Enrolling Users

This tutorial shows how to add new users to a Sakai site. You can use these instructions to add users with either an email address or with their ONYEN (if they have one).

1. Login at http://sakai.unc.edu and select your course from the tabs at the top.

2. Click the “Site Info” link on the left hand side. And then click the “Add Participants” link.

3. The first box is for adding users that have an ONYEN. If you do not know their ONYEN, copy their email from the campus directory (http://dir.unc.edu). The second box is for users that do not have an ONYEN or if you are creating a guest account for yourself. After adding someone’s email, they will be emailed their password.

4. Select “Assign all participants to the same role.”

5. Select “Continue.”

6. Select the appropriate role.

   Note: If you are in a Project site – the role of Participant is equivalent to the role of Student in a course site.

7. Select “Continue.”

8. Select your e-mail preferences.

9. Select “Continue” and you will see that the names have been confirmed.

10. Select “Continue.”