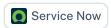
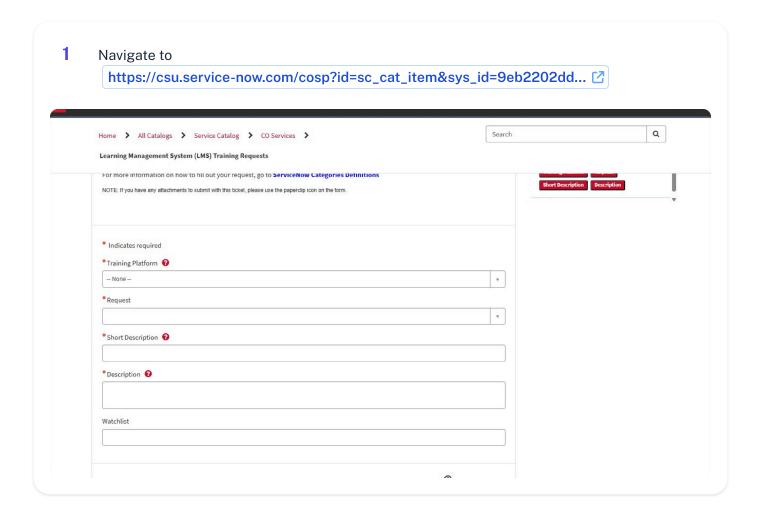




How To Update YPP Program Audience in CSU Learn

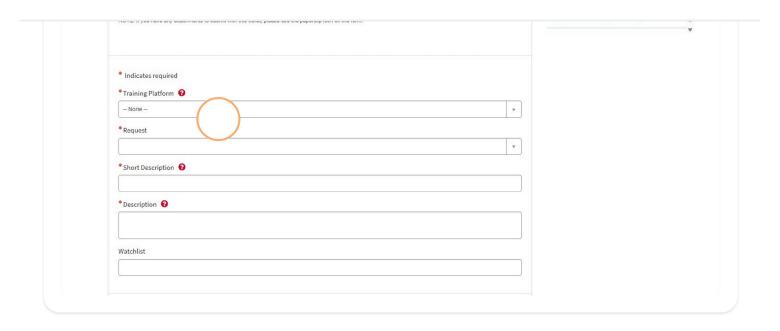
Nichol Burton | 11 steps | 4 minutes

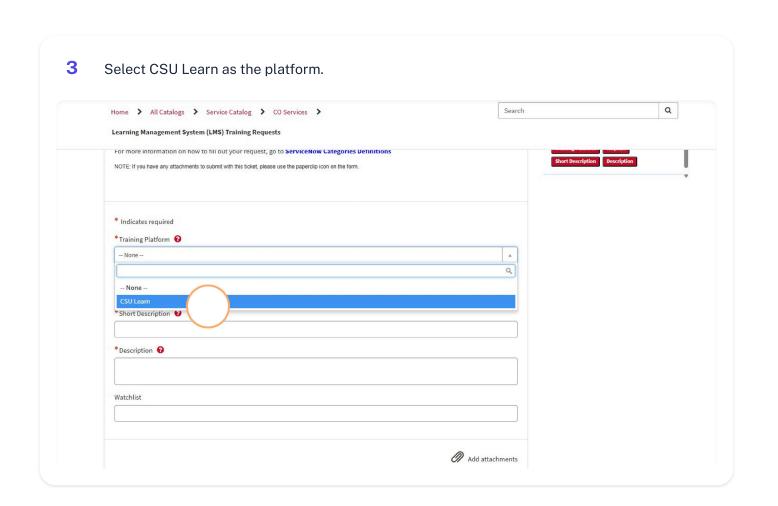




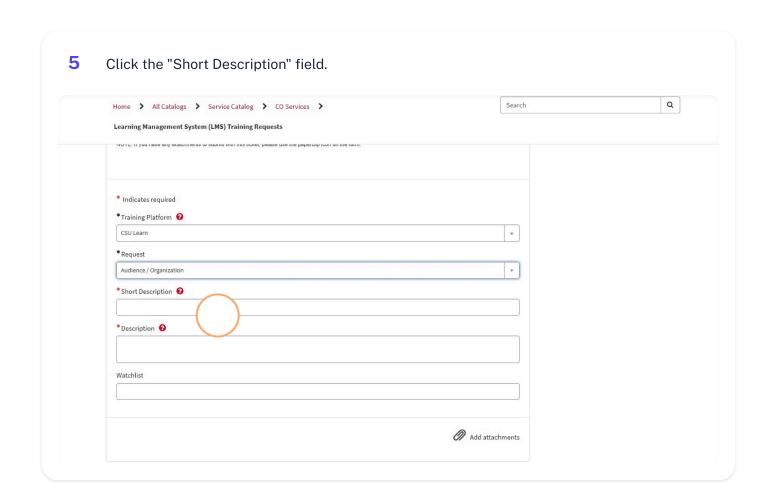
To update a youth protection program audience. You will open a ticket with the system-wide learning management system team. Using this web page, fill in the request form.

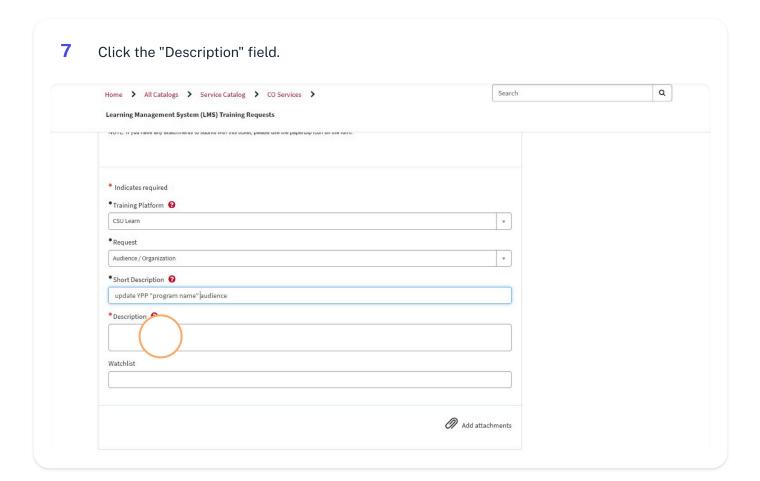












In the description field, identify that you would like to update "your program name" audience. Please include the audience code if you know it. The audience code can be found in the weekly reports sent to your email.

Identify whether you want to add or remove users. To add or remove users you must include their name and @csus.edu email. You can include this information by pasting it into the description box or using the paper clip at the bottom of the page and attaching an excel sheet.

Here is an example of what to include in the description request:

"Hello, Can you please assist me in updating our YPP audience. The audience code is "CSUS-AUDI-YPP-Sample" for the "Athletics YPP Sample". I am attaching a list of users names and emails to add to the audience."