CANVAS – How to Give Access to a Canvas Course

- Click on **People** in the left navigation
- Click the **+People** button on the right

![Add People](image)

- Click the button for **Login ID**

In the box (under Example…) type the username(s) of the person (people) you wish to add. The *username* is the *first letter of the first name, the last name, and the last 3 digits of their ID number*. For example, jpeavler921, nskapura291.
• After entering the usernames (if more than one, separate them by a comma or enter), select the role for the person (people). Most common roles are Evaluator, Observer, Teacher, or TA.¹

![Add People](image)

• Click Next
• Provided that you have entered valid username(s), you will see this:

![Validated and ready to add 1 users](image)

• Click Add Users

¹ Instructors are no longer able to add people with the Student role. If you have a need to add someone as a student, please contact the school Canvas administrator.
In the next window, click **Done**.

The person you added will be in your list of people, with a pending indicator. This user, upon logging in to Canvas, will find an invitation to your course. He/she must click the Accept button to complete the process.

For more information on adding users, see the Canvas Guides:

https://community.canvaslms.com/docs/DOC-2878