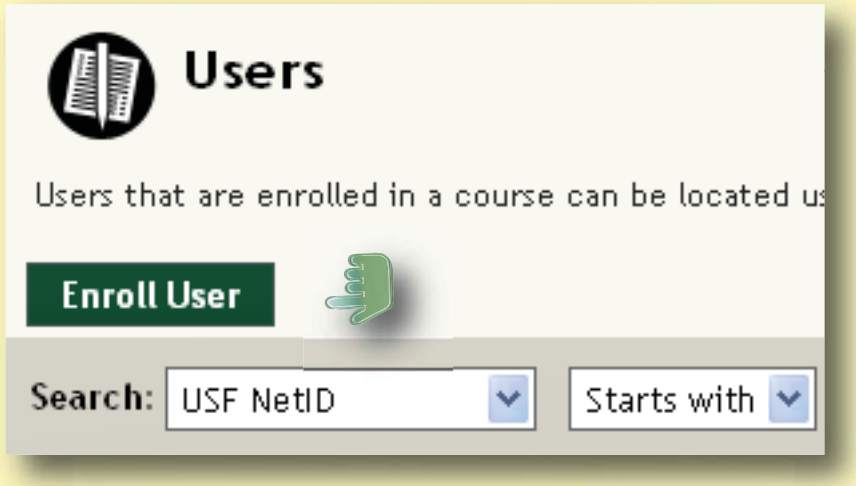
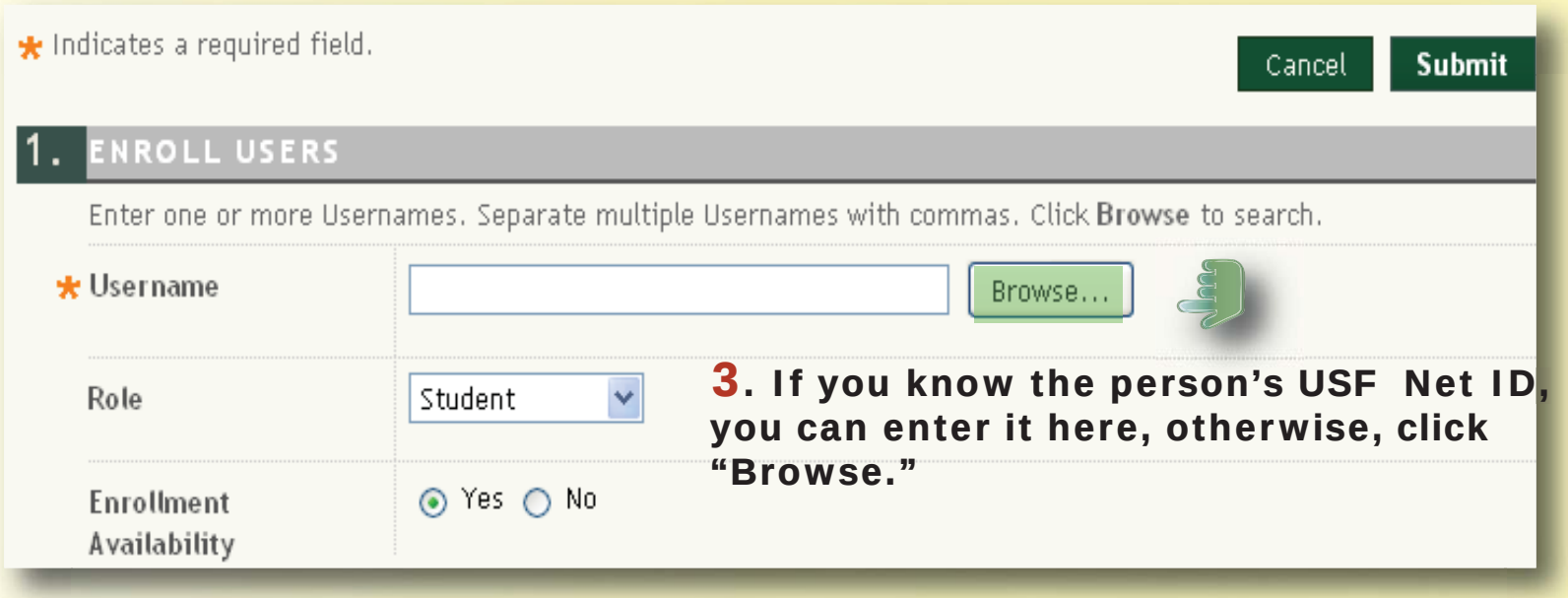
How to Add a User

