## Create a Campus

- 1. Log in with a Site Manager account.
- 2. Select **Campus** from the home page under the Quick Create menu.

Quick Create				
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User Account	Product	Certification	Access Code	Campus

- 3. Complete the form.
  - a. Enter the name for the campus.
  - b. Select available dictionaries from the drop-down menus as the default languages for this campus.
  - c. Enter an optional description. The description is not publicly displayed.
  - d. **Save** to create the new campus or **Cancel** to navigate to the campuses page without saving the changes.
- 4. Assign user groups (see Add or Remove Campus User Groups).
- 5. Set up optional email notifications (see Add Campus Emails).