

## Enrolling Users Manually (One at a Time)

1. Log into ICON.

Do you need to enroll the user into **one course site** or **multiple course sites**?

### One course site:

2. Click the course title to enter the course into which you will enroll the user
3. Click **Classlist**
4. Click **Add participant**

Does the user have a Hawk ID?

YES

NO

5. Keep **Add an existing participant** selected. Search for all or part of the user's name in the **Lookup Participant** field.
6. Check the box next to the name of the user you want. Select the appropriate role.
7. Click **Enroll**.

### Create a guest account:

5. Select **Create and add a new participant**.
6. Fill in first name, last name, and email. Best practice is to send an enrollment email.
7. Choose the appropriate role (**Guest Student** is recommended, as it is the only role that can change its own password)
8. Fill in a password (optional). If you leave the Password field blank, a random password will be sent to the user.
9. Click **Enroll**

### Multiple course sites:

2. Click **Manage Users**

Does the user have a Hawk ID?

YES

NO

5. Under **Find User**, search for all or part of the user's name.
6. Click the diploma icon next to the user's name under **User Functions**
7. Click your college name.
8. Click the appropriate department name
9. Click on the template name  
**WARNING:** *it is easy to accidentally enroll someone in the template rather than the course offering. Be sure to continue past the template and into the course offering.*
10. From the dropdown menu opposite the appropriate template, choose the correct role and click **Update** and verify.
11. Repeat for other courses

5. Click **Create a new user for this organization**
6. Fill in first name, last name, and email. It is best practice to send a creation email.
7. Choose the appropriate role (**Guest Student** is recommended, as it is the only role that can change its own password)
8. Fill in a password (optional). If you leave the Password field blank, a random password will be sent to the user.
9. Click **Submit**
10. Follow the steps for enrolling a student with a Hawk ID (immediately to the left)