

Non-University User Access to Canvas



There are some cases where you may want someone to have access to your Canvas course who is not a university faculty, staff or student. This would include a volunteer facilitator, pre-employment access, or anyone with an academic use case. **All Canvas users must have a person of interest (POI) record on file with Human Resources.** Follow the steps below to request access to Canvas for non-university users.

1. Contact your Human Resource department and request a POI be created for the user.

For the following POI types, an account will automatically be created in Canvas by mid-morning on the next business day after the user is entered into the HR system. You do not need to complete any additional steps.

POI Type 13 – Pre-employment
POI Type 17 – Volunteer Clinical Faculty
POI Type 23 – Affiliate – VA
POI Type 24 – Affiliate - NJH
POI Type 25 – Affiliate – DHHA
POI Type 32 – Electronic Research Admin
POI Type 33 – Training Access

For all other POI Types (see below), follow step 1. Then, complete steps 2 and 3.

POI Type 7 – External Trainee	POI Type 21 – Visiting Scholar
POI Type 20 – Volunteer	POI Type 29 – Student Athlete
POI Type 18 – External Instructor	POI Type 10 - Other

2. Complete the [sponsored user process](#) using the same SSN and birthdate as the POI.
3. Once the POI number is obtained, submit a ticket to the [OIT Service Desk](#) to “request the sponsored user account be linked to the POI.” The account will be added to Canvas by mid-morning on the next business day after the email was sent to the OIT Service Desk.