

How do I add or remove a TA from the Staff List?

Q: How do I add or remove a TA from the Staff List?

Answer

If you are an instructor, TA or administrator, you may add or remove a TA to your Stellar course site. Please know that removing them from the membership list will also remove them from the Staff List and vice versa.

Please follow these instructions to remove a TA from the **Staff List**:

1. Log in to the Stellar site.
2. Click on the **Staff List** link from the navigation bar.
3. Click on **Add or Remove TAs**.
4. Click the **checkbox** next to the TAs name you wish to remove and click on **Submit**.

If you are an instructor, TA or administrator, please follow these instructions to add a TA from the **Membership list**:

1. Log in to the Stellar site.
2. Click on the **membership** link from the navigation bar.
3. Click on the tab for **Access Control**.
4. Click on the tab for **TAs**.
5. Type their e-mail address in the **Add New** box
6. Click on the **Submit** button at the bottom of the page.

To remove a TA using the **Membership list**:

1. Navigate to the "TA Membership List"
2. Click on the trashbin icon next to the TA you want to remove.

If you are not sure what their username is, type their first and last name into the **Lookup User** box and click on the **Search** button. If the username exists, you will see a list of names and you may select the correct one to add.

For Helpdesk Consultants:

If this article does not resolve the issue, please gather the information listed on the [Stellar Recon page], mark the ticket **new** and move it to the Service Desk Escalations queue.