

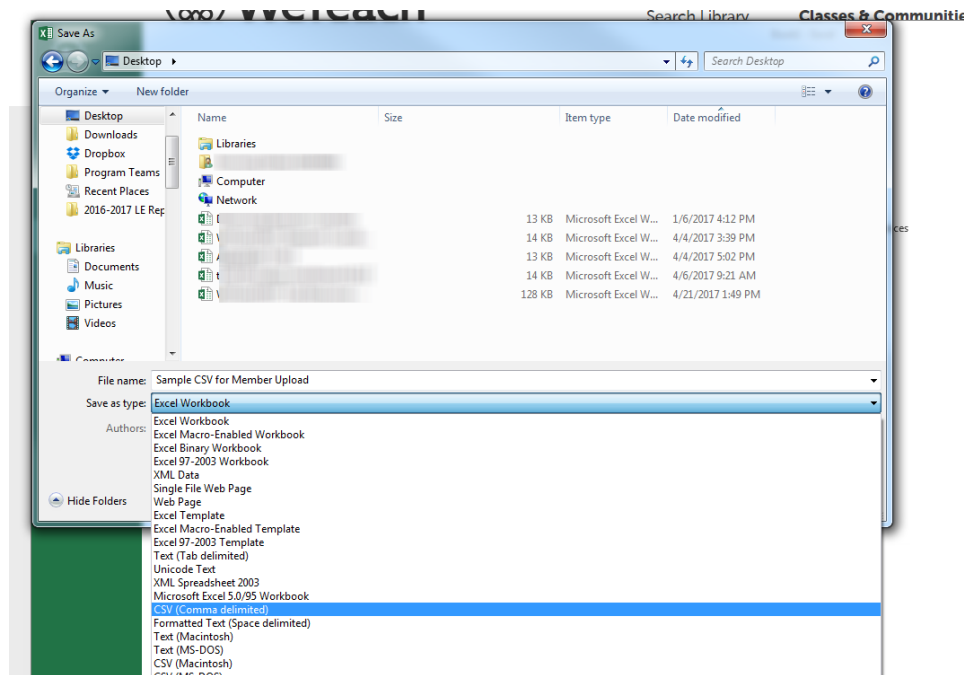
Adding Community Members

To add new members to a community, first make sure that all members have NYCDOE usernames and passwords that allow them to access WeTeachNYC. If members have NYCDOE email addresses, they automatically have access to WeTeachNYC. If they are non-NYCDOE employees or partners, email AGraddyGamel@schools.nyc.gov with the first name, last name, and email address for any community member to check to see if they already have an account. If they do not have an account, one can be created for them.

