# GreatAcademy® – Mapping Accounts for Portal Admin and Instructors

If you are a Portal Administrator or an Instructor, you will want to create a secondary Learner user account to get credit for any training you may need to take. This guide will show you how to create a second account and then map the two together so you can easily toggle between your profiles without having to log in separately.

1. Click the **USERS** Icon.
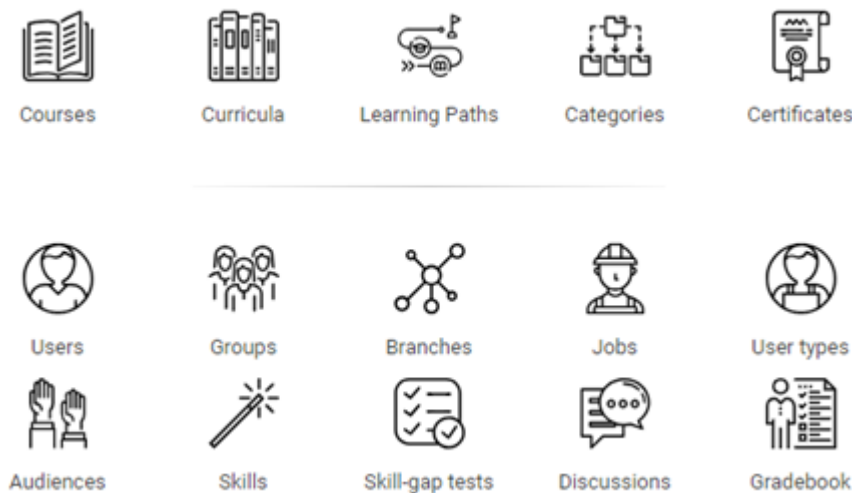
2. Click **ADD USER**

Home / **Users**

- **First Name** – User's first name.
- **Last Name** – User's last name.
- **Username** – User's Username – It is advised to use the user's email address. If you are making a Learner account, then you should add learner at the end. (ex. user@gaig.com – learner)
- **Password** – Enter any password.
- **Repeat Password** – Enter the same password as above.
- **Email Address** – User's email added. (NOTE: you can use the same email address for both your Admin account and your Learner account.)
- **Receive System Emails** – This box should be checked so the user receives notifications.
- **User Type** – Select the user type: Instructor, Learner, Portal Administrator.
- **Branch** – This should typically be Specialty Human Services/"name of your organization".
- **Language** – Select language from drop-down.
- **Time Zone** – Select preferred language from drop-down.
- **Active** – Box should be checked if the user needs to be active.
- **VolunteerMatters ID** – Nothing required. Enter information if needed.
- **EmployeeID** – Nothing required. Enter information if needed.
- **Volunteer or Employee** – Nothing required. Enter information if needed.
- **Worker Type** – Not required. Enter information if needed.
- **Branch** – Not required. Enter information if needed.
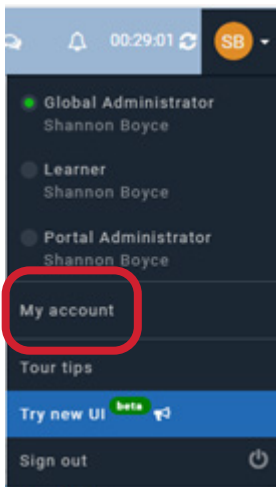- **Department** – Not required. Enter information if needed.

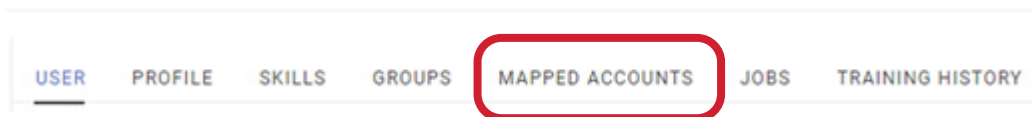- Click **ADD** – at the bottom of the page.
- To link the accounts:
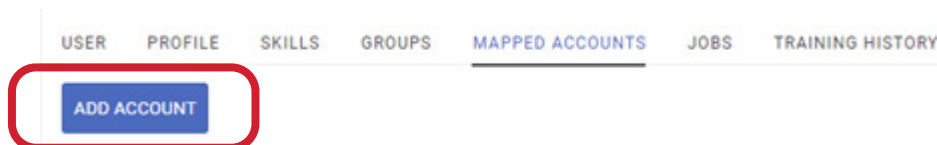 1. Click the initials on the top right corner of the screen.

2. Click **MY ACCOUNT**.

3. Click **MAPPED ACCOUNTS**.

4. Click **ADD ACCOUNT**.

- Enter the **LOGIN** and **PASSWORD** for the account that needs to be mapped.
- Click **ADD**.

5. Click the initials on the top right corner of the screen.

6. Both the Learner account and Portal Administrator account will be listed.