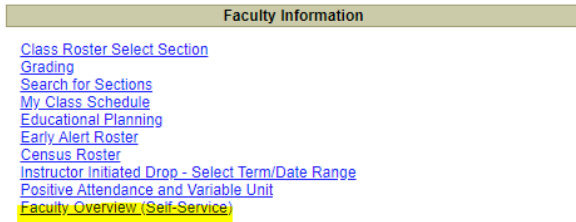


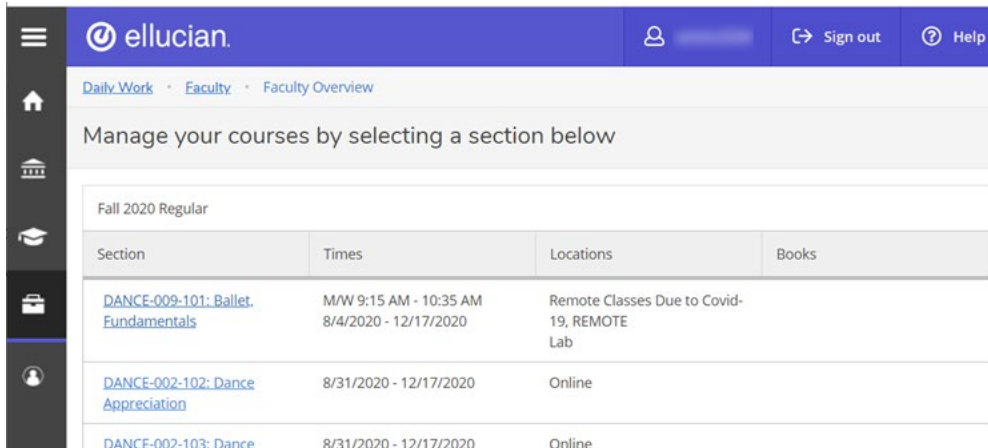
Student Add Authorizations Instructions

This document outlines the new online process to assign add authorizations to students. This authorization allows students to enroll during the add period (class start to census).

1) Logon to MyWeb and go to the Faculty Menu



2) Select the class to add authorizations



- 3) Once in the Section Detail form, click on the Permissions tab and on the Add Authorizations tile

ellucian.

Daily Work · Faculty · Faculty Overview

Section Details

< Back to Courses

DANCE-009-101: Ballet, Fundamentals

Fall 2020 Regular
San Jose City College

M/W 9:15 AM - 10:35 AM
8/4/2020 - 12/17/2020
Remote Classes Due to Covid-19, REMOTE Lab

Seats Available 22 of 30

[Deadline Dates](#)

Waitlisted 0

Roster **Permissions**

Faculty Permissions

Choose one of the categories below :

- Requisite Waiver**
Waive prerequisites so that a student can register for the course.
- Student Petition**
Review and manage student petitions.
- Faculty Consent**
Review and manage faculty consent.
- Add Authorization**
Review and manage add authorizations

- 4) Enter the student ID on the search box (no leading zeroes required). The results will only show the student ID, Name and programs of study. Although you can search by name, it is highly recommended to use the student ID in order to assure you are authorizing the correct student

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date
	12345678		8/1/2020 8:46:44 AM

[Revoke](#)

Search box: 12345678

Search results: 12345678, Student Name, Programs of Study

- 5) Click OK to grant authorization to add to the student. The system will not notify the student. Please send the student an email to make them aware of the authorization.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Oklander, Julie M** ?

Cancel
OK

- 6) While the student has not registered, the instructor is able to revoke the authorization by clicking on the Revoke link.

Student Add Authorization

Student Name or ID

Student Name	Student ID	Authorization Code	Status Date	Status	
Julie M. Oklander	1000000000		7/27/2020 3:29:05 PM	Registered	
Julie M. Oklander	1000000000		5/17/2020 10:43:21 AM	Revoke	

NOTE: Student that do not have authorization and try to enroll in a class during the “Add Period” (from beginning to census) will see the following message.

Register and Drop Sections

100000-1000-1000 - Faculty add authorization is required to add the section at this time