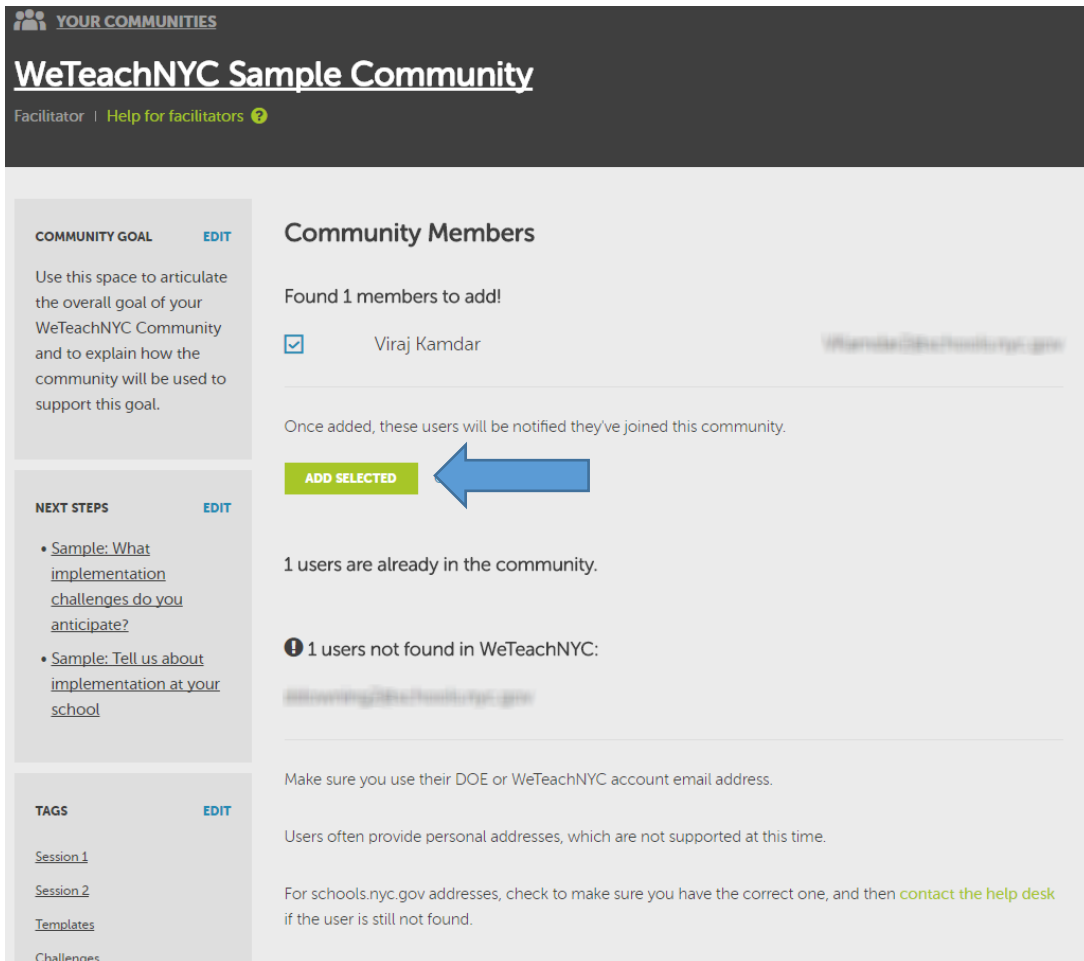
Once you've confirmed that everyone has an account, add their NYCDOE email address to a spreadsheet in Excel, one email per line.

	A	B	C	D	E
1	johndewey@schools.nyc.gov				
2	paolofreire@schools.nyc.gov				
3					
4					
5					
6					
7					

Please use your NYCDOE email if you are a NYCDOE employee. Non-NYCDOE employees and partners should reach out to AGraddyGamel@schools.nyc.gov to create partner accounts for these community members or facilitators. Save the file as a CSV (Comma delimited) file.



When your CSV file is saved, go to the **'Members'** section of the left-hand navigation bar and click **'See All'**. Drag and drop the CSV file into the box that says **'to add community members'**. The system will display all community members that have existing WeTeachNYC accounts that could be added to the community and also any individual(s) who are already in the community. Once you confirm that all of individuals are accounted for, click **'ADD SELECTED'**. This adds the individuals to the community.



YOUR COMMUNITIES

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#)

COMMUNITY GOAL [EDIT](#)

Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

NEXT STEPS [EDIT](#)

- [Sample: What implementation challenges do you anticipate?](#)
- [Sample: Tell us about implementation at your school](#)

TAGS [EDIT](#)

[Session 1](#)

[Session 2](#)

[Templates](#)

[Challenges](#)

Community Members

Found 1 members to add!

☒ Viraj Kamdar

Once added, these users will be notified they've joined this community.

ADD SELECTED

1 users are already in the community.

1 users not found in WeTeachNYC:

Make sure you use their DOE or WeTeachNYC account email address.

Users often provide personal addresses, which are not supported at this time.

For schools.nyc.gov addresses, check to make sure you have the correct one, and then [contact the help desk](#) if the user is still not found.