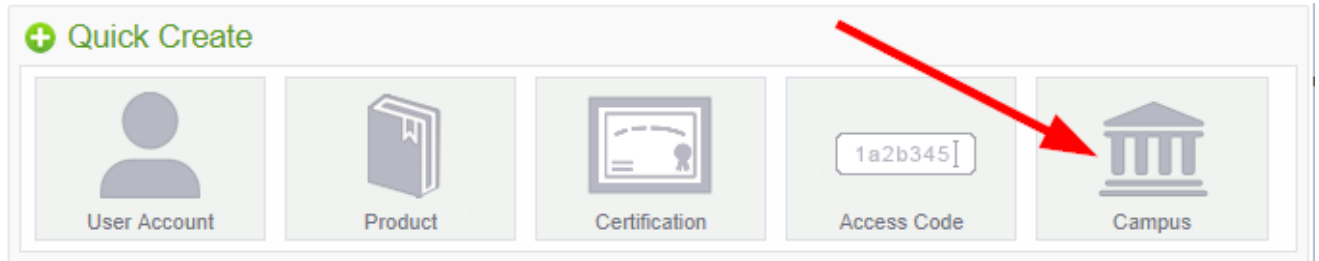


# Create a Campus

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



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](#)).