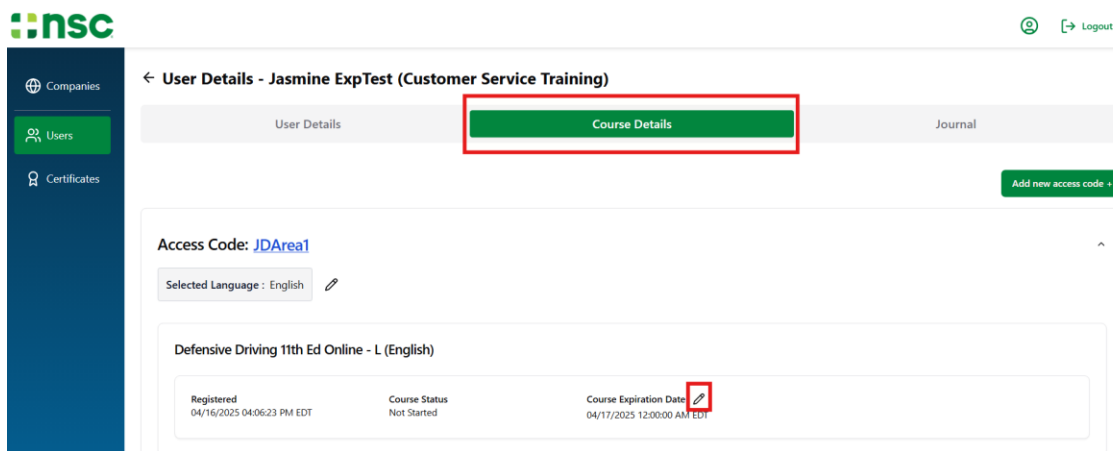


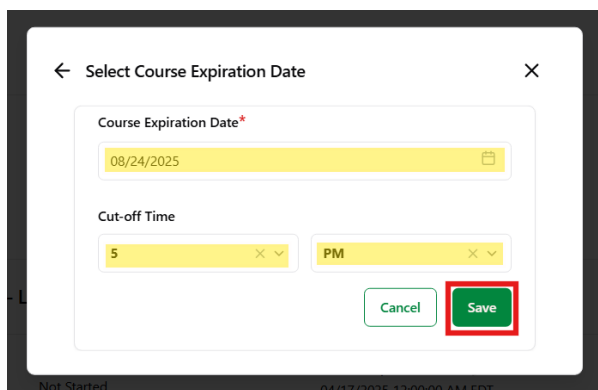
Some traffic schools and courts grant extensions to student accounts after the expiration date. Administrators for these accounts can have the ability to extended course access to users.

Below are the steps to extend the course access for a student.

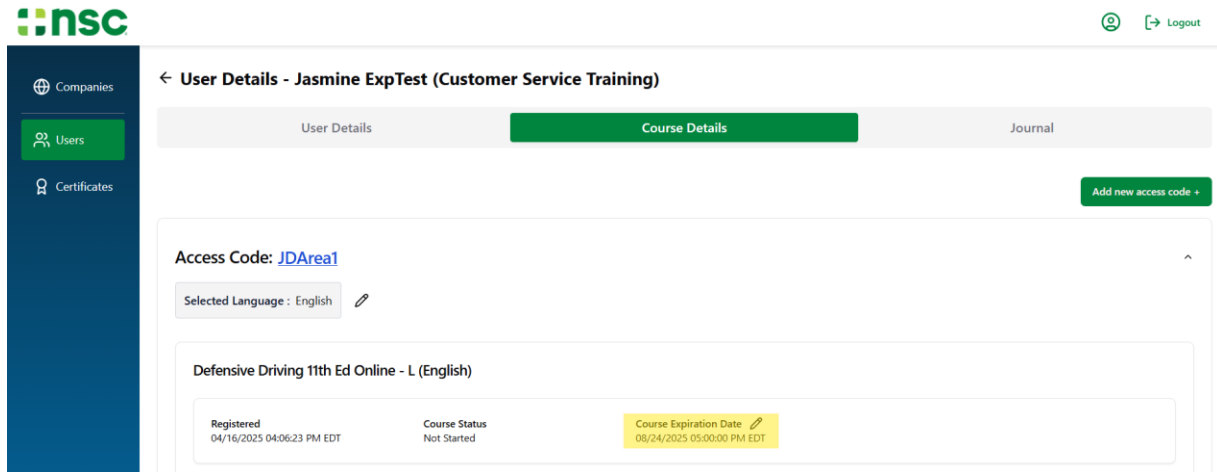
- Login as the Administrator
- Find the required User and view their account details
 - This can be done by selecting “user”, searching based on first name, last name, email address, or login id, and then clicking on the login id.
- Select “Course Details” tab
- Select the Pencil Icon next to the course expiration date



- Input the corrected expiration date, select a completion time, and click on “Save”
 - The date must be a future date
 - The time is for the user’s time zone



- The updated expiration date will appear on the User's profile under the Course Details tab



The screenshot shows the user details page for Jasmine ExpTest. The 'Course Details' tab is selected, displaying the following information:

- Access Code: [JDArea1](#)
- Selected Language: English
- Course Name: Defensive Driving 11th Ed Online - L (English)
- Registered: 04/16/2025 04:06:23 PM EDT
- Course Status: Not Started
- Course Expiration Date: 08/24/2025 05:00:00 PM EDT

