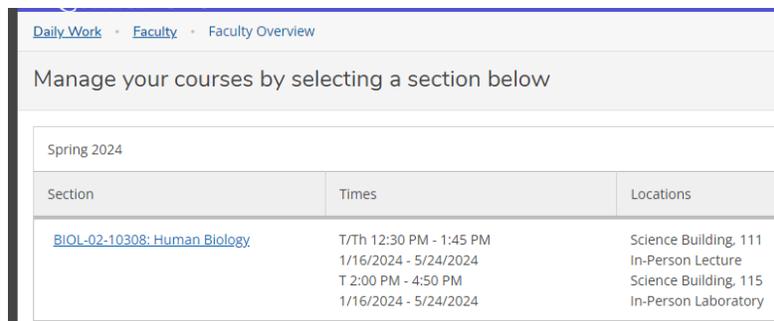


Issuing Add Authorizations

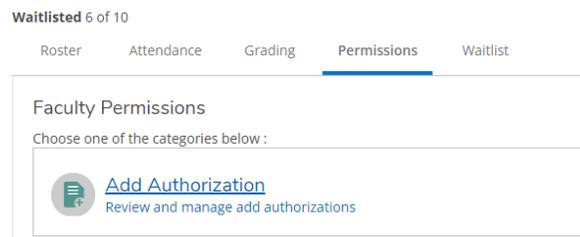
- Login to **MC Portal > Faculty Self-Service Card > Faculty Overview.**



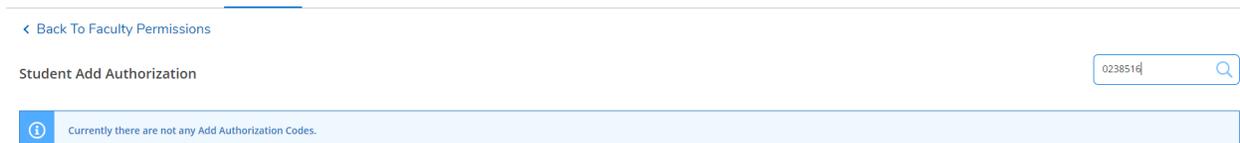
- Select a **section.**



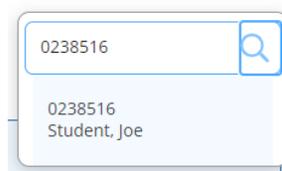
- Click on the **Permissions** tab.



- Click **Add Authorization.**
- Enter the **Student ID** and click search (magnifying glass).



- Click to select the student.



- Click **OK** to confirm authorizing the permission.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Student, Joe**?

Cancel
OK

- Student shows up under **Student Add Authorization**.
- This is also where you **revoke** a permission that was issued and not used.
- **Permissions should be revoked before the census date of your course section.**

[← Back To Faculty Permissions](#)

Student Add Authorization 0238516 🔍

Student Name	Student ID	Authorization Code	Status Date	Status
Student, Joe	0238516		1/11/2024 3:15:16 PM	Revoke

- Once revoked, you will see the status change.

[← Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
Student, Joe	0238516		1/11/2024 3:16:13 PM	Revoked

**For questions please contact the District Helpdesk @ 6180 or helpdesk@mccd.edu.
Additional help resources can be found at <https://www.mccd.edu/about-merced-college/divisions/instruction/faculty-resources/>**