

## CUNY Academic Commons - Support #7613

### non-matriculated students

2017-02-01 02:14 PM - Marilyn Weber

|                        |              |                        |            |
|------------------------|--------------|------------------------|------------|
| <b>Status:</b>         | Resolved     | <b>Start date:</b>     | 2017-02-01 |
| <b>Priority name:</b>  | Normal       | <b>Due date:</b>       |            |
| <b>Assignee:</b>       | Boone Gorges | <b>% Done:</b>         | 0%         |
| <b>Category name:</b>  | Registration | <b>Estimated time:</b> | 0.00 hour  |
| <b>Target version:</b> | Not tracked  |                        |            |

#### Description

I've received requests from two professors to please allow non-matriculated students who cannot get CUNY accounts (as per IT) to be approved for commons membership. The students are:

Beth Sherman: [bsherm36@aol.com](mailto:bsherm36@aol.com)

Kaycie Hall: [kayciehall@gmail.com](mailto:kayciehall@gmail.com)

Lauren Vanzandt-Escobar: [laurenv.escobar@gmail.com](mailto:laurenv.escobar@gmail.com)

Thanks!

#### History

##### #1 - 2017-02-01 02:16 PM - Boone Gorges

Ping Lisa and Luke - I assume that this kind of thing is OK on a case-by-case basis, but I'd appreciate confirmation before I move forward.

##### #2 - 2017-02-01 02:50 PM - Matt Gold

Note: we can also use the non-cuny sign-up codes to deal with situations like this rather than creating individual accounts. maybe this could be part of onboarding for faculty -- if you have students who are non-CUNY, please contact us -- and then we can create a code that their non-CUNY students can use to sign up

##### #3 - 2017-02-01 03:01 PM - Boone Gorges

Thanks, Matt. Didn't want to ping you :-D

Non-CUNY signup codes are preferable to me, because (a) it's less work (especially with larger numbers of students) and (b) it allows users to fill in all their account info themselves, so that they'll have fully-populated profiles.

I guess I just want to be clear on whether there's a protocol for creating non-CUNY signup codes. I'm happy to be liberal about handing them out, but I'd like some confirmation that that's an OK policy.

##### #4 - 2017-02-01 04:41 PM - Luke Waltzer

Let's just check on the source of the request and verify they're an active member in a site/group capacity, and then issue the codes. If Marilyn can post the request (and who sent it) here, Lisa or I will then sign off. Sound ok?

What's the process for creating the codes? Can we/should we offload from Boone?

##### #5 - 2017-02-01 04:49 PM - Marilyn Weber

Both are on Zendesk, so I assumed you were cc'd. Sorry Luke! One is from Carrie Hintz, GC English professor, and the other is from Katherine Wilson. Both emails are below.

CARRIE HINTZ  
Yesterday 04:02 pm

Hi Marilyn,  
They are:

Beth Sherman: [bsherm36@aol.com](mailto:bsherm36@aol.com) <mailto:bsherm36@aol.com>

Kaycie Hall: [kayciehall@gmail.com](mailto:kayciehall@gmail.com) <mailto:kayciehall@gmail.com>

Thank you so much! Carrie

Katherine Wilson

My problem is: I'm trying to use a Commons Group for my class. Not all students use their CUNY email, especially the non-matric. Is the email extension rule non-negotiable?

Today 10:18 am

Marilyn,

Thanks for the reply.

Most of my students do have CUNY email accounts that I can nudge them to use to join the class pages.

My non-matric student is

Lauren Vanzandt-Escobar <[laurenv.escobar@gmail.com](mailto:laurenv.escobar@gmail.com)>.

The "group" is Cultural Performance & Politics in the Middle East.

Regards,

Katherine Wilson

**#6 - 2017-02-01 04:56 PM - Matt Gold**

Luke Waltzer wrote:

Let's just check on the source of the request and verify they're an active member in a site/group capacity, and then issue the codes. If Marilyn can post the request (and who sent it) here, Lisa or I will then sign off. Sound ok?

What's the process for creating the codes? Can we/should we offload from Boone?

You and Marilyn should both have access. Log in to the Commons, go to the Dashboard of the site (note -- not the network admin) and click "Non-CUNY Sign-Up Codes" in the left-hand nav. You can use an existing code, create a new one for each request, or, perhaps, create a single code to be used for an entire semester. If desired, codes can be tied to particular groups so that people using the code receive an invitation to the group in question upon registering

**#7 - 2017-02-01 06:13 PM - Luke Waltzer**

Both requests look good to me.

Matt-- is there boilerplate instructions for signing up using the codes that we could load as a doc in the group?

**#8 - 2017-02-01 06:29 PM - Matt Gold**

I'll dig some up and forward

**#9 - 2017-02-01 09:33 PM - Boone Gorges**

- *Category name set to Registration*
- *Assignee set to Luke Waltzer*
- *Target version set to Not tracked*

Let me know if there's anything you need on the technical end.

**#10 - 2017-02-01 09:56 PM - Luke Waltzer**

- *Status changed from New to Resolved*

**#11 - 2017-02-01 09:57 PM - Luke Waltzer**

Went ahead and responded to the requests (not to step on your toes, Marilyn... wanted to see more about how Zendesk works. Please let me know if I messed something up!).

**#12 - 2017-02-02 08:24 AM - Marilyn Weber**

Thanks, all! Luke, my toes are unblemished. Delighted that we now have a system!

**#13 - 2017-02-06 10:24 AM - Marilyn Weber**

- *File Codes.JPG added*
- *Status changed from Resolved to New*
- *Assignee changed from Luke Waltzer to Boone Gorges*

Perhaps it's because I have no super (user) powers. I don't see "Non-CUNY Sign-Up Codes" in the left-hand nav. Screenshot attached.

I had been using these instructions, but Matt wants me to create a new code for Prof. Feisal Muhammad:  
Sign up for a CUNY Academic Commons account by going to <https://commons.gc.cuny.edu> and clicking the "Create Account" button to the right of the image slider. When you enter a non-CUNY email address, an input field will open up asking for a special code. Enter "..." there and continue with the registration process.

**#14 - 2017-02-06 10:27 AM - Matt Gold**

Hi All --

As a matter of policy, I'd like us to begin to create new sign-up codes for every request we get. It will take an extra minute, but it will allow us to track how these codes are being used (per <https://redmine.gc.cuny.edu/issues/6773> ), which may be important as we start creating more and more of these

Best,

Matt

**#15 - 2017-02-06 10:31 AM - Luke Waltzer**

OK-- was going to ask if that allowed tracking. Good to know.

Anyone have suggestions for a naming scheme?

**#16 - 2017-02-06 10:33 AM - Luke Waltzer**

Hi Marilyn--

I can make you a new code for Prof Muhammad. Will email to you separately-

LW

**#17 - 2017-02-06 10:47 AM - Luke Waltzer**

@Boone can we get Marilyn access to the code generator?

**#18 - 2017-02-06 03:58 PM - Boone Gorges**

@Boone can we get Marilyn access to the code generator?

Yes. I've made the change in <https://github.com/cuny-academic-commons/cac/commit/3b20a2c95ac2d8c03abd0839c33af0d1c92c28d9> and it'll be live after the next release.

**#19 - 2017-11-15 11:03 AM - Boone Gorges**

- *Status changed from New to Resolved*

I think things are settled from the dev team point of view. Please reopen if there's more you need here.

**Files**

---

|           |         |            |               |
|-----------|---------|------------|---------------|
| Codes.JPG | 65.2 KB | 2017-02-06 | Marilyn Weber |
|-----------|---------|------------|---------------|