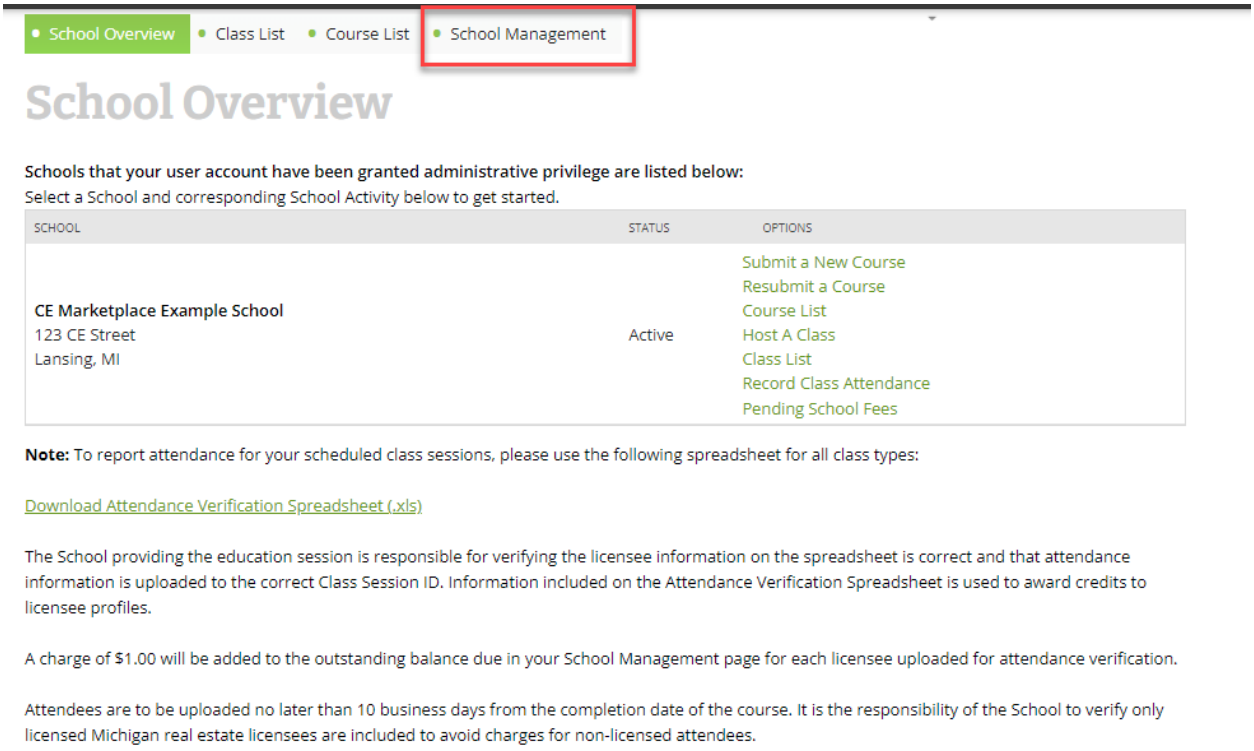
Adding New Users to School Accounts

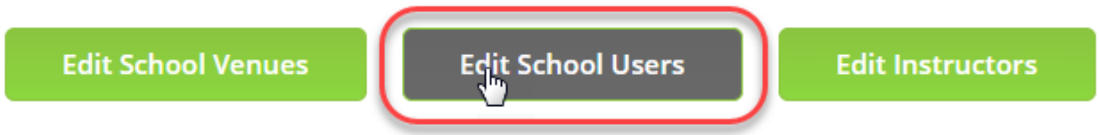
New to CE Marketplace is the ability to add additional users to manage the School account. Once a new user has been added, the individual will be listed on the School's User Roster. School users may submit courses, schedule classes, or record attendance on behalf of the School.

To add users to your School, click on the School Management link from your School Overview page:



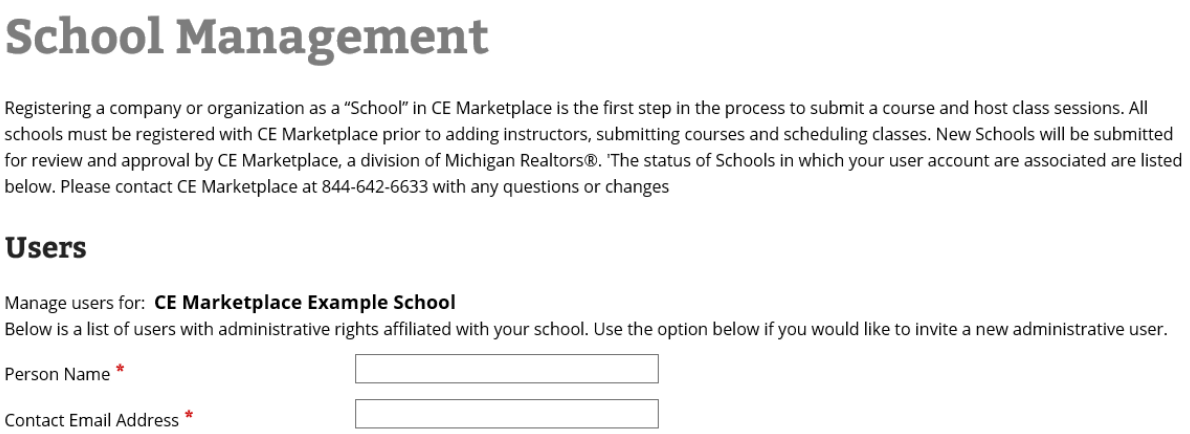
Once you are on the School Management page, you will first click on the School in which you will be adding users:

Once you are at the School Management page, click on the 'Edit School Users' button:



Next, you will add users to your School User list by clicking the ‘Add User’ button:

On the next page, you will enter the user’s full name and email address. Once this is completed click “Send Invitation.”



The user will then receive an email notification from the School. If previously registered with CE Marketplace, the user will sign in with their existing credentials. If the user does not have an existing account, one will need to be created. Once your users have been added to the School’s user rooster, they will have access to the administrative tools.

For additional information on CE Marketplace, visit our Resources page or give us a call at 844.642.6633.