Adding a TA

- Step 1: Choose “People” on the second left bar.

- Step 2: Click the “+ People” button on the top right corner.
• Step 3: Choose either “Email Address”, “Login ID”, or “SIS ID”.
  - Both “Login ID”, and “SIS ID” are the 9-digit SJSU student ID,
  - “Email Address” is the email student used to apply for SJSU, it is not the SJSU e-mail.

• Step 4: In the “Role” drop-down list, choose “TA”.
• Step 5: Click on “Next” button.

• Step 6: Click on “Add User” button.