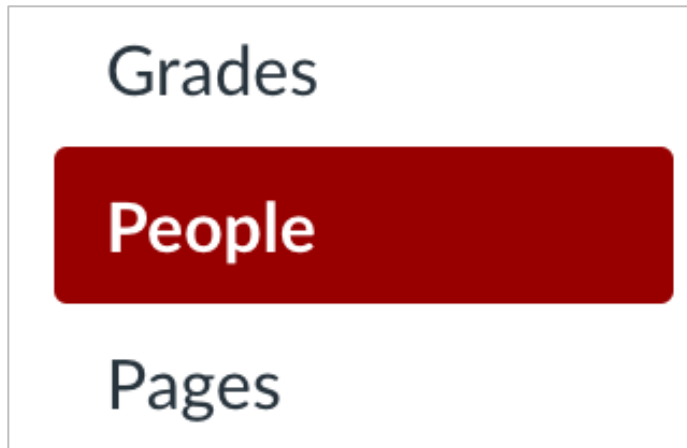
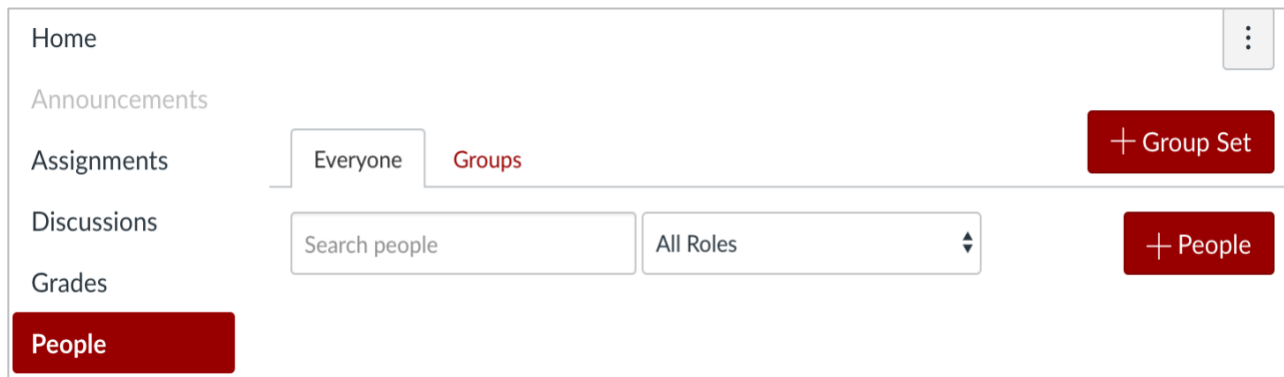


### Step 1: Open People

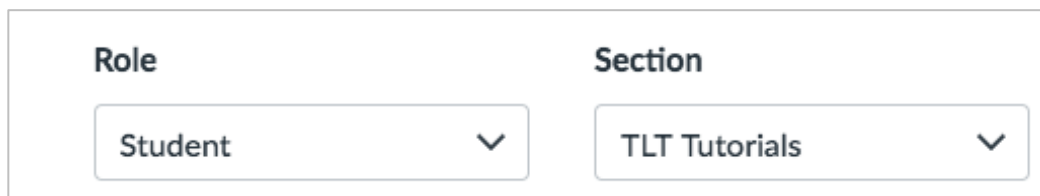


Click the **People** tab in the Course Navigation.

### Step 2: Select +People Button



### Step 3: Select Role



Select the proper role from the Role drop-down menu.

#### Step 4: Enter information

**Add user(s) by**


Email Address  Login ID  SIS ID

Example: lsmith@myschool.edu, mfoster@myschool.edu

sandytoes\_saltyhair84@live.com

Enter the person's commercial email address.


#### Step 5: Click Next button



When adding multiple users, use a comma or line break to separate users.

## Step 4: Verify Add Users

### Add People ✕

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

Name	Email Address	Login ID	SIS ID	Institution
Elvis Presley	sandytoes_saltyhair84@live.com			University of Utah

After you have verified the information is correct, click **Add Users** button.

**Note:** The newly added person will receive an e-mail containing a link to set up a password. After setting up the password, they will need to access Canvas at <https://utah.instructure.com>. They will need to click the Canvas Guest Login and enter their email address and password in order to access your course.

Teaching & Learning Technologies (TLT)

Contact: [classhelp@utah.edu](mailto:classhelp@utah.edu) | 801-581-6112 | [tlt.utah.edu](http://tlt.utah.edu)

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM