

How do I add an administrator to Rosetta Stone Manager™?

To add an administrator to Rosetta Stone Manager, follow these steps:

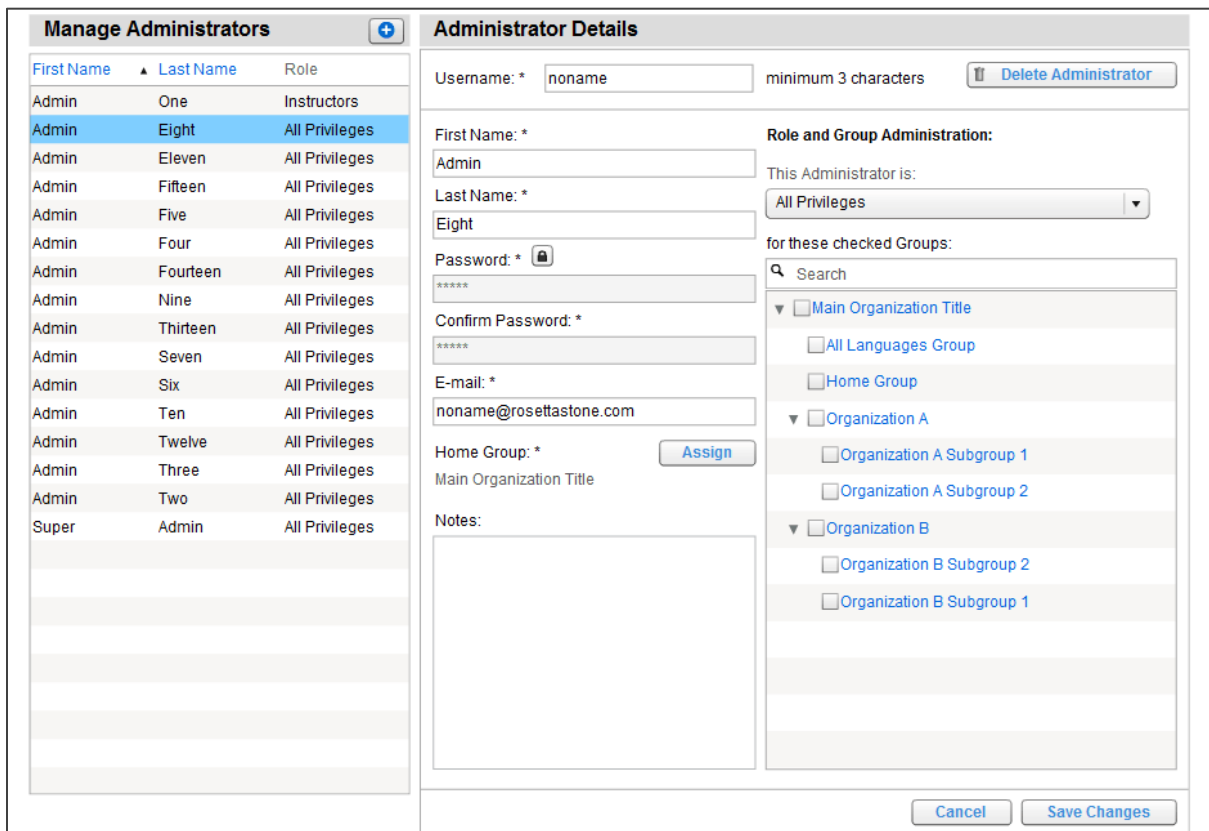
1. Click “Manage” on the Administrators tab.



2. In the left column, click the “Add button.”



3. Fill in the administrator’s first and last name, password, and e-mail address. You will have to assign the administrator a home group. Then, assign the administrator the relevant privileges and groups.



The screenshot shows the 'Manage Administrators' and 'Administrator Details' forms. The 'Manage Administrators' table lists existing administrators, and the 'Administrator Details' form is used to add a new one.

First Name	Last Name	Role
Admin	One	Instructors
Admin	Eight	All Privileges
Admin	Eleven	All Privileges
Admin	Fifteen	All Privileges
Admin	Five	All Privileges
Admin	Four	All Privileges
Admin	Fourteen	All Privileges
Admin	Nine	All Privileges
Admin	Thirteen	All Privileges
Admin	Seven	All Privileges
Admin	Six	All Privileges
Admin	Ten	All Privileges
Admin	Twelve	All Privileges
Admin	Three	All Privileges
Admin	Two	All Privileges
Super	Admin	All Privileges

Administrator Details

Username: * minimum 3 characters [Delete Administrator](#)

First Name: *

Last Name: *

Password: *

Confirm Password: *

E-mail: *

Home Group: *

Main Organization Title

Notes:

Role and Group Administration:

This Administrator is:

for these checked Groups:

Main Organization Title

All Languages Group

Home Group

Organization A

Organization A Subgroup 1

Organization A Subgroup 2

Organization B

Organization B Subgroup 2

Organization B Subgroup 1

4. Click *Save Changes*.