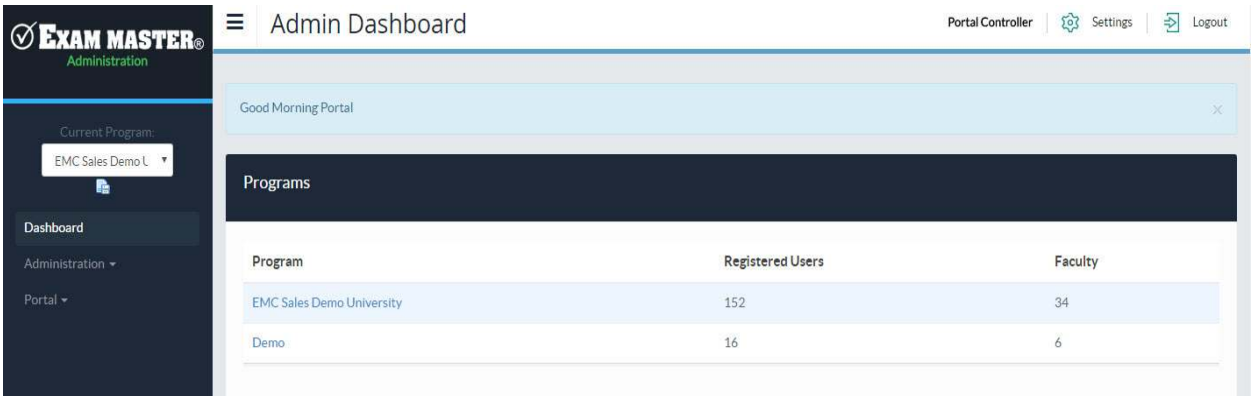
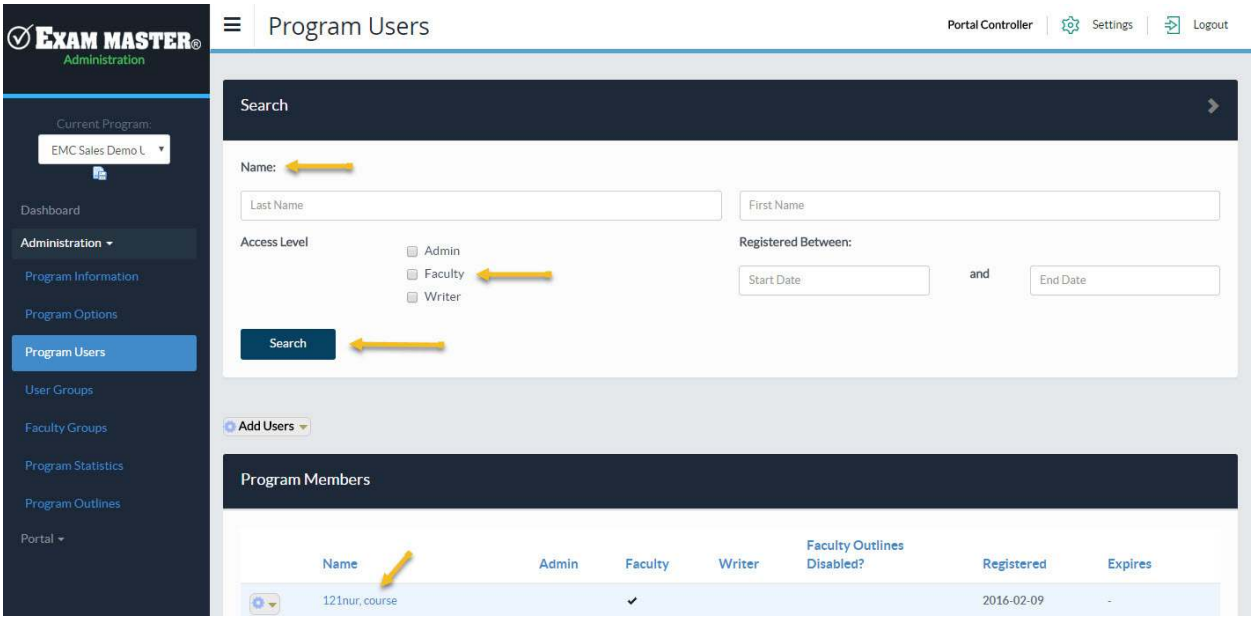
PC Access Options

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



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



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

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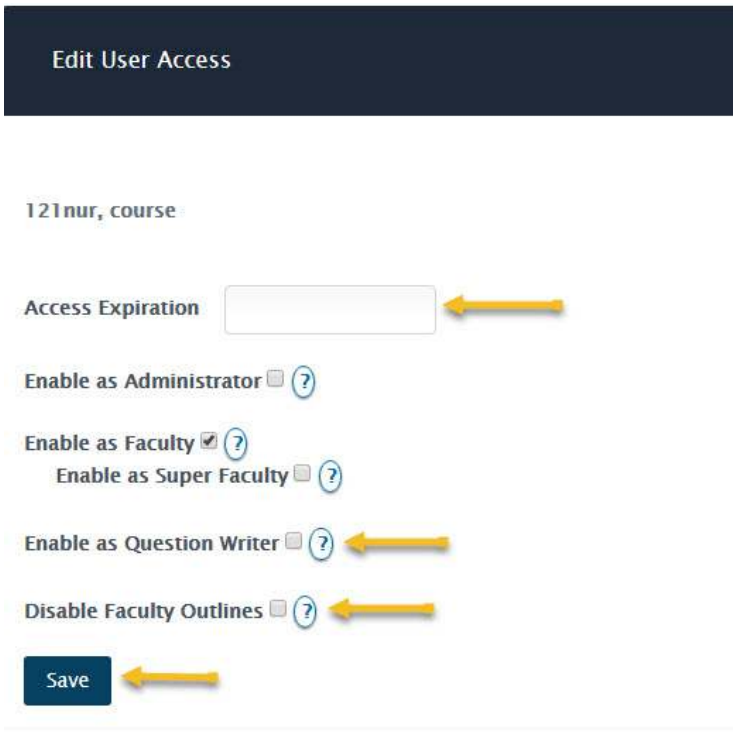

Access Expiration allows you to set a date that determines how long the user will have access to their Exam Master account. Once the date that is entered is reached, the user will not be able to access their account anymore, unless the date is extended.

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