

# HOW TO ADD STUDENTS USING ADD AUTHORIZATION

## OVERVIEW

In PAWs for Faculty, faculty gave students an add code that the student would use to add into the course, and faculty didn't have an easy way to revoke that permission.

With the new PAWs Self-Service add authorization, students never see an Add code. Instructors grant a student permission to add a section, which allows that student to enroll. The new system also allows instructors to revoke the permission if a mistake is done.

## STEP-BY-STEP INSTRUCTIONS

1. Login to PAWs [Self-Service](#) using Hartnell ID and password
2. Select the **Faulty** module

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

 **Faculty**  
Here you can view your active classes and submit grades and waivers for students.

3. Select the **Section** to add students

Section

[BUS-43-5815: Bus Info Syst & Info Literacy](#)

4. The Section details page opens. Select the **Permissions** tab, and select **Add Authorization** option

Roster   Attendance   Census   Grading   Books   **Permissions**   Waitlist

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Faculty Permissions

Choose one of the categories below :

|   |  |
|---|--|
|  <b>Requisite Waiver</b><br>Waive prerequisites so that a student can register for the course. |  <b>Student Petition</b><br>Review and manage student petitions.  |
|  <b>Faculty Consent</b><br>Review and manage faculty consent.                                  |  <b>Add Authorization</b><br>Review and manage add authorizations |

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- Use the **Search** field on the right to search for a student. Confirm the student's details in the preview before adding the student.

[← Back To Faculty Permissions](#)

### Student Add Authorization

| Student Name | Student ID | Authorization Code | Status Date |
|--------------|------------|--------------------|-------------|
|              |            |                    |             |

0236383 🔍

0236383  
 Duck, Daffy T.  
 Intersegmental General  
 Ed Transfer Curriculum

- Confirm the Add Authorization by selecting **OK**

**Add Authorization Confirmation**

Do you want to grant an Add Authorization for **Duck, Daffy T.?**

Cancel
OK

- The list of students who have been added appears below.

There are three different status options a student may have.

**Registered:** The student has successfully added the class after the instructor granted Add Authorization.

**Revoke:** Note that this is a hyperlink. Instructors may revoke Add Authorization once granted.

**Revoked:** The instructor revoked Add Authorization.

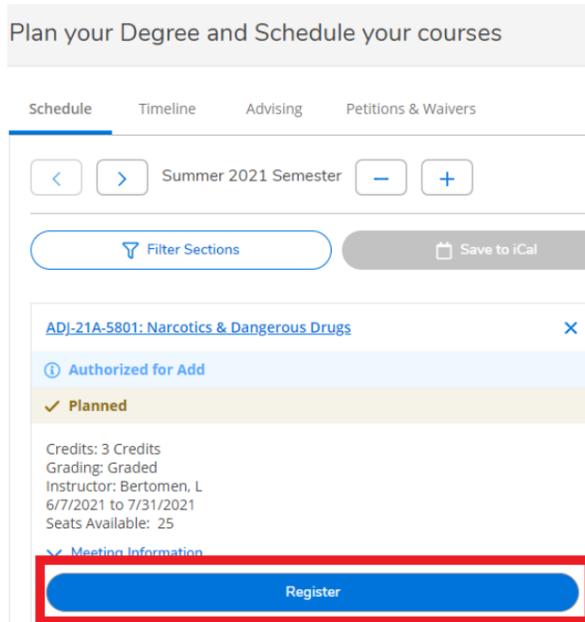
| Student Name   | Student ID     | Authorization Code | Status Date          | Status                 |
|----------------|----------------|--------------------|----------------------|------------------------|
| [Redacted]     | [Redacted] 59  | [Redacted]         | 5/27/2021 2:11:32 PM | Revoked                |
| [Redacted]     | [Redacted] 959 | [Redacted]         | 5/27/2021 2:11:57 PM | <a href="#">Revoke</a> |
| [Redacted]     | [Redacted] 846 | [Redacted]         | 4/1/2021 9:59:33 AM  | Registered             |
| Duck, Daffy T. | 0236383        | [Redacted]         | 5/27/2021 4:37:47 PM | <a href="#">Revoke</a> |

- Email the students you've authorized to add the course and send them the instructions on how to add the course.

Questions: [ithelp@hartnell.edu](mailto:ithelp@hartnell.edu)

# HOW TO ADD STUDENTS USING ADD AUTHORIZATION

## WHAT DOES THE STUDENT SEE?



Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2021 Semester

Filter Sections Save to iCal

ADJ-21A-5801: Narcotics & Dangerous Drugs

Authorized for Add

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Bertomen, L  
6/7/2021 to 7/31/2021  
Seats Available: 25

Meeting Information

Register

Once Add Authorization has been granted, the student should be instructed to add the section on their PAWs Self-Service. The **Authorized for Add** flag displays on the specific section they have permission for.

This permission is section specific, and is not transferable to another section, or another student.