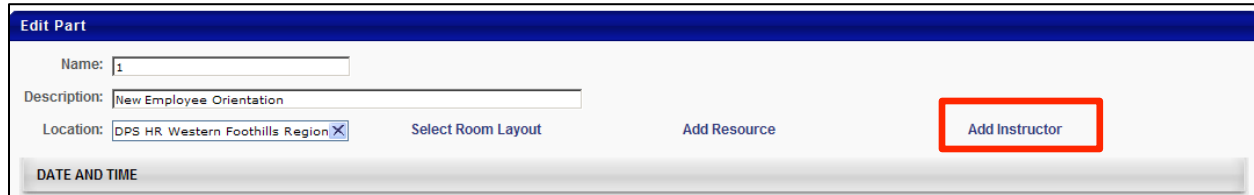


Session – Adding an Adjunct Instructor

1. While creating your session, select **ADD INSTRUCTOR**



2. Find the instructor for your session and click on their name to select them. Designate the Adjunct Instructor as the **Secondary Instructor**. **DO NOT** check Confirmation Required.

Important Note: There should always be 1 Primary Instructor for each seated class, unless the course requires an instructor/student ratio to be met, such as Firearms, CRDT, RCDT...etc. – please check with your Training Coordinator or person responsible for training at your location for these ratios.



Note: If your instructor is not found, please send an email to DPS_LMSHelp@ncdps.gov to request to have the instructor added to the system. You can save your session and go back and edit/add the instructor once you are notified they have been added.