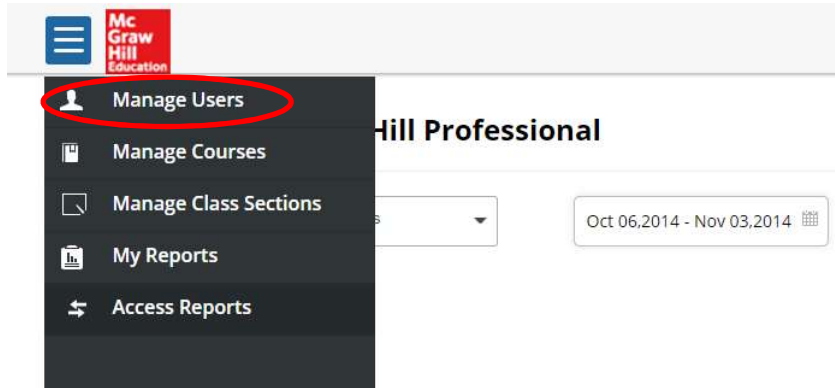




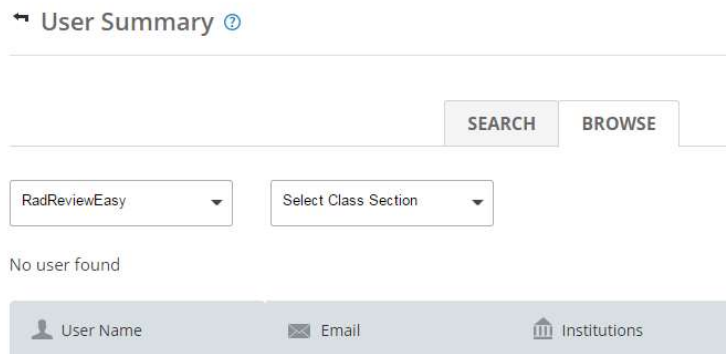
### Account Setup Information: Admin

Please follow the instructions below to create new student or instructor accounts from the institutional admin page.

1. Navigate to <https://www.paeasy.com/ls/login> and sign in with your admin username and password (this information can be found in your welcome letter)
2. From the dropdown menu on the top left, choose “**Manage Users**”



3. Toggle to “**BROWSE**” and select the appropriate course and class section



4. Click on “+New user”

The screenshot shows a user management interface. At the top, there are two tabs: "SEARCH" and "BROWSE". Below the tabs, there are two dropdown menus: the first is set to "RadReviewEasy" and the second is set to "ARRT". Below these, it says "10 user found". On the right side, there is a button labeled "+ New user" which is circled in red. Below this is a table header with columns: "User Name", "Email", "Institutions", "Role", and "Course Count".

5. Enter in the required information and designate whether the user is a Student or Instructor in the “Role” field, then click on “Save”

#### ← Create user

The "Create user" form includes a profile picture placeholder (a blue square with a white silhouette) and several input fields: "Full name:" (placeholder: "Type user full name"), "Email address:" (placeholder: "Type user email address"), "Password:" (placeholder: "Type password"), and "Confirm password:" (placeholder: "Retype the password"). There is a "Role:" dropdown menu with "Student" and "Instructor" options; a red arrow points to this dropdown. Below are "Course Name:" (value: "RadReviewEasy") and "Class Section:" (value: "ARRT"). At the bottom, there are "Cancel" and "SAVE" buttons.

6. Once the account has been created successfully, users can navigate to <https://www.paeasy.com/ls/login> and sign in with their username and password.