

## CUNY Academic Commons - Support #12328

### Sign up Code for Non-CUNY Faculty

2020-01-27 11:23 AM - Laurie Hurson

<b>Status:</b>	New	<b>Start date:</b>	2020-01-27
<b>Priority name:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>		<b>% Done:</b>	0%
<b>Category name:</b>		<b>Estimated time:</b>	0.00 hour
<b>Target version:</b>	Not tracked		
<b>Description</b>			
Hi all,			
I am in touch with two faculty teaching a data viz course this spring. They would like to join the commons to set up their course but do not have cuny email addresses. Can I provide them with a sign up code to allow them to join? If so, how does the code get created?			
Thanks, Laurie			

#### History

##### #1 - 2020-01-27 02:40 PM - Boone Gorges

Matt, do we have a policy for this? If it's just two faculty members, it's probably fastest for me to create the accounts manually.

##### #2 - 2020-01-27 02:44 PM - Laurie Hurson

Sorry, I was meeting with them at 1 so asked Luke to create the code. If there is a policy or accepted operating procedure for this, I will be sure to follow it in the future.

##### #3 - 2020-01-27 02:46 PM - Boone Gorges

- Target version set to Not tracked

It would be nice for these requests to be documented someplace centrally so that we have a record of how it happened. I'd suggest that Redmine is the natural place for this.

##### #4 - 2020-01-27 08:29 PM - Matt Gold

Hi All -- yes, we can create codes for non-CUNY faculty when needed. I guess we can document on redmine, though I know I've given the same code out for multiple purposes. Boone, I seem to remember that when we were discussing this feature, you said that there was a way, after the fact, to tell what code a person had used to register. is that the case?

##### #5 - 2020-01-28 10:25 AM - Laurie Hurson

Sorry for the confusion on this. I don't usually need the signup codes so I wasn't sure of the process. I can submit redmine tickets for codes in the future if we want to log them that way.