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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into bCourses (CalNet authentication required). On your course site’s left hand side navigation, click on People.</td>
</tr>
</tbody>
</table>
How Do I Provide Temporary Auditor Access on bCourses? (Continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>In <strong>People</strong>, navigate to the upper right corner and click <strong>+People</strong>.</td>
</tr>
</tbody>
</table>

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**Announcements**

- Roster Photos
- **People**
- Study, Net Course Materials
- Grades
- Official Sections

**Mailing List**

<table>
<thead>
<tr>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Adams</td>
<td>99999991</td>
<td>UID 99999991</td>
<td>MBA 101 LEC 01</td>
<td>Student</td>
<td>Jan 14, 2015 at 5:32pm</td>
<td></td>
</tr>
<tr>
<td>William Baby</td>
<td>99999956</td>
<td>UID 9999956</td>
<td>MBA 101 LEC 01</td>
<td>Student</td>
<td>Feb 16 at 1:15pm</td>
<td>16:28</td>
</tr>
<tr>
<td>Susanna Hoffs</td>
<td>00000087</td>
<td>UID 9999987</td>
<td>MBA 101 LEC 01</td>
<td>Student</td>
<td>Apr 20 at 2:13pm</td>
<td>14:04:20</td>
</tr>
<tr>
<td>Christopher Pne</td>
<td>99991701</td>
<td>UID 99991701</td>
<td>MBA 101 LEC 01</td>
<td>Student</td>
<td>Jan 19 at 8am</td>
<td></td>
</tr>
<tr>
<td>Alice Waters</td>
<td>9999980</td>
<td>UID 999980</td>
<td>MBA 101 LEC 01</td>
<td>Student</td>
<td>Dec 8, 2016 at 1:54pm</td>
<td></td>
</tr>
</tbody>
</table>

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**Step 3**

In the ensuing dialog box, you will have options to add the auditor by **email address**, **Berkeley UID**, or **Student ID**. When choosing roles, it is suggested to add auditors in the **Observer** role. When done with the options, click **Next**.

*Choose Berkeley UID when entering Guest CalNet IDs*

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Add People

Add user(s) by
- Email Address
- Berkeley UID
- Student ID

Example: 1032343 111234 1000001

Role
- **Observer**

Section
- MBA 101 LEC 01

Cancel Next
Step | Procedure
--- | ---
4 | You will receive notification that the user(s) is ready to be added. Click **Add Users**.

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Add People

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oski Bear</td>
<td></td>
<td>1000001</td>
<td></td>
<td>UC Berkeley</td>
</tr>
</tbody>
</table>

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Step | Procedure
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5 | The user/auditor should now be added to your course site and appear in your **People** roster.

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](mailto:helpdesk@haas.berkeley.edu) for assistance.