Ent tle District Level Administrator Account to Exam Request System
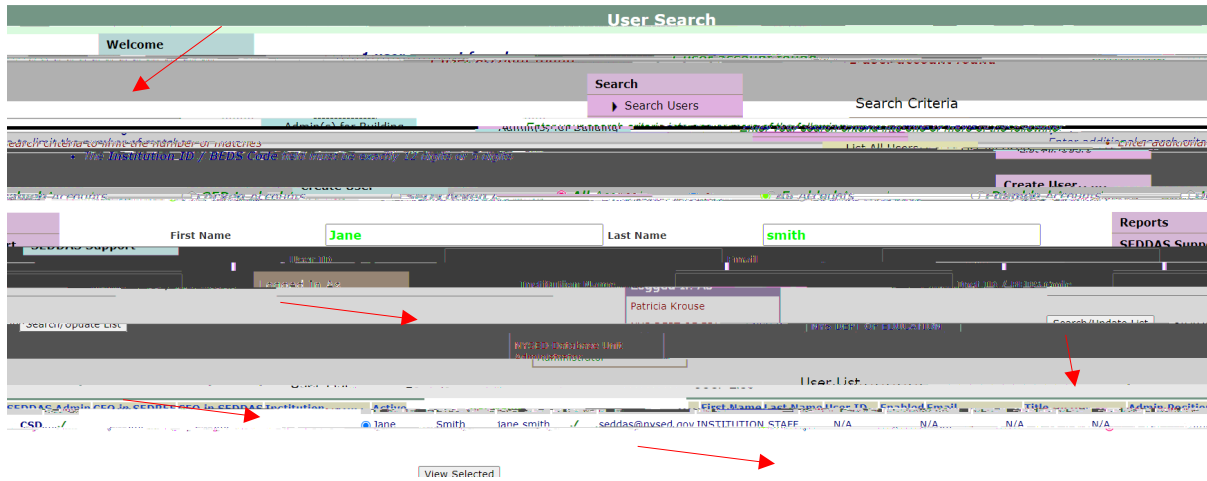
Locate the account of the user you would like to ent tle by clicking on **Search Users**
Search/Update List
Users with that name will appear, there may be more than one if there is check the **Inst tut on**
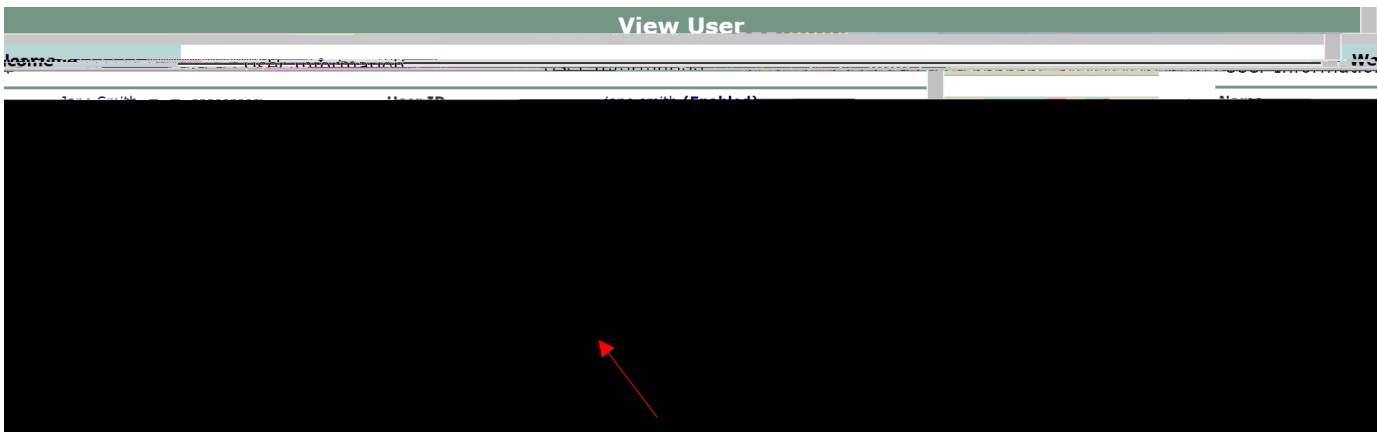district to decide which one you need to ent tle
Select the radio but on next   scroll to the bot om of the screen and
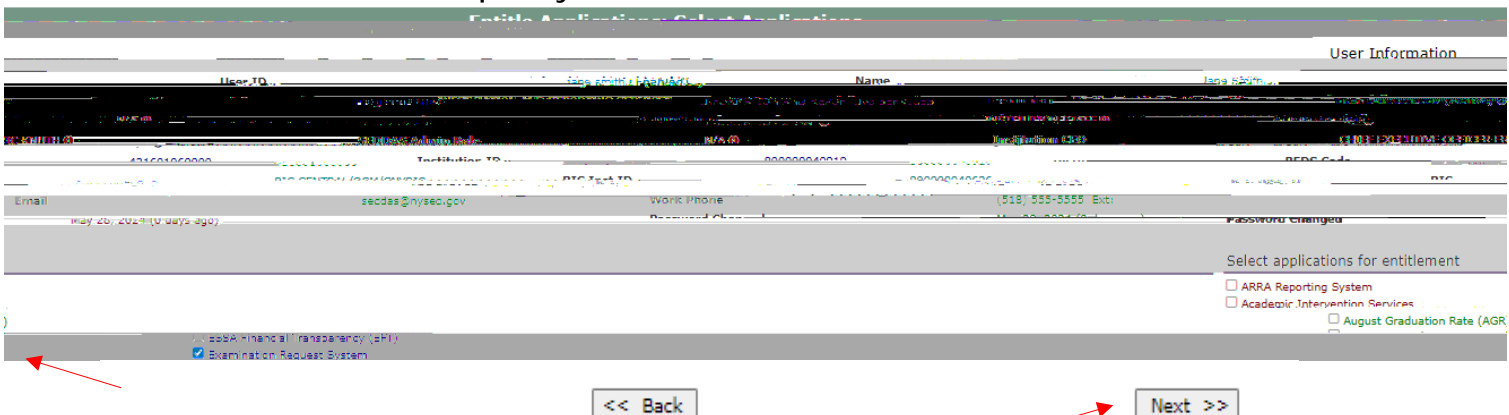**View Selected** but on

Click Ent tle Applicat ons

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

Applicat on Roles drop down Select a Role

Role View Only

8) Next
9) Grant Update Access

A confirm t on p ge will dispa s r