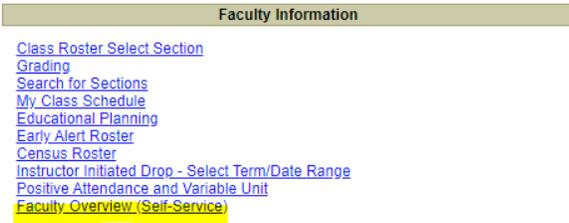


Student Add Authorizations Instructions

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.

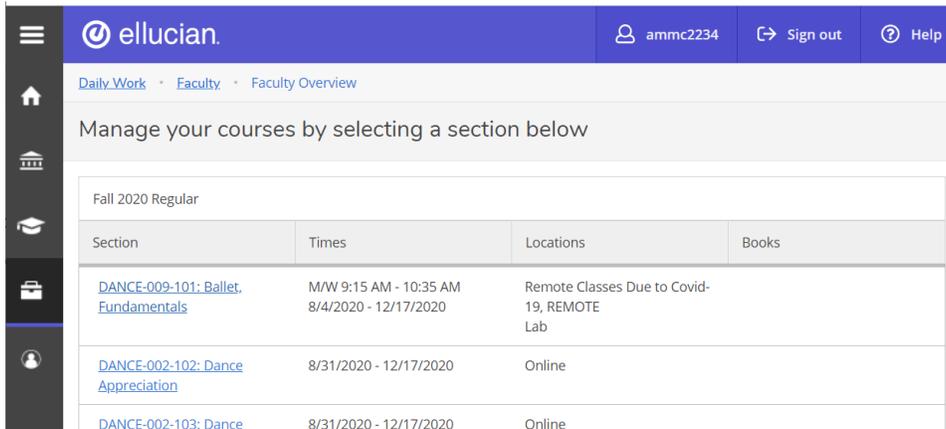
- 1) Logon to MyWeb and go to the Faculty Menu. Choose **Faculty Overview (Self-Service)**



Faculty Information

- [Class Roster Select Section](#)
- [Grading](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Educational Planning](#)
- [Early Alert Roster](#)
- [Census Roster](#)
- [Instructor Initiated Drop - Select Term/Date Range](#)
- [Positive Attendance and Variable Unit](#)
- [Faculty Overview \(Self-Service\)](#)

- 2) Select the class to add authorizations.



ellucian. ammc2234 Sign out Help

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Fall 2020 Regular

Section	Times	Locations	Books
DANCE-009-101: Ballet Fundamentals	M/W 9:15 AM - 10:35 AM 8/4/2020 - 12/17/2020	Remote Classes Due to Covid-19, REMOTE Lab	
DANCE-002-102: Dance Appreciation	8/31/2020 - 12/17/2020	Online	
DANCE-002-103: Dance	8/31/2020 - 12/17/2020	Online	

3) Once in the **Section Details** form, click on the **Permissions** tab and then on the **Add Authorization** tile.

The screenshot shows the ellucian interface for a course section. The course is DANCE-009-101: Ballet, Fundamentals, Fall 2020 Regular, San Jose City College. The 'Permissions' tab is selected and highlighted with a red box. Below the tabs, there are four tiles for Faculty Permissions: Requisite Waiver, Student Petition, Faculty Consent, and Add Authorization. The 'Add Authorization' tile is highlighted with a red box.

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.

The screenshot shows the 'Student Add Authorization' form. A search box is open, showing a dropdown menu with student search results. The table below shows a list of students with columns for Student Name, Student ID, Authorization Code, and Status Date.

Student Name	Student ID	Authorization Code	Status Date
[Blurred]	[Blurred]	[Blurred]	8/1/2020 8:46:44 AM

- 5) Click **OK** to grant authorization to add to the student.

Add Authorization Confirmation

Do you want to grant an Add Authorization for [blurred] ?

Cancel **OK**

- 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.

Student Add Authorization Student Name or ID

Student Name	Student ID	Authorization Code	Status Date	Status
	[blurred]	[blurred]	7/27/2020 3:29:05 PM	Registered
	[blurred]	[blurred]	5/17/2020 10:43:21 AM	Revoke