
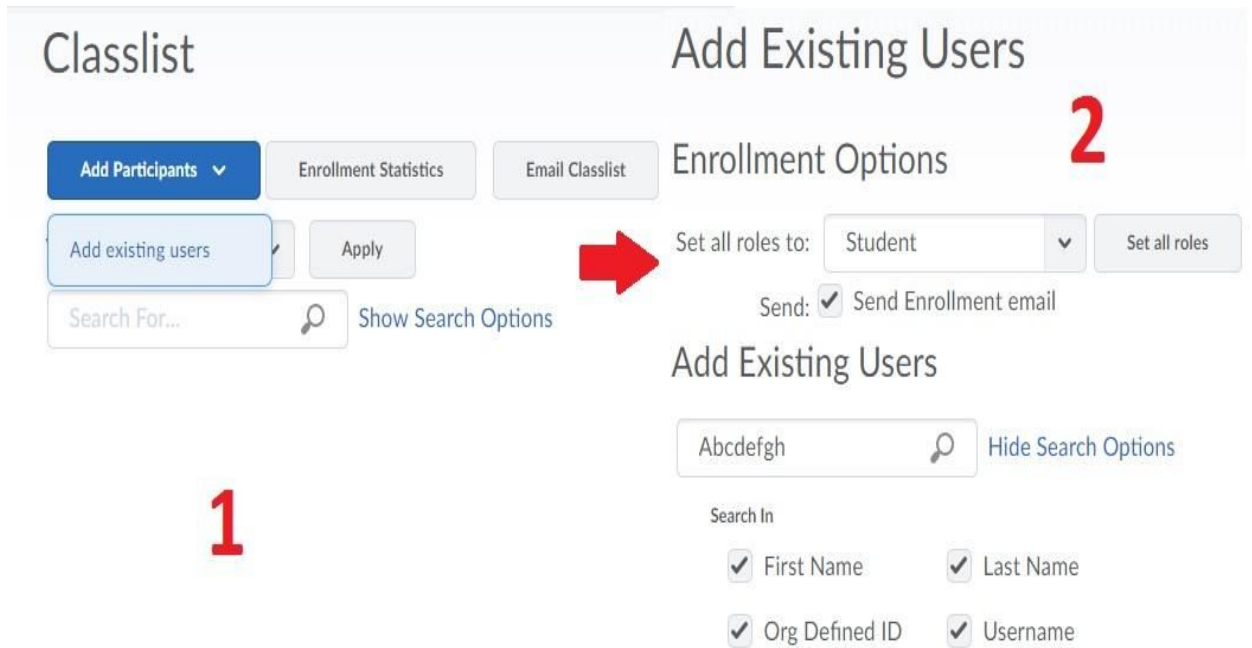


Enroll New User

To enroll a new user

1. On the navbar, click **Communication > Classlist** or click **Course Admin >  Classlist**.
2. From the **Add Participants** button, select **Create and enroll a new user**.



The screenshot shows the 'Classlist' interface. On the left, under the 'Classlist' header, there is a blue 'Add Participants' button with a dropdown arrow, which is highlighted with a red '1'. Below it is a light blue 'Add existing users' button with a checkmark, also highlighted with a red '1'. To the right of these buttons are 'Enrollment Statistics' and 'Email Classlist' buttons. A search bar with 'Search For...' and a magnifying glass icon is present, along with a 'Show Search Options' link. A red arrow points from the 'Add existing users' button to the 'Set all roles to:' dropdown menu, which is highlighted with a red '2'. The dropdown menu is set to 'Student' and has a 'Set all roles' button next to it. Below this, there is a 'Send:' section with a checked checkbox for 'Send Enrollment email'. At the bottom, there is another 'Add Existing Users' section with a search bar containing 'Abcdefgh' and a magnifying glass icon, and a 'Hide Search Options' link. Below the search bar, there is a 'Search In' section with four checked checkboxes: 'First Name', 'Last Name', 'Org Defined ID', and 'Username'.

3. Fill in the user's information.
4. If you want to send the user an enrollment email, select the **Send Enrollment email** check box.
5. Click **Enroll**.