## **Issuing Add Authorizations**

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



• Select a section.

Daily Work · Faculty · Faculty Overv	iew		
Manage your courses by	selecting a section below		
Spring 2024			
Section	Times	Locations	
BIOL-02-10308: Human Biology	T/Th 12:30 PM - 1:45 PM	Science Building, 111	
	1/16/2024 - 5/24/2024	In-Person Lecture	
	T 2:00 PM - 4:50 PM	Science Building, 115	
		the Developer Link events and	

• Click on the **Permissions** tab.

Waitlisted 6 of 10								
	Roster	Attendance	Grading	Permissions	Waitlist			
Faculty Permissions Choose one of the categories below : Add Authorization Review and manage add authorizations								

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



• Click to select the student.

ſ	0238516	Q
	0238516 Student, Joe	

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

Add Authorization Confirmation		
Do you want to grant an Add Authorization for <b>Student, Joe</b> ?		
Cancel	ок	

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

Back To Faculty Permissions								
	Student Add Authorization						0238516	Q
	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 <u>helpdesk@mccd.edu</u>. Additional help resources can be found at <u>https://www.mccd.edu/about-merced-</u> <u>college/divisions/instruction/faculty-resources/</u>