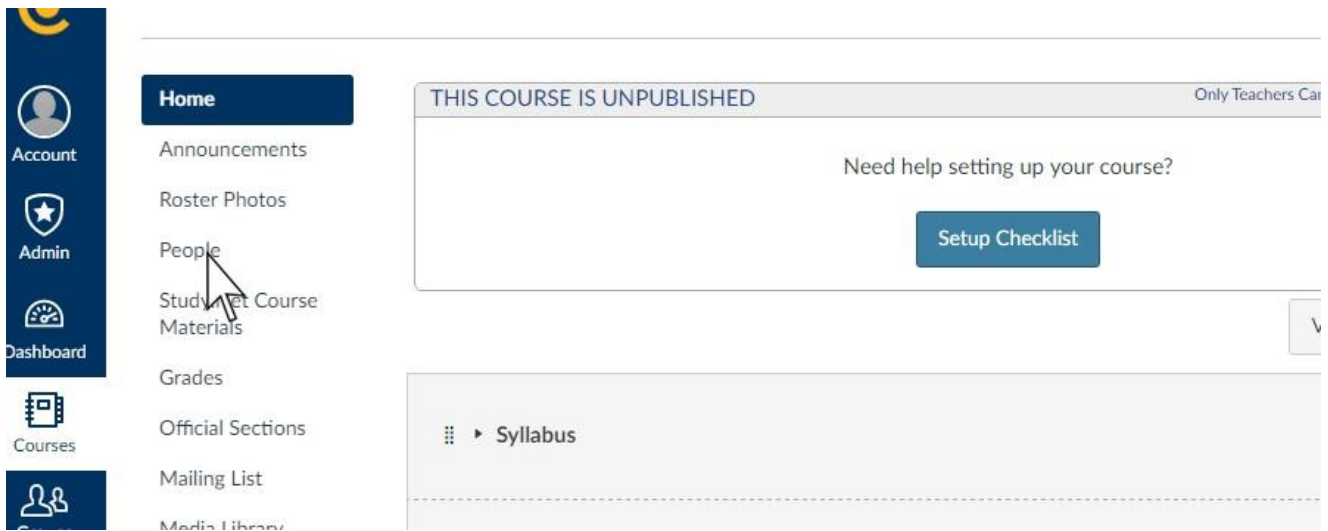


How Do I Provide Temporary Auditor Access on bCourses?

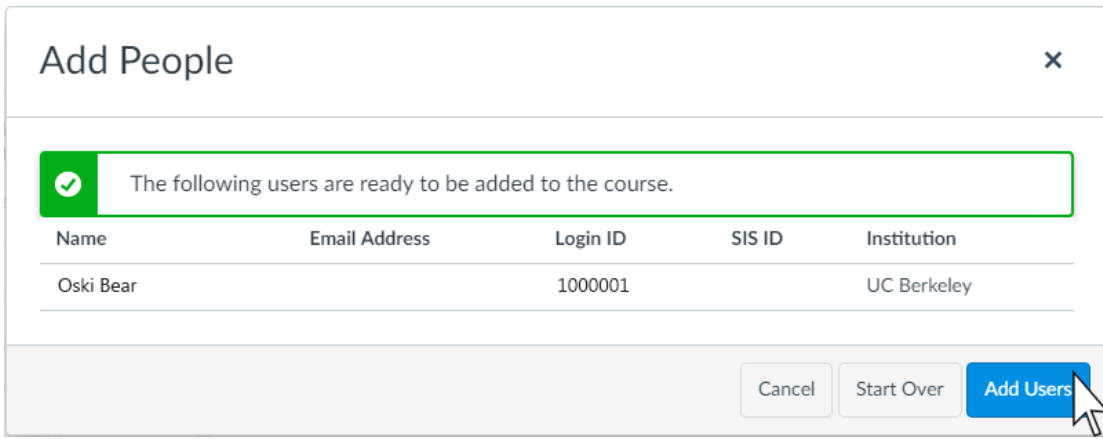
Note to Faculty and Staff adding alumni auditors: typically, alumni are provided with **Guest CalNet Accounts** as their student CalNets may not be valid for current enrollment.

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
4	You will receive notification that the user(s) is ready to be added. Click 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>

