

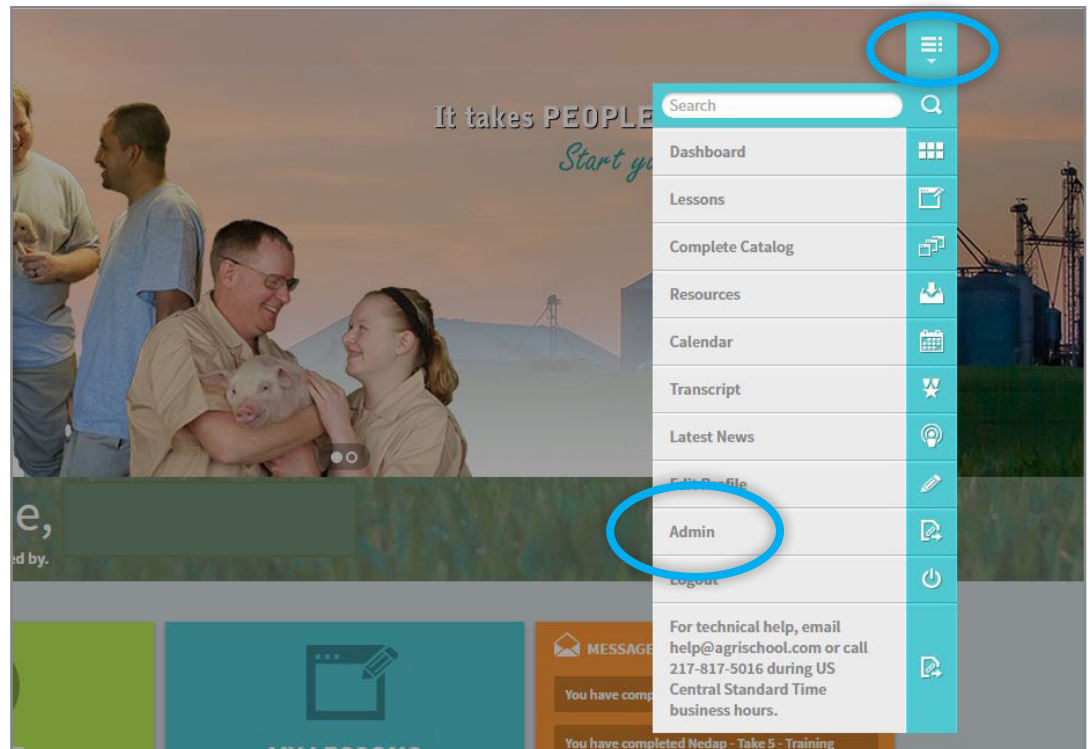


**Pork Avenue™**  
TRAINING PORTAL

## Add a New User Step-by-Step Guide

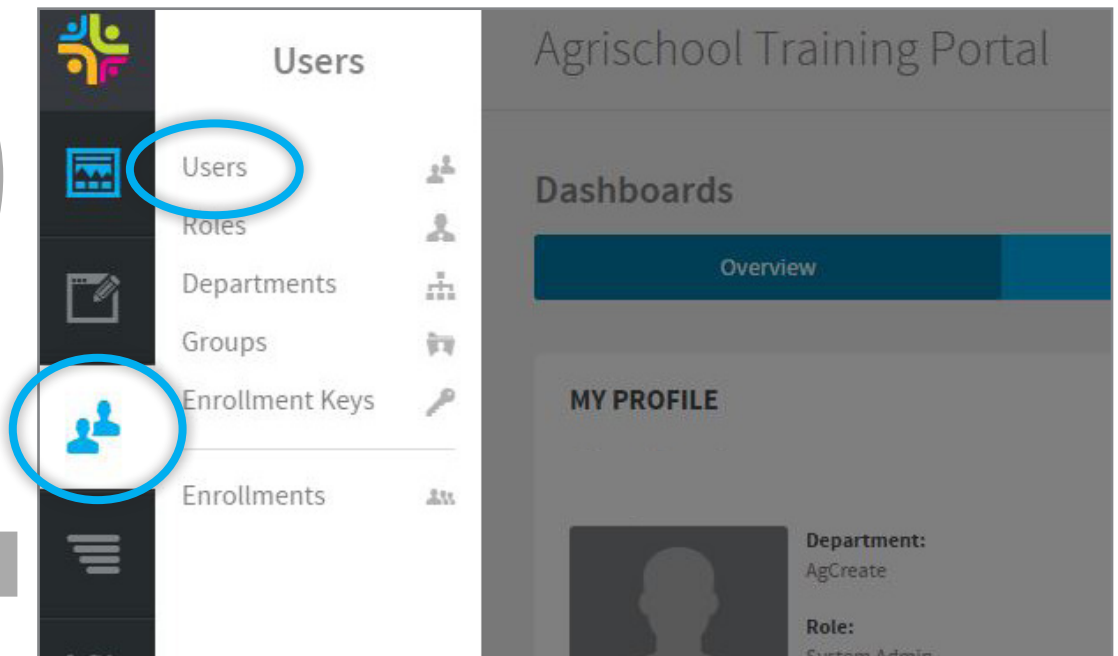
[www.porkavenuetraining.com](http://www.porkavenuetraining.com)

