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**Registering Students/Faculty for Bluescape**

1. Login to **SCB Modality Bluescape**, Bluescape used by professors/ Students does not have admin permissions to allow invitations to users.
2. Click the gear icon labeled **ADMIN**.



1. On the left-hand side click **USERS**.



1. This will pull up a list of all the currently registered users of Bluescape. At the top of the page click **NEW USER**.



1. Enter the **email address** and give them the appropriate permissions. The **default** setting is **a “user”**. If a Professor specifies that they only want an email as a **“Guest”** you can select it from the drop-down.

If a Professor is unable to edit their workspace you may have to go in and upgrade their role to **“User”**.

You can paste several addresses into the new user box at a time, rather than adding an email one by one.

