Student Add Authorizations Instructions

As of Fall 2020, we will no longer be using add codes. Instead, instructors will be able to authorize students to enroll during the add period (from class start to census date). This document outlines the new online process to assign add authorizations to students.

1) Logon to MyWeb and go to the Faculty Menu. Choose **Faculty Overview (Self-Service)**

2) Select the class to add authorizations.
3) Once in the Section Details form, click on the Permissions tab and then on the Add Authorization tile.

4) Enter the student ID in 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.
5) Click **OK** to grant authorization to add to the student.

6) **Important:** The system **will not** notify the student. Please send the student an email to make them aware of the authorization. Here is what an email might look like:

```
I have authorized you to add *name of class*. Please go to MyWeb (https://myweb.sjeccd.edu) as soon as possible and complete the registration before *census date*. I look forward to seeing you in class!
```

7) If a student has not yet registered, the instructor can revoke the authorization by clicking on the **Revoke** link.