# 1



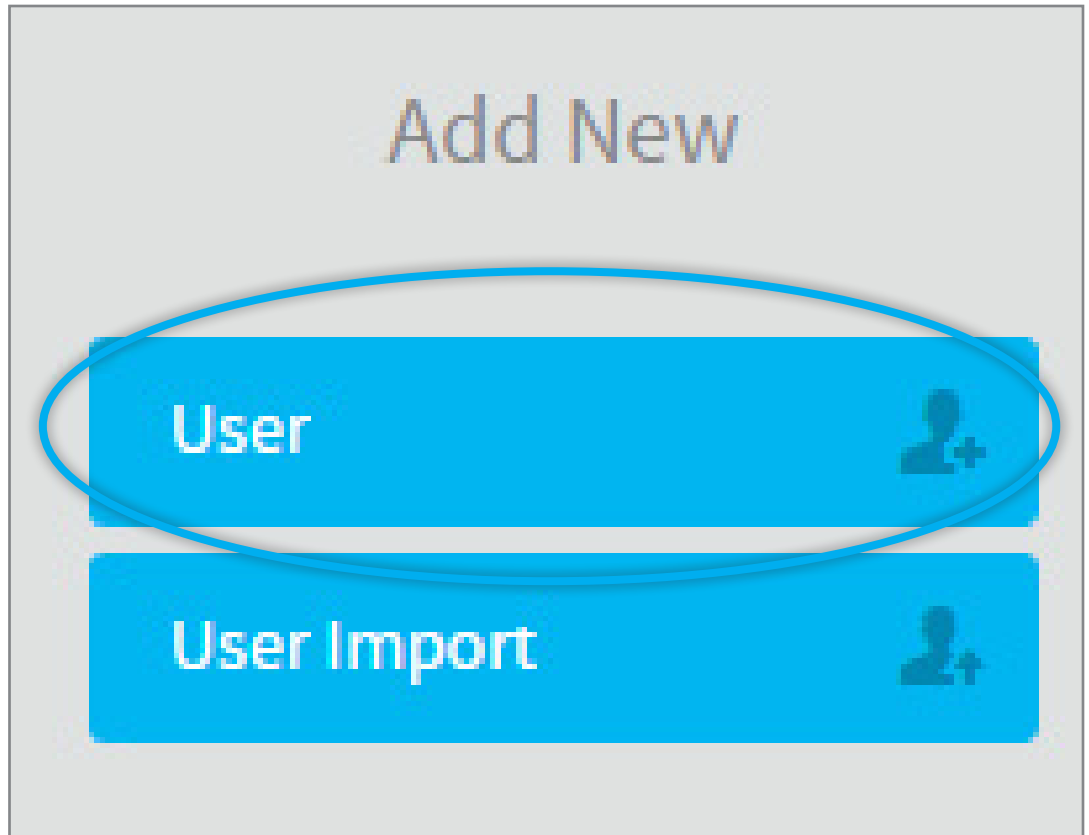
Once you have logged into Pork Avenue Training Portal, you need to get from the learner side of the site to the admin side. Click on the icon that is to the top, right of the page. It has three lines and an arrow pointing down. Select "Admin", which will take you to the Admin side of the site.

