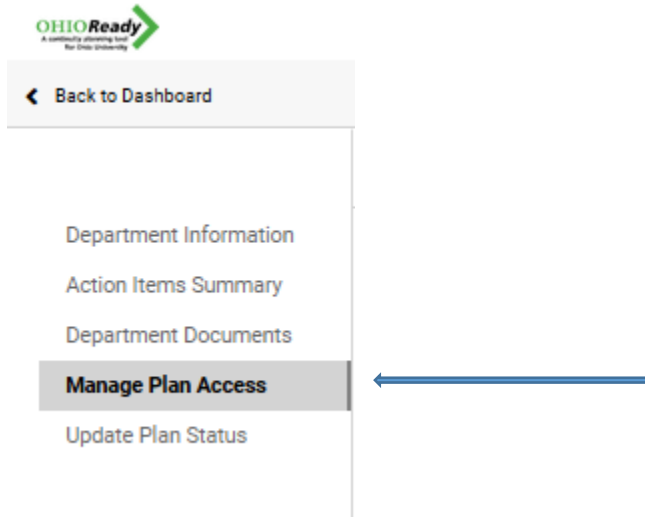
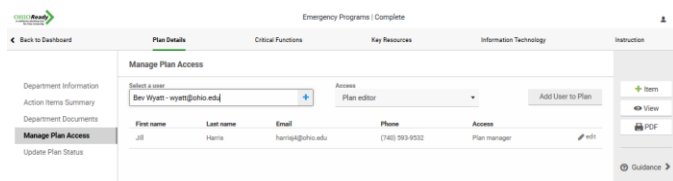


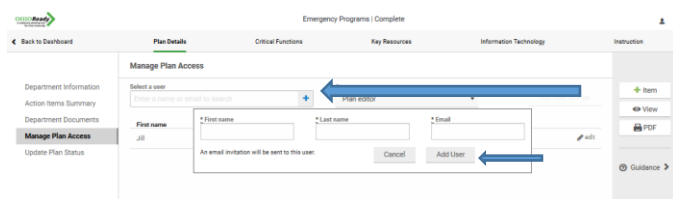
STEP 1 Sign into plan. On left side of page select “Manage Plan Access” From here you can add or remove users.



STEP 2 – for new users, *try finding them by email address*, if the search finds the person you want to add, determine their access level and then select the “add user to this plan” button.



STEP 3 – for users who are not yet in the system (they do not come up in the search), *click the blue “+” button* next to the “select a user” box and add the new user first & last name and their email address. Select “add user”.



The new user will receive an email from the Ohio Ready system with instructions on how to set up their user account.

STEP 4 –You should now see the newly added user’s name displayed. Select “add user to this plan” and designate their *access level*. **NOTE:** They will not have access to the plan until they create their user account via the email received from Ohio Ready (Kuali) System.