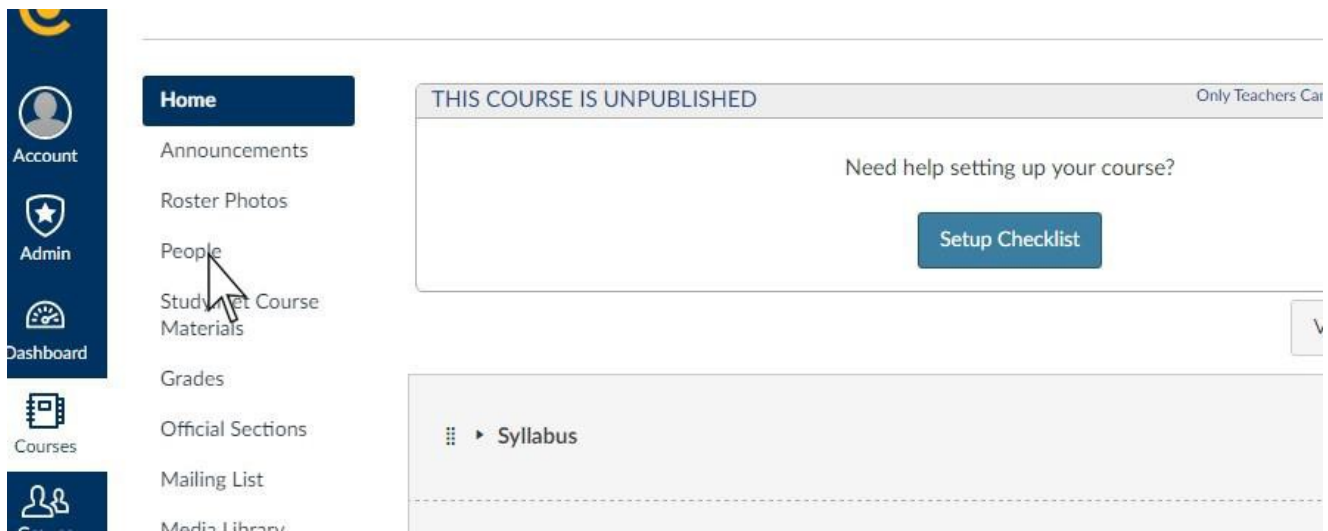


How Do I Provide Temporary Auditor Access on bCourses?

Note to Faculty and Staff adding alumni auditors: typically, alumni are provided with **Guest CalNet Accounts** as their student CalNets may not be valid for current enrollment.

To learn how to create guest accounts visit the [CalNet Access Management page](#).

Step	Procedure
1	Log into bCourses (CalNet authentication required). On your course site's left hand side navigation, click on People .



Step	Procedure
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2	In People , navigate to the upper right corner and click +People .
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Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Scott Adams	99999991	UID: 9999991	MBA 101 LEC 01	Student	Jan 14, 2015 at 5:32pm	
William Bixby	99999956	UID: 9999956	MBA 101 LEC 01	Student	Feb 16 at 1:15pm	16:38
Susanna Hoff	99999987	UID: 9999987	MBA 101 LEC 01	Student	Apr 20 at 2:13pm	14:04:20
Christopher Pine	99991701	UID: 9991701	MBA 101 LEC 01	Student	Jan 19 at 8am	
Alice Waters	99999980	UID: 9999980	MBA 101 LEC 01	Student	Dec 8, 2016 at 1:54pm	

Step	Procedure
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3	<p>In the ensuing dialog box, you will have options to add the auditor by email address, Berkeley UID, or Student ID. * When choosing roles, it is suggested to add auditors in the Observer role. When done with the options, click Next.</p> <p style="text-align: center;"><i>*Choose Berkeley UID when entering Guest CalNet IDs</i></p>
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Add People ✕

Add user(s) by 🔍 Find a Person to Add

Email Address
 Berkeley UID
 Student ID

Example: 1032343, 1111111, 1111111

1000001

Role

Student ▼

- Student
- Waitlist Student
- Teacher
- TA
- Lead TA
- Reader
- Designer
- Observer

Section

MBA 101 LEC 01 ▼

Can interact with

W comma or line break to separate users.

Cancel
Next

Step	Procedure
4	You will receive notification that the user(s) is ready to be added. Click Add Users .

Add People ×

✔ The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Oski Bear		1000001		UC Berkeley

Cancel
Start Over
Add Users

Step	Procedure
5	<p>The user/auditor should now be added to your course site and appear in your People roster.</p> <p>If bCourses would not add the user/auditor, there may be issue with their email address or Berkeley UID. When this happens, contact helpdesk@haas.berkeley.edu for assistance.</p>

- Announcements
- Roster Photos
- People**
- Study.Net Course Materials
- Grades
- Official Sections
- Mailing List
- Media Library (Panopto)
- Quizzes
- Assignments
- Modules
- Conferences
- Syllabus

Everyone ?
Groups
+ Group Set

All Roles
▼

+ People

	Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
	Scott Adams	99999991	UID: 99999991	MBA 101 LEC 01	Student	Jan 14, 2015 at 5:32pm		⚙️ ▼
	Oski Bear	1000001	UID: 1000001	MBA 101 LEC 01	Observer			⚙️ ▼
	William B...	99999956	UID: 99999956	MBA 101 LEC 01	Student	Apr 20 at 2:13pm	14:04:20	⚙️ ▼
	Susanna Hoffs	99999987	UID: 99999987	MBA 101 LEC 01	Student	Jan 19 at 8am		⚙️ ▼
	Christopher Pine	99991701	UID: 9991701	MBA 101 LEC 01	Student	Dec 8, 2016 at 1:54pm		⚙️ ▼