CUHK User Management

With **CUHK User Management**, Instructors and TA/Support Staff can:

A. Enroll Users
B. Remove Users
C. Change User Role
D. Change User Availability

1. On the **Control Panel**, expand **Course Tools**, and select **CUHK User Management**.

2. Enroll User: Check the user list on this page and make sure the users are not yet enrolled in the course. Then, click **Enroll User** and **input Staff/Student IDs** to add (a) students, (b) instructors and/or (c) TA/Support Staff to your course site.

3. Remove User: Select users, click **Remove Users from Course** to remove users from your course. Users added according to CUSIS information cannot be removed from the course site. Update "Available" to "No" using the "Pen" icon to stop the user(s) from accessing he course site.

4. Change User Role / Availability: Click **"Pen"** icon to edit the user's role and availability if needed.

You are always welcome to submit your requests in ITSC Service Desk (Instruction), especially when you need to add more than 10 users to your course site(s). Please make use of this template for batch enrollment.

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