Enrolling an User

- **Instructor** – Enrolling a second instructor will give this person the same level of access of the primary instructor.
- **Course Assistant** – Enrolling a course assistant will have access as the primary instructor, but without access to the GRADES.
- **Department Secretary or Chair Person** – Currently only have access to the create NEWS items or EMAIL the Classlist. They cannot access GRADES or other system tools.

1. Click on **Communications** from the *Navigation Bar*, then **Classlist & Email**
2. Click on the **Add Participant**, then **Add existing users**

3. Do not use the Enrollment Options section. This is meant for system enrollments only. Under Add Existing Users, enter your search criteria in the **Search For**: text box. You may enter a users first name, last name or Banner ID number (without @)

![Add Existing Users]

**NOTE:** Some hyphenated name cannot be searched easily, please, try searching by first name or Banner ID number.

4. Click on the **Search**
5. A list of users will be displayed

**NOTE:** If you **DONOT** see the user listed review your Classlist. Users who are already enrolled will **not** be listed on the Add Existing Users page. Review your classlist’s All tab to verify the user is not already enrolled into the course.

6. Users can be sorted by clicking on the **Last Name, First Name or Org Defined ID** fields
7. Click the check box to the left of the user you wish to add to the course

8. Under the Role sections, click on the – Select a Role – menu

9. Choose a role from the list

10. Under the Section section, click on the – Select a Section -- menu

11. Click Enroll Selected Users

12. On the Confirmation of Enrollment page, you will have the list of who has been enrolled, their Banner ID and Role

13. Click Done or Add More Participants to repeat this process.

**NOTE:** BANNER ID NUMBERS ARE ONLY DISPLAYED FOR INSTRUCTORS.