1. From the control panel>users and groups option, select "Users."

2. To enroll students or faulty, click the "Enroll User" button.





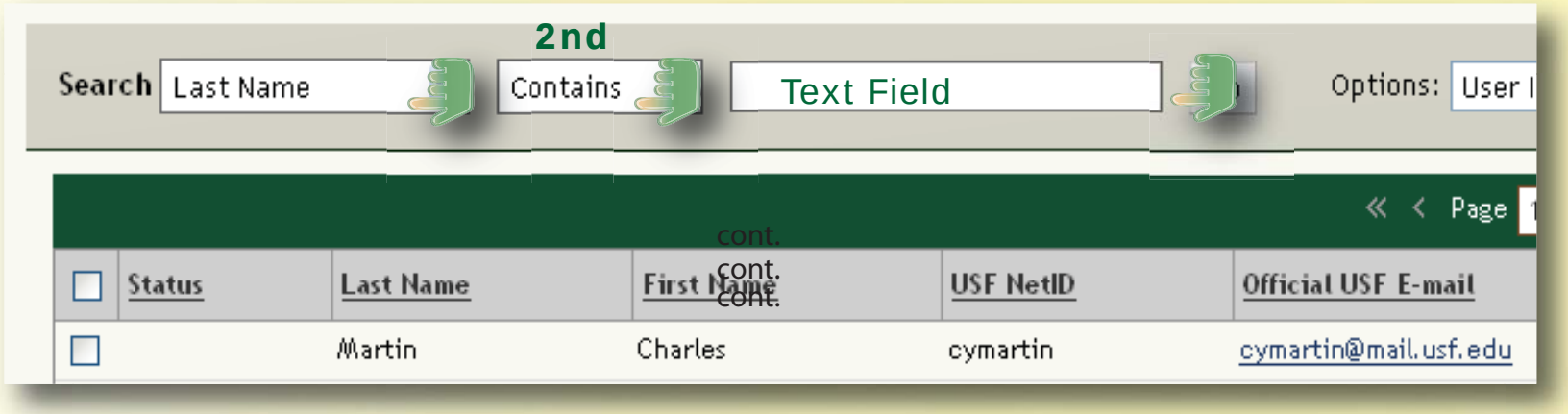
3. If you know the person's USF Net ID, you can enter it here, otherwise, click "Browse."

How to Add a User

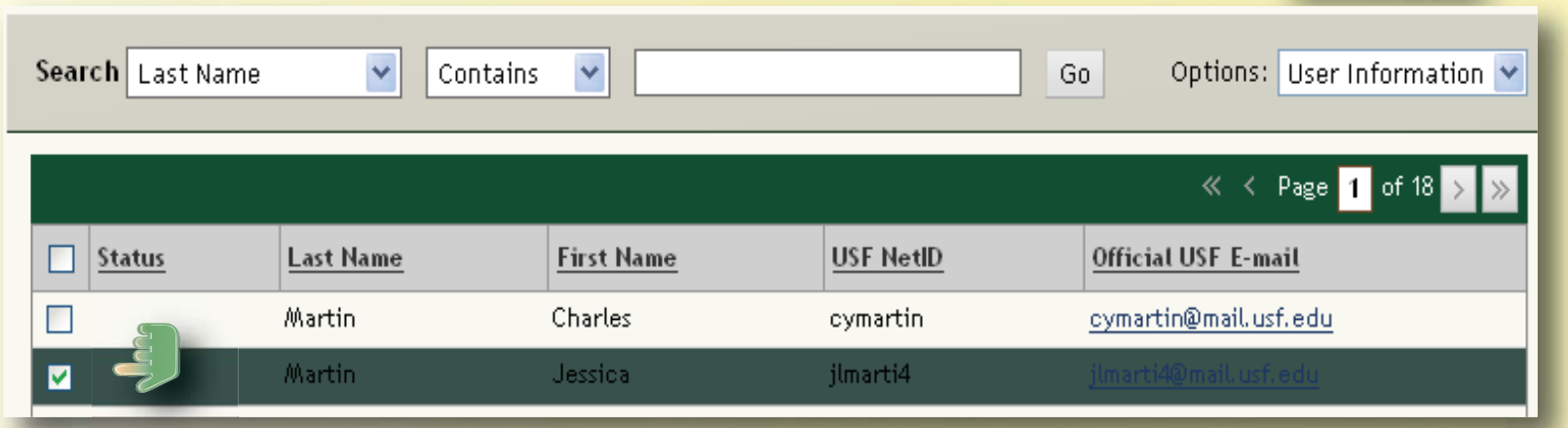
4. From the search drop downlist select "Last Name."

-From the second box, select Contains, if you are not sure of the full name or Equal to, if you have the full exact name of the user you are adding.

