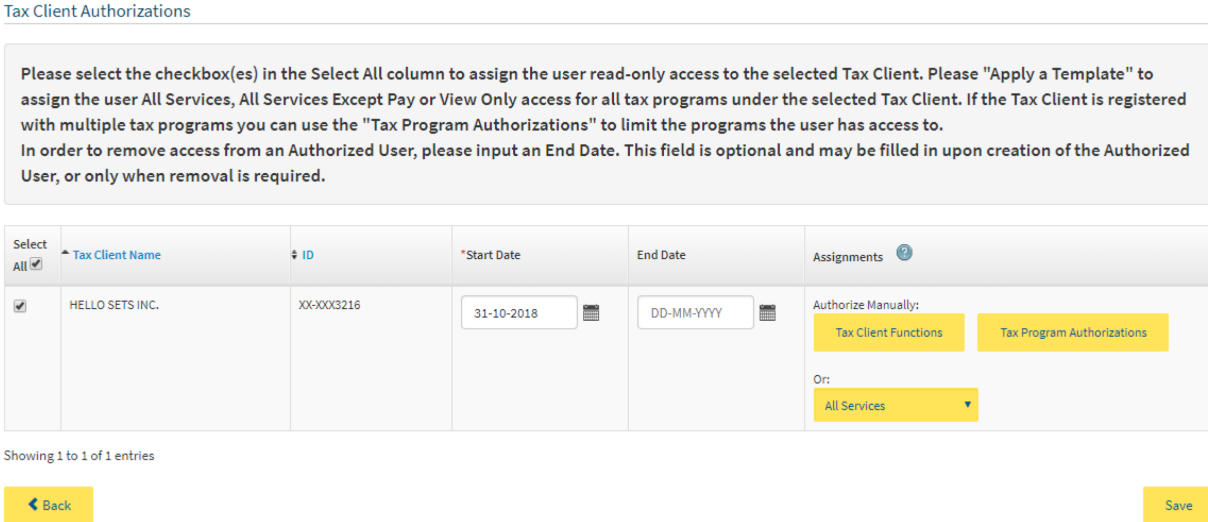
2. Navigate to the “Manage Authorized Users” page

To begin, navigate to the “Profile Information” header and select “Manage Authorized Users” from the drop-down menu.

3. Navigate to the “Add New Authorized User” page

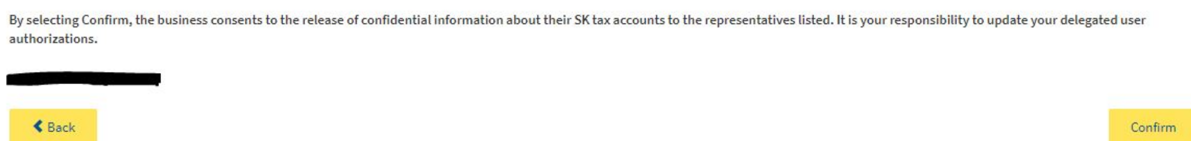
Review the instructions on the page, then click “Add New Authorized User” located above the search bar.



You may return to this page to update Authorized User access at any time. Simply search or select the User ID you would like to change (step 3), make updates, and click "Save".

6. Confirm changes

After any changes have been made, click "Save" on the Users Detail page. You will then be directed to a confirmation page, you must click "Confirm" at the bottom of the page to save your changes.



7. Add additional or remove existing Authorized Users (as needed)

To add additional Authorized Users, repeat the steps above.

If you need to remove access from an Authorized User, simply revisit the User Details page, click on the User ID and enter the appropriate end date for the User's access. Click "Save" to save your changes.

Congratulations, you have now successfully added an Authorized User!

If you require information on other options available, please visit SETS Learning.