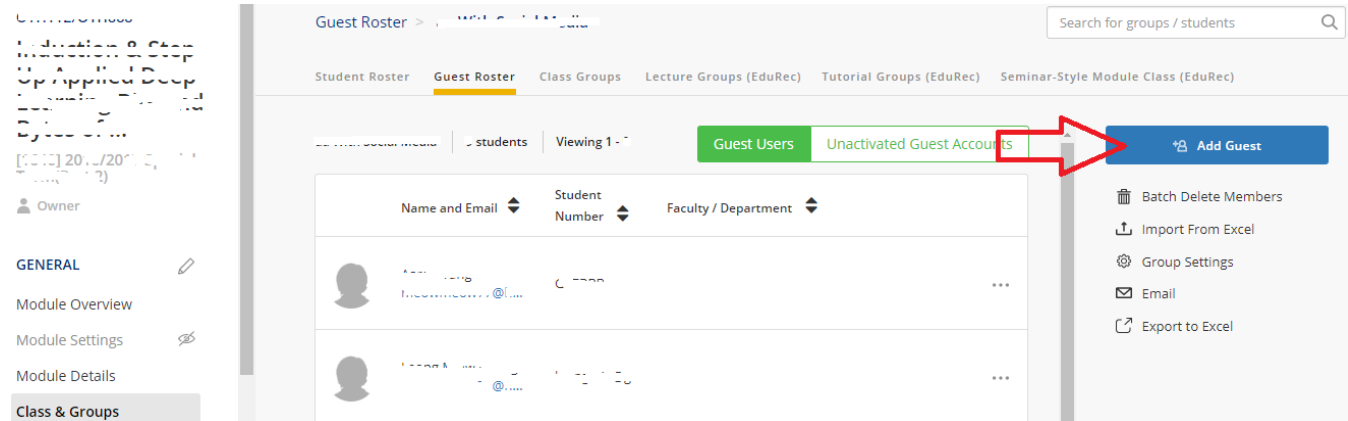


# Add non-NUS student into the module

Go into the module. Click on **Class & Groups**. Go to **Guest Roster** tab. If you do not have a guest group. Please create one first.

Click into a guest group. Click on **Add Guest** button.



## IMPORTANT: Adding Alumni

1. Alumni are *non-NUS guests*.
2. When adding alumni, do not use their lifelong NUS email address (which looks like a student email address). You should only add alumni using their personal, non-NUS email addresses.

On the Add Guest User form, click on **Create/add non-NUS** guest. Enter the email address of the non-NUS user. Click on **Add User** button.

A screenshot of the 'Add Guest User' form. The form has a title 'Add Guest User' and a close button (X) in the top right. Below the title, there is a text input field for 'for'. The 'User ID' section has two radio buttons: 'Add NUS guests' (unselected) and 'Create/add non-NUS guest' (selected, highlighted with a red arrow). Below this is an 'Email' input field. At the bottom right, there are 'Cancel' and 'Add User' buttons.

Once added, it will appear under **Unactivated Guest Accounts** tab.

XXXXXXXXXXXX

student

Viewing 1 - 1

Guest Users

Unactivated Guest Accounts

You will not be able to manage the access of the unactivated guest accounts unless the users login to activate their account.

Email

mi@th.com

...



The unactivated guest accounts will need to login to activate it. These activated guest accounts will then appear under **Guest Users** tab.