1. Click on Users and Groups to expand, then click on Users.
2. Click on “Find users to enroll”

![Users](https://learn.uconn.edu/webapps/blackboard/execute/userManager?context=userPicker&enrollTypeString=UnEnrolled%26EnableSet)

3. Click on Browse...

![Add Enrollments: course-0052](https://learn.uconn.edu/webapps/blackboard/execute/userManager?context=userPicker&enrollTypeString=UnEnrolled%26EnableSet)

4. Use the pull-down arrow to the right of “Username” to switch to searching by Last name. Enter your search term, then click “Go”.

5. From the search results, click the checkbox next to the individual that you want to add to your site, then click “Submit”.
6. Change or accept the users’ Role in the site (the default is Student/Participant).
7. Click Submit to add this person to your site.