

# Adding a Non-Official Participant to a Sakai Site

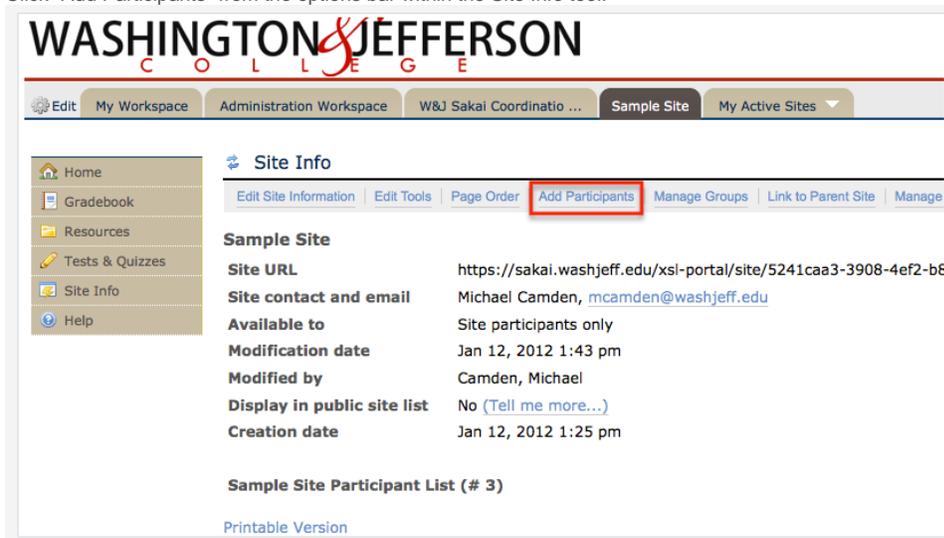
If you would like to add a person *without* a W&J email address to your Sakai site, please follow the instructions below. If you would like to add someone *with* a W&J email account to your Sakai site, please follow the instructions available in this Knowledge Base Article: [Adding New Members to Your Sakai Site](#)

## Step-by-step guide

1. Open your Internet browser (Sakai works best with Firefox or Chrome) and navigate to <https://sakai.washjeff.edu>
2. Log into Sakai.
3. Navigate to the Sakai site where you would like to add the member.
4. Once in that site, click "Site Info" in the left-hand navigation bar.



5. Click "Add Participants" from the options bar within the Site Info tool.



6. Add the participants' email addresses under Non-Official Participants as shown in the screenshot. Click the "Continue" button.

**Sample Site: Site Info**

**Add Participants**

**Other Official Participants**

Official Email Address or Username

Note: Enter multiples each on separate line (no punctuation)

**Non-official Participants**

Email Address of Non-official Participant

@gmail.com

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name

**Participant Roles**

Assign all participants to the same role

Assign each participant a role individually

**Participant Status**

Active

Inactive

**Continue** **Cancel**

7. Select the role you would like the participants to have. For more info on each role, see here: <https://sakai.washjeff.edu/xsl-portal/help/TOCDisplay/content.hlp?doclid=arbu>. After selecting the role, click "Continue".

**Sample Site: Site Info**

**Choose a Role for Participants**

**Roles**

access

maintain

**Participants**

@gmail.com(michaelpaulcamden@gmail.com)

**Continue** **Back** **Cancel**

8. Since this is a non-official participant who normally wouldn't access W&J's Sakai site you will want to check the box to "Send Now" so the user gets an email notification. If that participant has never used W&J's Sakai before, s/he will also receive an email walking them through the process for registering their W&J Sakai account. I have included screenshots for this towards the bottom of this page.

**Sample Site: Site Info**

**Add participant(s) to Sample Site**

An email can be automatically sent to the added users notifying them of the site's availability.

Send Now - send an email now to users notifying them that the site is available

Don't Send - do not send an email notifying new participants about the site's availability

9. This last screen shows you the status of the participants you are about to add to this Sakai site. To add them, press the "Finish" button. If you need to make changes, press "Back". To cancel without adding them, press "Cancel".

**Sample Site: Site Info**

**Confirming Add Participant(s) to Sample Site**

The following will be added to your site when you click the Finish button below. They will be sent an email notifying them of the site's availability.

Name	Id	Role	Status
.....@gmail.com	.....@gmail.com	access	Active

10. If a Non-official participant has never used W&J's Sakai before, s/he will receive an email invitation similar to the one below when you add them to your Sakai site. In this case, s/he needs to click the link to accept the invitation to use W&J's Sakai and to register his/her account.

Welcome To Sakai!

**sakai-support@longsight.com** sakai-support@longsight.com via sakai.washjeff.edu 1:27 PM (1 hour ago)

Michael Camden (mcamden@washjeff.edu) has invited you to join the **Sample MP** site on Sakai.

[Accept this invitation https://sakai.washjeff.edu/accountvalidator/faces/validate?tokenId=704ce7cc-6ae8-41fa-bb4c-0455e36f9268](https://sakai.washjeff.edu/accountvalidator/faces/validate?tokenId=704ce7cc-6ae8-41fa-bb4c-0455e36f9268)

**What is Sakai?**

Sakai is the Washington & Jefferson College's web-based learning management system. It is home to many course sites, as well as a host of other sites including those used for administration, research and project groups, libraries and student societies. As a guest user, you have been invited to join a Sakai site. On the site you will have rights to read content but you also may be able to create and/or edit content (depending on your assigned role).

**What if I already have a Sakai account?**

If you have used Sakai in the past then you already have a Sakai account, in which case we strongly suggest that you accept the above invitation and then indicate which existing Sakai account you wish to use to access this site. This will avoid you having multiple accounts, each with a different set of associated sites. If you do not choose to associate this site with an existing account, a new guest account will be created for you using this email address. In the future, login to Sakai using the guest account username and its associated password.

**Click this link to register your Non-official Sakai account.**

11. The Non-official participant will also receive an email similar to the one below notifying them that you have added them to a Sakai site (as long as you selected "Send Now" in Step 8). If they have never registered to use W&J's Sakai, they must first follow the instructions to accept the invitation and register their account as detailed in Step 10 above

**Sakai Site Notification**

**sakai-support@longsight.com** via sakai.washjeff.edu 2:26 PM (6 minutes ago)

Dear .....@gmail.com,

You have been added to the following Sakai site:  
Sample Site  
by Michael Camden.

Once you have your guest account, you can log in to Sakai:

1. Open Sakai: <https://sakai.washjeff.edu>
2. Click the Login button.
3. Type your guest account login and password, and click Login.
4. Click on the site tab to go to the site. (You will see two or more tabs in a row across the upper part of the screen.)

## Related articles

- [Copying Materials Between Sakai Sites](#)
- [Importing Material from Previous Courses into a Sakai Course Site](#)
- [Sakai Message Tool](#)
- [Grouping Students in Sections in a Sakai Course Site](#)
- [Adding New Members to Your Sakai Site](#)