close-up shows the 'Job title' and 'Role' dropdown menus. The 'Job title' dropdown is open, showing the following options: Post-Secondary Instructor (selected), Secondary Instructor, Post-Secondary Student, Secondary Student, and Working Professional. The 'Role' dropdown is open, showing the following options: Instructor (selected) and Student.



Creating Instructor Accounts

Select your campus in the “schools” box, this ensures the instructor is linked to your campus. Users can be part of multiple schools however you will only see schools your account has Campus Admin permissions for.

* Schools Clear

TCAT - Oneida
NC3 Certification Center
Snap-on
Greenlee School




Creating Instructor Accounts

Set a password. Use “changeme” to require the user change their password on first login. Then press “save”

Password - No Password

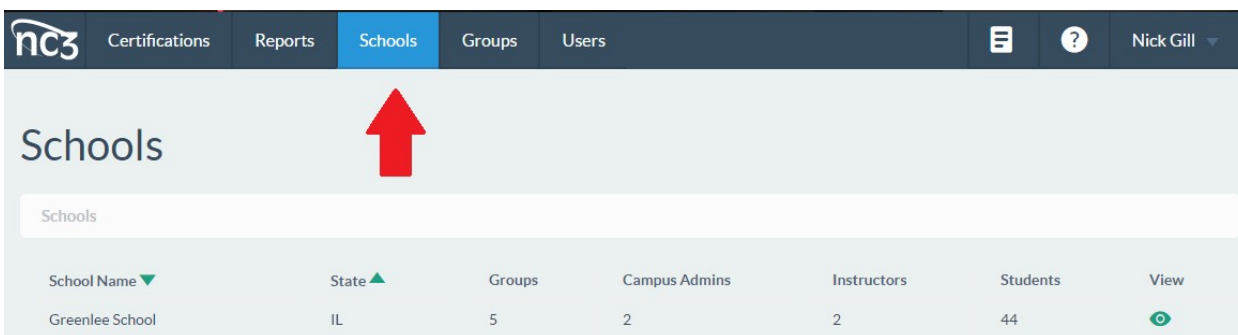
Password confirmation

[Save](#) [Save & New](#)



In order to give Instructors access to the curriculum, the ability to enroll students and to run reports Campus Admins must “toggle” on “Instructor” permissions. The following steps will help you through the process:

First click on the “schools” tab.



The screenshot shows the nC3 interface with the 'Schools' tab selected. A red arrow points to the 'Schools' tab in the navigation bar. Below the navigation bar, the 'Schools' section is visible, featuring a search bar and a table with columns for School Name, State, Groups, Campus Admins, Instructors, Students, and View.

School Name ▼	State ▲	Groups	Campus Admins	Instructors	Students	View
Greenlee School	IL	5	2	2	44	



Creating Instructor Accounts

Click on the “eye” view icon for your school.

The screenshot shows the 'Schools' section of the nc3 interface. The navigation bar includes 'Certifications', 'Reports', 'Schools', 'Groups', and 'Users'. The 'Schools' section has a search bar and a table with columns: School Name, State, Groups, Campus Admins, Instructors, Students, and View. The 'View' column for 'Greenlee School' has a red arrow pointing to an eye icon.

School Name	State	Groups	Campus Admins	Instructors	Students	View
Greenlee School	IL	5	2	2	44	

Scroll down to find the “Users” section. Click the “Instructor” toggle to give permissions to a user.

The screenshot shows the 'Users' section of the nc3 interface. It has buttons for 'Add User' and 'Import Users'. The table has columns: User Name, User Type, Certifications Available, Certifications Passed, Instructor, and Edit. The 'Instructor' column for 'Nathan Hall' has a red arrow pointing to a toggle switch.

User Name	User Type	Certifications Available	Certifications Passed	Instructor	Edit
Nathan Hall	Instructor	27	13		
Dennis Marshall	Instructor	7	7		
Joseph Strickland	Instructor	8	6		
John Travis	Instructor	7	5		