Entitle District Level Administrator Account to Exam Request System

Locate the account of the user you would like to entitle by clicking on **Search Users**
Search/Update List
Users with that name will appear, there may be more than one if there is check the **Institution**
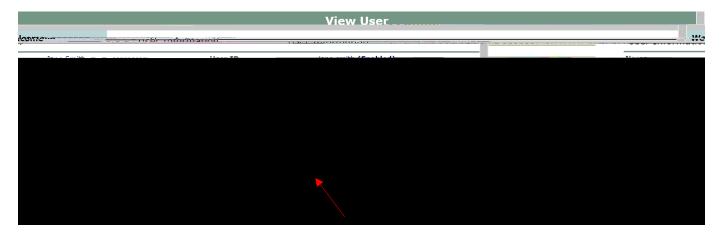district to decide which one you need to entitle
Select the radio button next   scroll to the bottom of the screen and
View Selected button

Click Entitle Applications

Check the box next to **Exam Request System**   **Next**

Applicaton Roles drop down **Select a Role**

Role **View Only**

8) **Next**
9) **Grant Update Access**

A confirmaton page will dispa s r