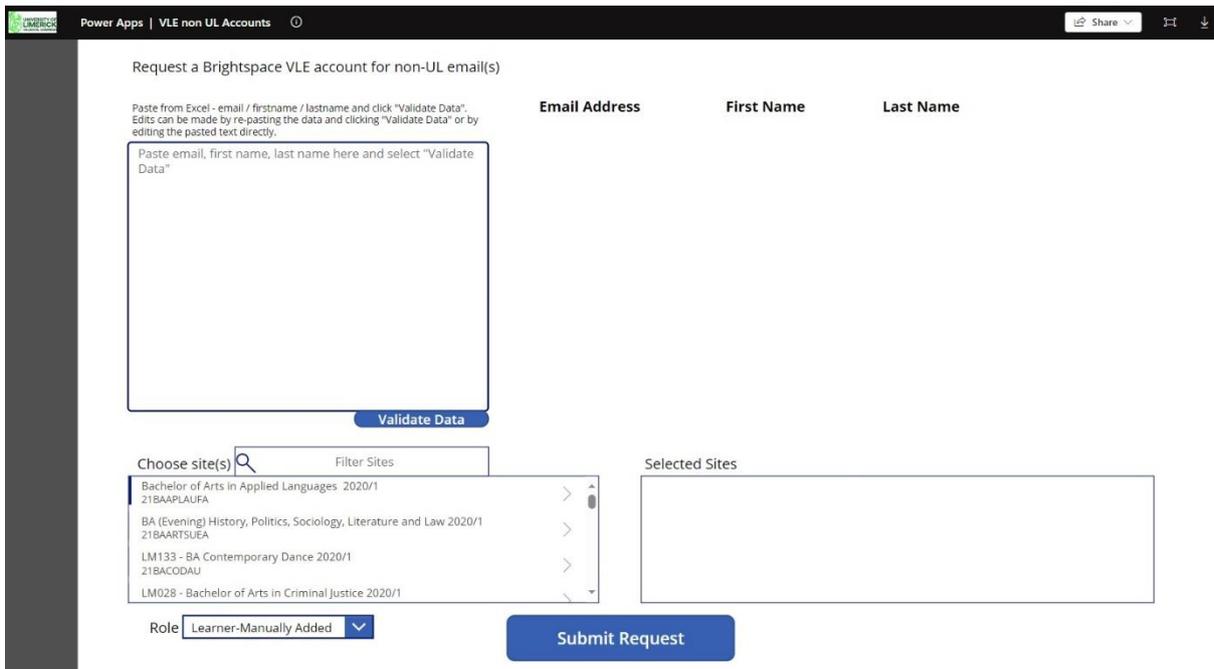

Brightspace: Create Non-UL Guest Account

Non-UL Accounts or Local Guest Accounts (LGA) on Brightspace are accounts set up through PowerApps using personal emails. **Guest accounts should only be created for participants who will never have a UL staff or student account.** Go to the [Brightspace page](#) on TopDesk and select the option called [Brightspace: Create non-UL guest account](#).

- Click the link to create an LGA is [VLE Non-UL Account Requests](#). The Power App will open on a new window –



The screenshot shows a Power App window titled "Power Apps | VLE non UL Accounts". The main content area is titled "Request a Brightspace VLE account for non-UL email(s)". It contains a text box for pasting data from Excel, with instructions: "Paste from Excel - email / first name / lastname and click 'Validate Data'. Edits can be made by re-pasting the data and clicking 'Validate Data' or by editing the pasted text directly." Below this is a "Validate Data" button. To the right, there is a table header with columns: "Email Address", "First Name", and "Last Name". Below the text box is a "Choose site(s)" dropdown menu with a search icon and "Filter Sites" text. The dropdown list includes: "Bachelor of Arts in Applied Languages 2020/1 21BAAPLAUFA", "BA (Evening) History, Politics, Sociology, Literature and Law 2020/1 21BAARTSUEA", "LM133 - BA Contemporary Dance 2020/1 21BACODAU", and "LM028 - Bachelor of Arts in Criminal Justice 2020/1". To the right of the dropdown is a "Selected Sites" empty box. At the bottom left, there is a "Role" dropdown menu set to "Learner-Manually Added". At the bottom center is a "Submit Request" button.

Figure 1 Power App: VLE non-UL Accounts.

- Enter the user’s email, first name and last name. Use commas to separate or paste from excel. Multiple users can be entered with 1 user per line.
- Click the **Validate Data** button. When validated it will confirm that account exists and will also highlight any errors. Any errors listed must be corrected before proceeding.

