

ESTABLISHING THIRD-PARTY STUDENT SUPPORT ACCESS TO CLASSES IN CANVAS

This process should be used when an individual who is not a Palomar College student or employee needs access to Canvas.

For example, interpreters or student aides who are not employed by Palomar College may need access to class materials or live online meetings to fulfill the responsibilities.

Process:

- 1) The requestor (e.g., the department, DRC, or Counseling) collect the following information from the individual needing guest Canvas access:
 - a. Full legal name
 - b. Address
 - c. Email address
 - d. Date of Birth
 - e. Phone number
- 2) Email the above information to Tracie Sayre in HR to request an employee ID for the individual.

Subject: Please create an EMPLID for this individual who will need guest access to Canvas

- 3) Once you receive the EMPLID from HR, the requesting department should complete this form to request access: <https://www.palomar.edu/is/forms/>
 - a. In the instructions, write "Vendor Accounts for Canvas Guest Account: Please create an AD account and a Canvas Guest Account"
- 4) And submit a SIS requesting that the individual be added to the class as a non-instructor – note, you do not need to wait for the above access to be granted before submitting the SIS. We just need step 2 to be complete before processing the SIS.
 - a. On the SIS, please include:

"Third Party Student Support"

First Name: Jane

Last Name: Doe

EMPLID: 007400002

- b. Submit the SIS through Adobe Sign with the following approvers, in this order:
 - i. The originator of the SIS
 - ii. The Director or Department Chair
 - iii. Rebecca Diaz