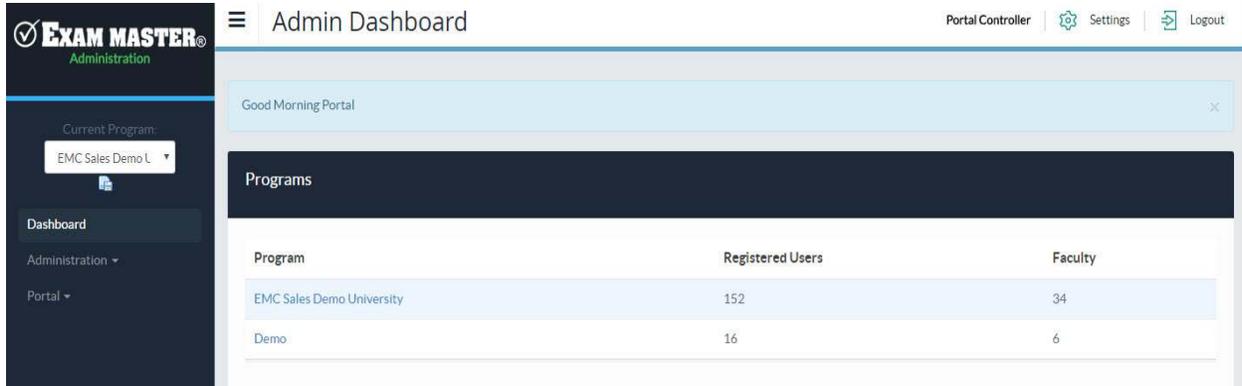


PC Access Options

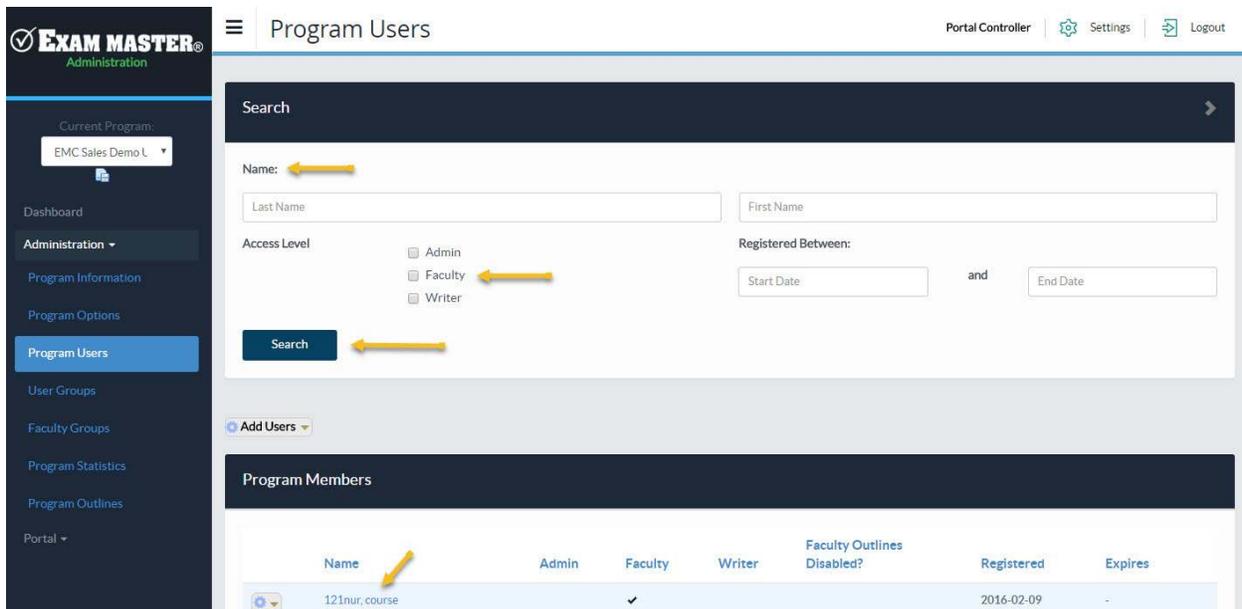
1. Log into your Portal Controller Account to view the Portal Controller Dashboard



The screenshot shows the 'Admin Dashboard' interface. On the left is a dark sidebar with the 'EXAM MASTER Administration' logo and a menu including 'Current Program: EMC Sales Demo U', 'Dashboard', 'Administration', and 'Portal'. The main content area has a header 'Admin Dashboard' with 'Portal Controller', 'Settings', and 'Logout' links. Below the header is a 'Good Morning Portal' notification. The main section is titled 'Programs' and contains a table with the following data:

Program	Registered Users	Faculty
EMC Sales Demo University	152	34
Demo	16	6

2. Click **Administration**
3. Select **Program Users**



The screenshot shows the 'Program Users' interface. The sidebar on the left has 'Administration' selected, with 'Program Users' highlighted in blue. The main content area has a header 'Program Users' with 'Portal Controller', 'Settings', and 'Logout' links. Below the header is a 'Search' section with the following fields and options:

- Name: (with a yellow arrow pointing to the input field)
- Last Name: (input field)
- First Name: (input field)
- Access Level: Admin, Faculty (with a yellow arrow pointing to the Faculty checkbox), Writer
- Registered Between: Start Date (input field) and End Date (input field)
- Search: (button with a yellow arrow pointing to it)

Below the search section is an 'Add Users' button and a 'Program Members' table with the following data:

Name	Admin	Faculty	Writer	Faculty Outlines Disabled?	Registered	Expires
121nur; course		✓			2016-02-09	-

4. Run a Search by **Name** or **Access Level** and Click **Search** or select a user from the Program Members list
5. Click the Name of a user to change their access level

Edit User Access

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Access Expiration ←

Enable as Administrator (?)

Enable as Faculty (?)

Enable as Super Faculty (?)

Enable as Question Writer (?) ←

Disable Faculty Outlines (?) ←

Save ←

Access Expiration allows you to set a date that determines how long the user will have access to their Exam Master account. Once the date that is entered is reached, the user will not be able to access their account anymore, unless the date is extended.

Enable as a Question Writer will only provide the user the privilege to write questions.

Disable Faculty Outlines will remove the ability of users to add questions they write to a personal outline.

6. Select the level of access you want the individual to have

7. Click **Save**

*The question mark hovers explain what each option allows