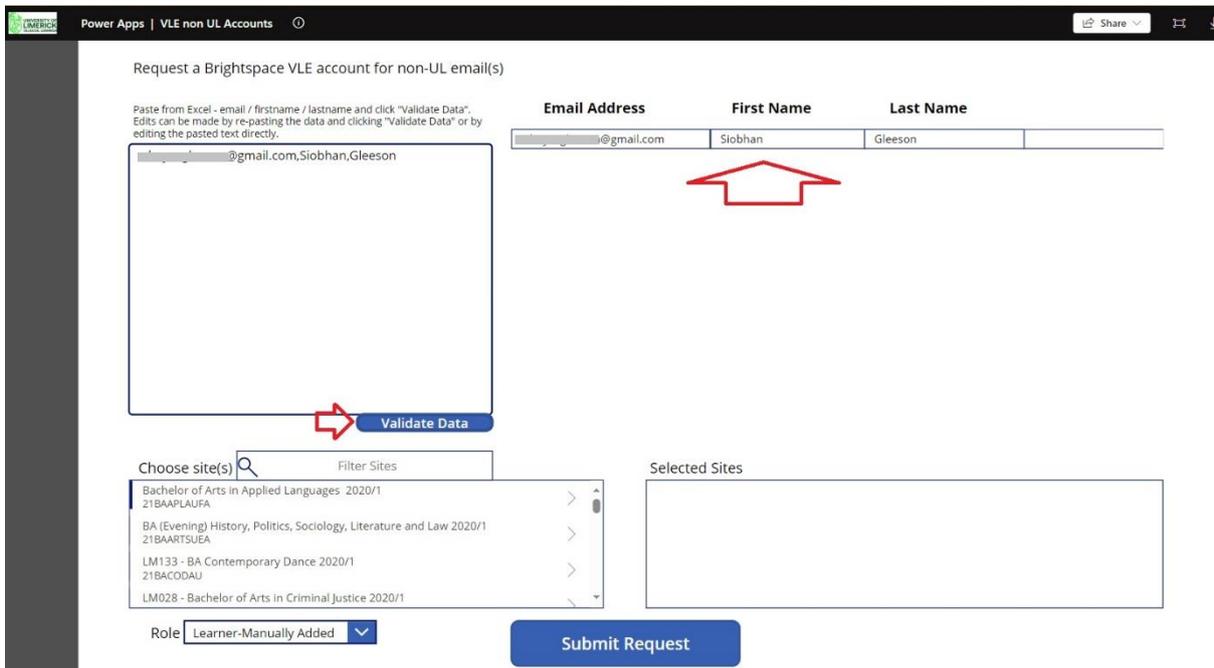


Figure 2 VLE non-UL Accounts - Entering User IDs for validation.

- Enter the name of the site into the **Choose site(s)** text field and the sites available will automatically display. Please note: The box will populate with only the sites that you have access to from the current semester. This list is updated nightly from the VLE.
- One or many sites may appear, click the **arrow** to make your selection and it will move to the Selected Sites box on the right. Note: If this section is left blank the created account will only be enrolled at the top level of Brightspace and not be enrolled on any sites.

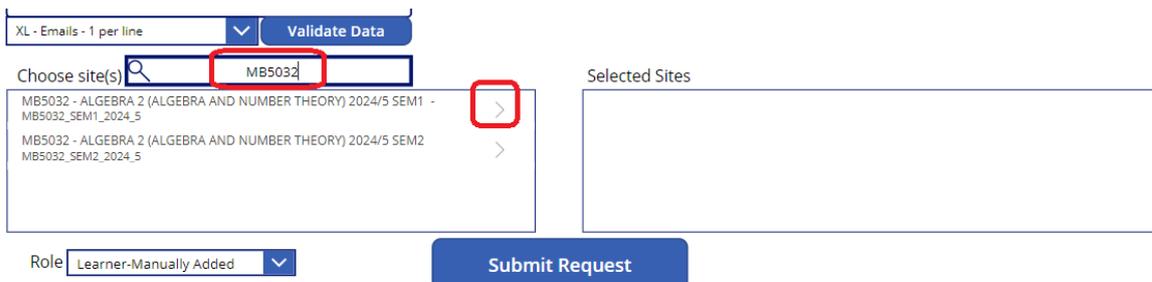


Figure 3 Power App: VLE non-UL Accounts - Selecting site(s)

- Choose the **Role** you wish to assign to the user in Brightspace. Note: Select “Learner-Manually added” to add a student(s) to the site and “Instructor-Manually Added” to add an instructor. Other role options include External Examiner and Read Only. Please note: You can only add one instructor at time.



Figure 4 Power App: VLE non-UL Accounts - Selecting User Type and Submitting Request.

- Once sure of your entered details, click the **Submit Request** button and request logged will display.
- Users will be enrolled on your module within 2 hours (during normal working hours, Monday to Friday).

Please note:

When using Power Apps, only the current year's data is accessible to reduce the risk of service degradation to the apps caused by a high volume of sites.

To add externals to older sites:

- You can still [create the user using the Power App](#). Leave the site section blank and this will create an account for them on Brightspace with no enrolments.
- You can then enrol them on the course in Brightspace directly as they now have an existing account. Follow the steps [here](#).

Life Cycle of Non-UL Accounts/ LGAs

There is no expiration date placed on LGAs but accounts that have no active logins will become disabled after a period of **** days**.

Disabled LGAs can be re-activated by entering the same details into the PowerApps form again.