

## Add a Curriculum or User Group

### Common Buttons & Icons

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	<b>Pencil</b> icon
	<b>Add</b> button

### Add a Curriculum

From the Administration Self-Service (PASS) Home screen:

1. Click **PromisePoint user list**.
2. Enter the search parameters in the left pane under **Search by**; then click **Search**.

**Note:** Another option is to Choose a filter to refine your results.

3. Click the **Pencil** icon next to the user's name to edit their profile.
4. Click the **Manage user individually** sliding bar.

**Note:** To manually add a curriculum or a user group, the user profile needs to be set to manage individually. Once this setting is changed, their user profile will no longer be updated through the bulk loader.

5. Click **Edit Curriculums**.
6. Click the **Curriculum** drop-down arrow; then select the desired curriculum.
7. Click **Add**.

**Note:** To see the updates, click Return to PromisePoint User List. Then, perform your search again.

### Add User Groups

8. Click **Edit User Groups** from the user's profile page (see steps 1-4 above to find a user's profile).
9. Click the **User Groups** drop-down arrow; then select the group.
10. Click **Add**.

**Note:** To see the updates, click Return to PromisePoint User List. Then, perform your search again.