

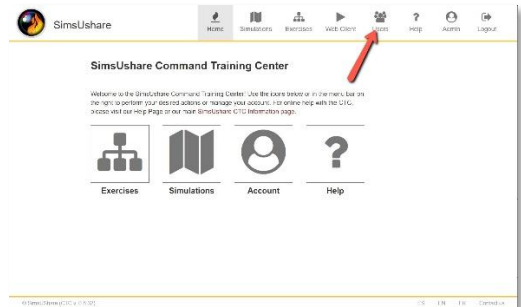
Admin: Creating and Managing CTC Instructors

How to create additional instructors who can conduct exercises or manage your account.

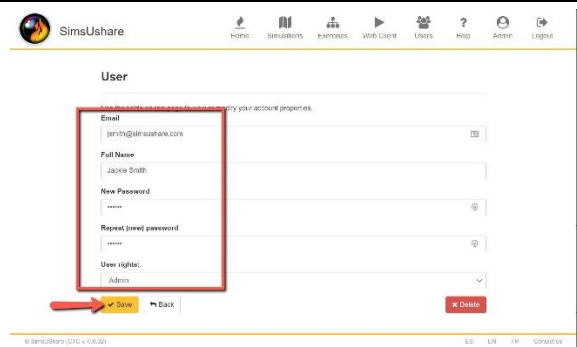
If you are an administrator of your CTC account, you can create additional instructors or administrators. The roles are as follows:

- **admin:** can upload/download sims, create embeddable sims, create/manage/join exercises, and create/manage users (other instructors or admin)
- **instructor:** can create/manage/join exercises, can download sims. This role cannot upload sims or create/manage users.
- **shared:** can only download sims.

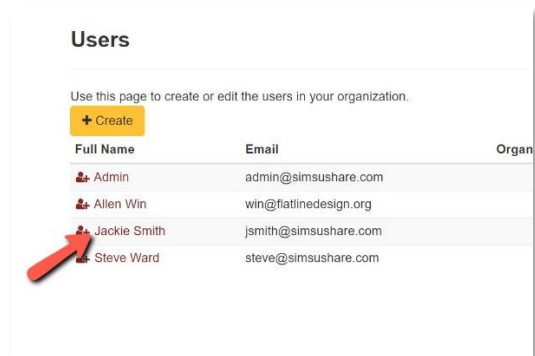
Go to the “Users” tab. SimsUshare will list the current users (admin/instructor/shared) in the account, with their roles (rights).



To create a new user, press Create, then fill out the form and press Save. Pay particular attention to the “User Rights” you assign – this can be “admin”, “instructor”, or “shared”, as described above.



To edit a user, click on the user’s name and you can modify their information and access rights.



If you want to delete the user, click the “Delete” button. You cannot delete your own user id.

