

# Enroll User

1. Enter the course > Under “Course Management” > Select “Users and Groups” > “Users.”

2. Select “Enroll User” > “Find User to Enroll.”

3. Enter the NetID in the username field **OR** Select “Browse” to search for the user you would like to enroll.

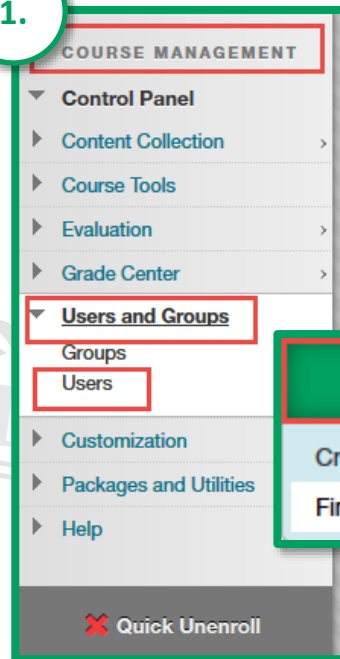
4. Enter known user information > Click “Go” > Check mark the user you would like to enroll > Click “Submit.”

5. Use the drop down to assign the correct role to the selected user.

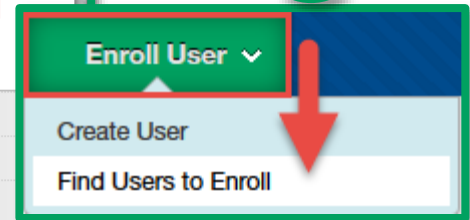
6. Leave “Enrollment Availability” default.

7. Finally, click “Submit.”

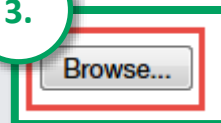
1.



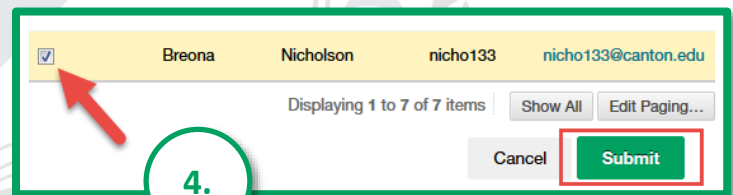
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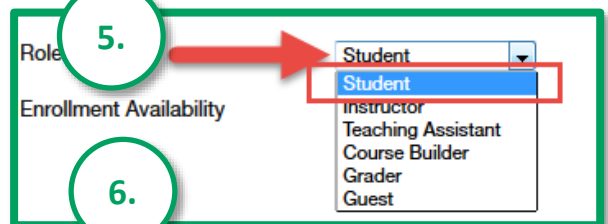
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4.



5.



6.

7.

