# Isidore Tip – Adding Participants to a Site

Do you want to know how to add students, TAs, or guest lecturers to your Isidore site? Students will automatically be added to your Isidore roster within 15 minutes after officially registering for your course, but there may be situations where you want to give them immediate access to your site. This tip will show you how to give UD and non-UD people access to your site as students, teaching assistants, or instructors.

1. Go into the Isidore site you wish to add a user to and click on the 'Site Info' tool.
2. Click on the 'Add Participants' link.
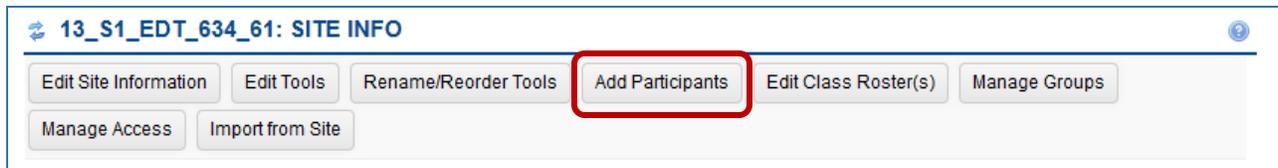
3. The next step varies, depending on whether the people you are adding are members of the **UD community** or an **outside institution**. (Note: To add more than one user at a time, hit the "enter" key between names on a PC and hit the "return" key between names on a Mac).

4. Once you've entered the username(s), email addresses, or ID numbers, click on the 'Continue' button at the bottom of the screen.
5. Select the role that you want the participant to have (Instructor, Student, or Teaching Assistant) and click on the 'Continue' button.
6. The next screen is the email notification screen. If you are adding participants from an outside institution, we recommend selecting "Send now – send an email now to users notifying them that the site is available." By selecting "Send Now," the system will automatically send them an email that contains instructions for logging into the Isidore system. Click on 'Continue.'
7. Click on 'Continue.' The participant(s) will be added to your roster instantly and will be able to login to your site immediately.