# 2



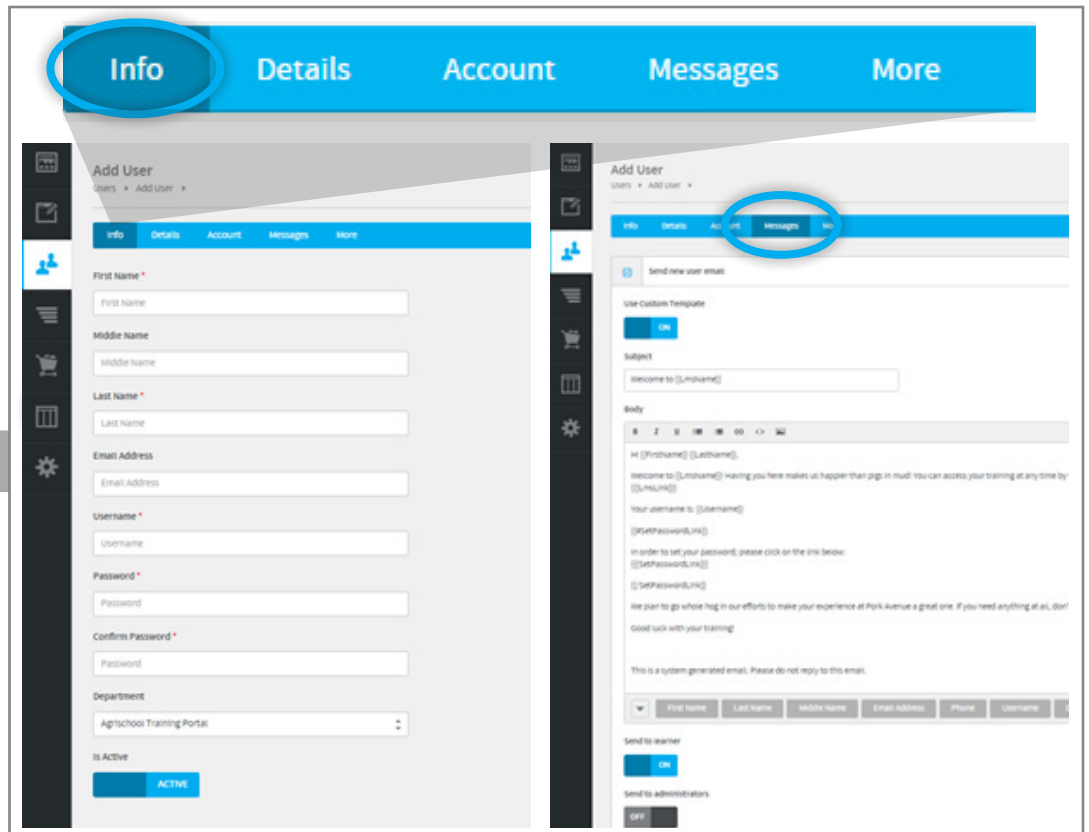
On the left panel, you will find a menu of different tabs. Select "Users" and then select "Users" again.

# 3



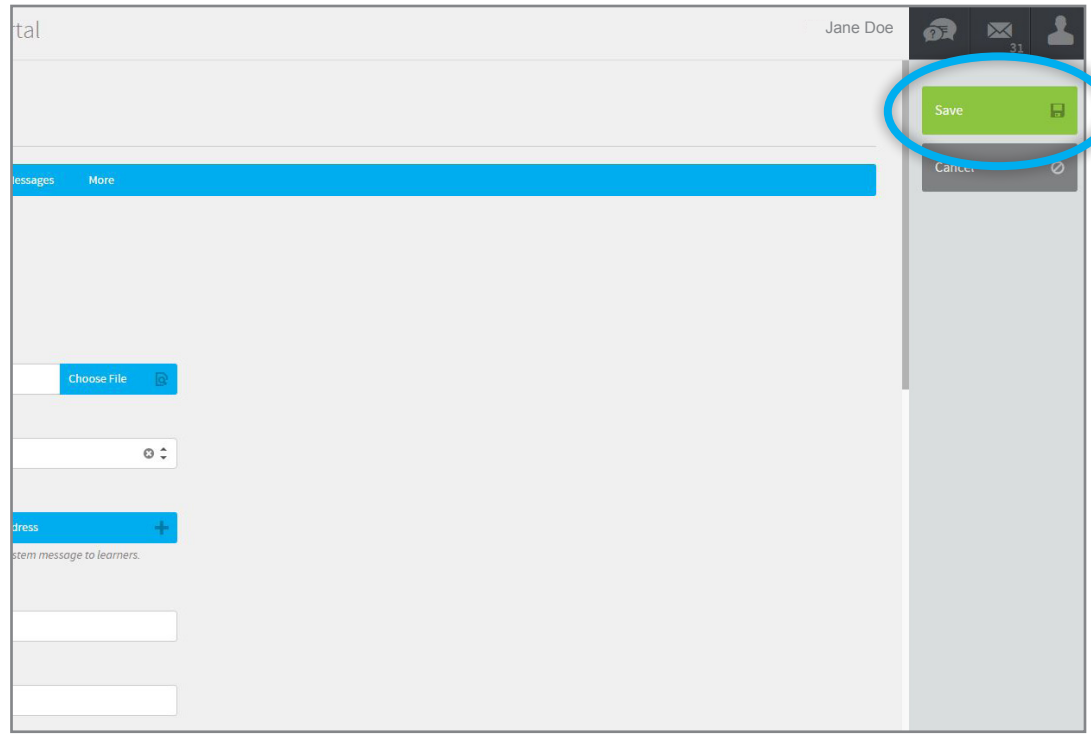
On the right side of your screen you will see actions that you can perform. Click on "User."

# 4



Fill out all the necessary information. Be sure to click through each tab at the top to ensure the new user has the appropriate settings. To send the user an email message with a link, click on the Messages tab and click the "Use custom template" button to turn it ON.

# 5



Be sure to click Save, located on the right side of your screen