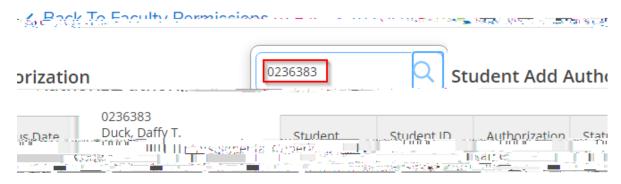
## How to ADD Students Using ADD A

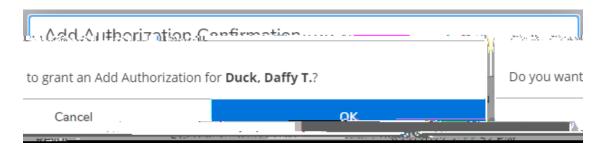
## How to Add Students Using Add Authorization



5. Use the **A=N?D** field on the right to search for a student. Confirm the student's details in the preview before adding the student.



6. Confirm the Add Authorization by selecting



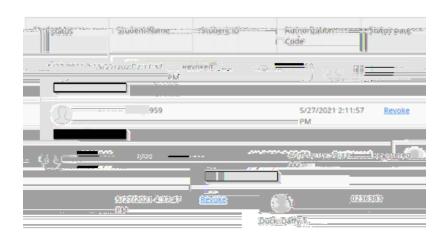
7. The list of students who have been added appears below.

There are three different status options a student may have.

**ACEPANA@**The student has successfully added the class after the instructor granted Add Authorization.

**ARKGA** Note that this is a hyperlink. Instructors may revoke Add Authorization once granted.

**ARKGA@**The instructor revoked Add Authorization.



8. Email the students you've authorized to add the course and send them the instructions on how to add the course.

Questions: ithelp@hartnell.edu

## How to Add Students Using Add Authorization

WHAT DOES THE STUDENT SEE?

Once Add Authorization has been granted, the Soah A'a\_h student should be instAt nine