-Enter the individual's name in the text field and click Go

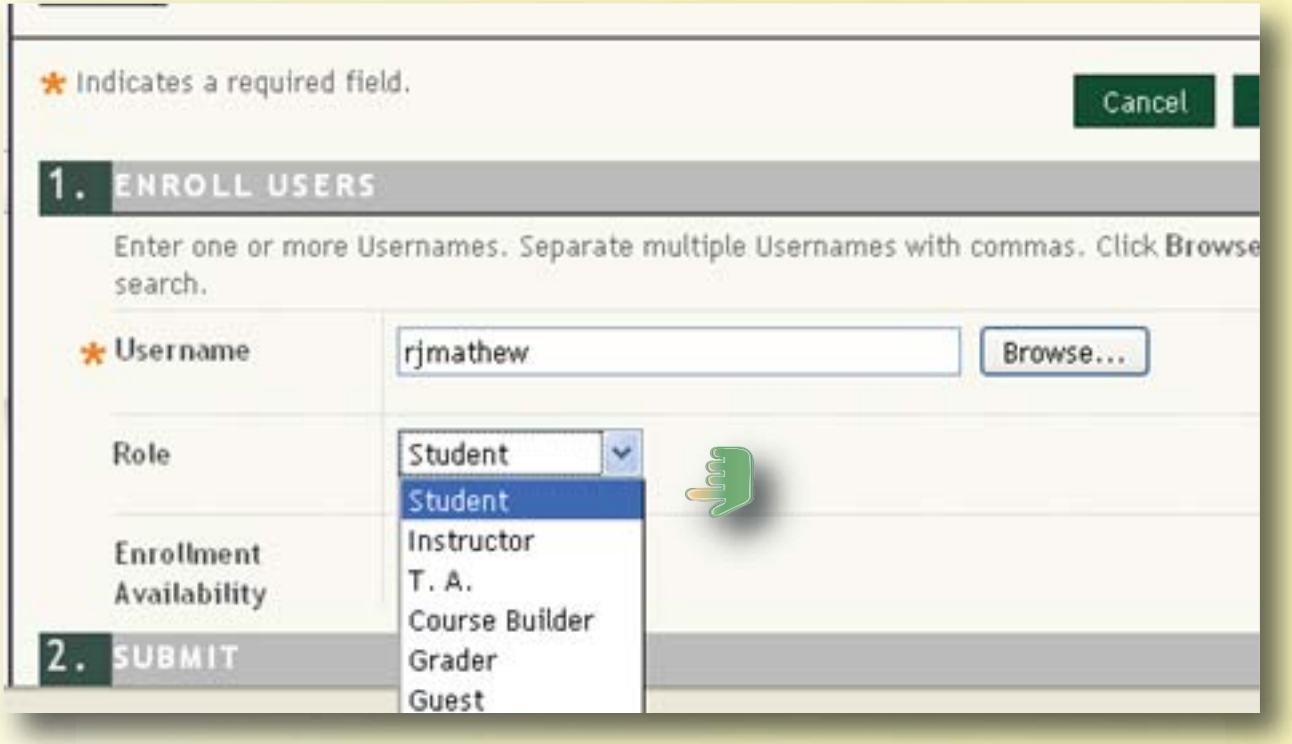
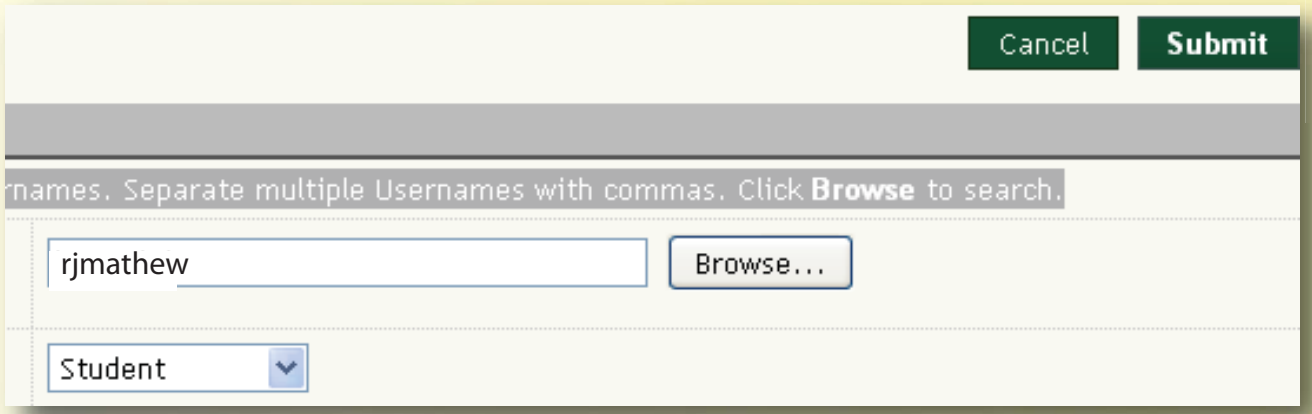


5. Check the box that corresponds to the user's name. Click the Submit **button.**



How to Add an User

6. From the Role drop-down list, indicate the user's role in the course.



7. Click "Submit" to complete the enrollment.