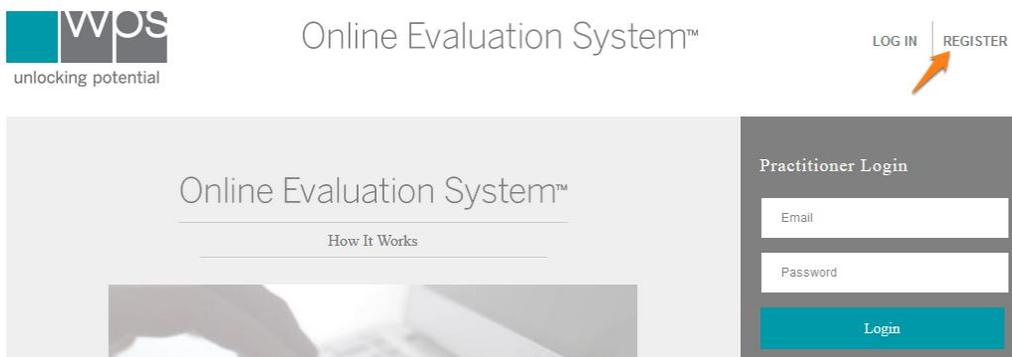


**Title:** WPS Online Evaluation System - Add Users to an Organization

**Description:** How does an organization manager add additional users to their organization on the Online Evaluation System.

### Instructions

1. The Organization Manager will direct the new users to the Online Evaluation System at <http://platform.wpspublish.com> and ask them to click **Register** in the upper right corner of the page to create an account.



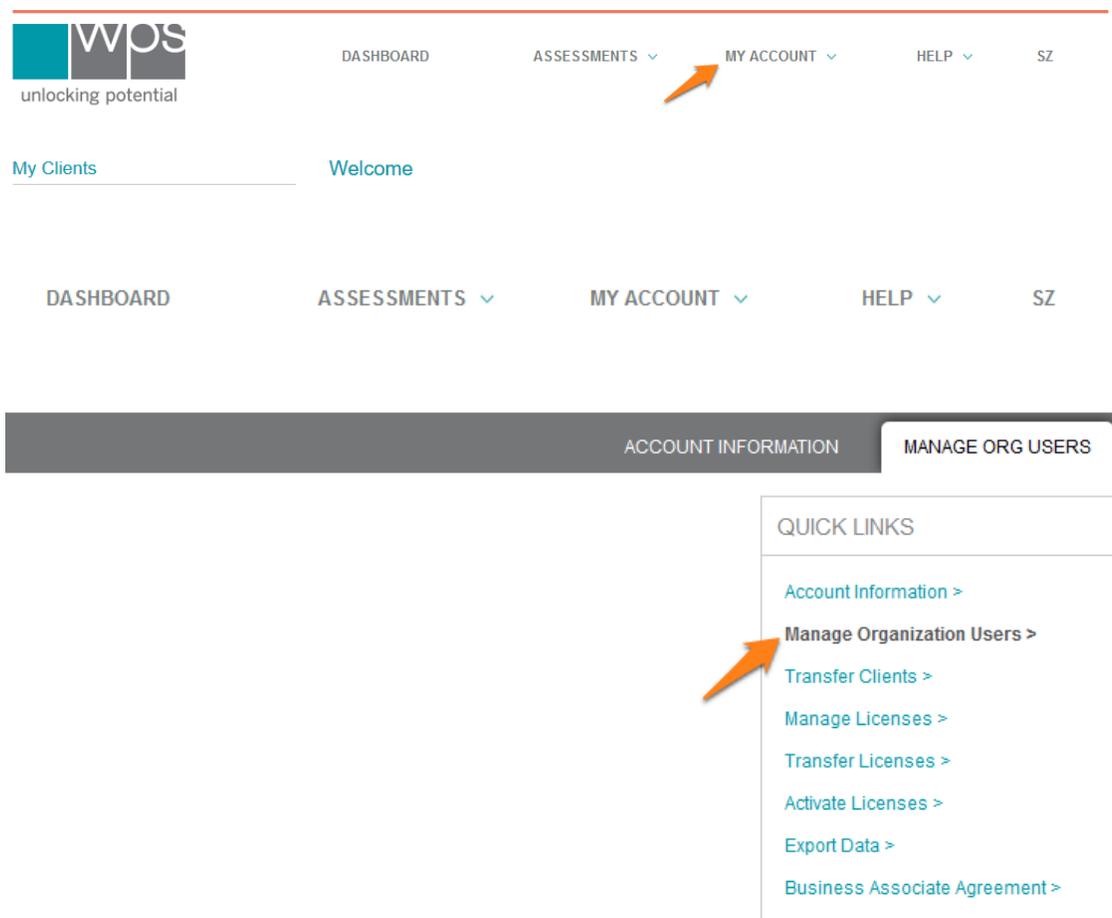
2. When it asks them if they are part of an organization, have them select **Yes**, and have them look for the name of the organization you decided to create and complete the rest of the registration.

<b>01 ARE YOU PART OF AN ORGANIZATION?</b>	Your password must include a minimum of: <ul style="list-style-type: none"><li>• Eight characters</li><li>• One uppercase letter</li><li>• One lowercase letter</li><li>• One number</li><li>• One special character (for example, !, @, #, \$, %, ^, &amp;, *, +, ?)</li></ul>
For example, schools, hospitals, clinics, universities. <input type="button" value="YES"/> <input type="button" value="NO"/>	
<b>02 CREATE YOUR ACCOUNT</b>	
<b>03 CONFIRM ACCOUNT INFORMATION</b>	

Typing into the search box enables you to search for existing organizations. Clicking **Can't find your organization?** allows you to browse the entire list of registered organizations.

<b>01 ARE YOU PART OF AN ORGANIZATION?</b>	Your password must include a minimum of: <ul style="list-style-type: none"><li>• Eight characters</li><li>• One uppercase letter</li><li>• One lowercase letter</li><li>• One number</li><li>• One special character (for example, !, @, #, \$, %, ^, &amp;, *, +, ?)</li></ul>
For example, schools, hospitals, clinics, universities. <input type="button" value="YES"/> <input type="button" value="NO"/>	
Search Organizations by Name <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>	
<input type="button" value="Can't find your organization?"/>	
<a href="#">Create New Organization</a>	

3. After they register, they will be sent an activation email to activate their account. Clicking the link in that email activates the account. (If you do not receive the email, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800.)
4. However, they still will not be able to log in until you, the Org Manager, approves their account. You will also be notified via email when this occurs. You can click the link in the email to automatically navigate you to the approval area of the Online Evaluation System. Otherwise, you can click **My Account** in the upper right, then click **Manage Organization Users** under the *Quick Links* box on the right side of the page. You will then see the users on the bottom of the page which need your approval.



5. The new user will get notified by email when their account is approved.
6. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.