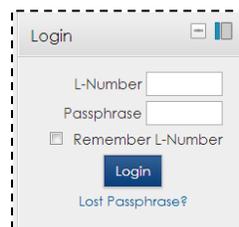


HOW TO SELF-ENROLL IN A MOODLE COURSE

If self-enrollments have been enabled for a course, then students will be able to enroll themselves into the course. Complete the following steps to self-enroll in a course.

- 1. Login to Moodle:** Use your L-Number and your passphrase (which is the same as MyLane!)



A screenshot of the Moodle login form, enclosed in a dashed border. It features a title bar with the word "Login" and window control icons. Below the title bar are two input fields: "L-Number" and "Passphrase". A checkbox labeled "Remember L-Number" is positioned below the "Passphrase" field. A blue "Login" button is centered below the checkbox. At the bottom of the form, there is a link that says "Lost Passphrase?".

- 2. Open the Course:** Open the course by clicking on the course name.

If you need to find the course, find the "Search courses" section below the My Courses list. Search for the course using the CRN of the class or the class name.



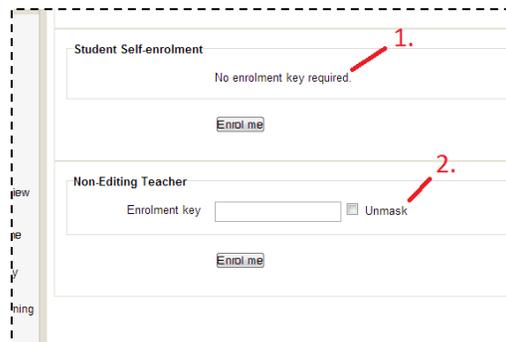
A screenshot of the Moodle search interface, enclosed in a dashed border. It shows a search bar with the placeholder text "Search courses:" followed by a "Go" button. To the right of the search bar is a button labeled "All courses".

- 3. Navigate to Self-Enroll Page:** Find the Setting block on the left or right side of the page (or docked on the top left). Select Settings> Course administration> Enrol me in this course.



A screenshot of the Moodle Settings page, enclosed in a dashed border. The title bar says "Settings" with window control icons. Below the title bar is a dropdown menu labeled "Course administration" which is expanded to show two options: "Enrol me in this course" (with a person icon) and "My profile settings".

- 4. Enroll in the course:** To enroll into the course, simply click the "Enrol me" button as shown above. In example 1 above there is no enrolment key. If an Enrolment key is required, like example 2, make sure you have received one from your instructor.



A screenshot of the Moodle enrollment page, enclosed in a dashed border. It shows two enrollment options. The first option is "Student Self-enrolment" with the text "No enrolment key required." and a red arrow pointing to the "Enrol me" button, labeled "1.". The second option is "Non-Editing Teacher" with an "Enrolment key" input field and an "Unmask" checkbox. A red arrow points to the "Enrol me" button, labeled "2.". On the left side of the page, there is a vertical sidebar with the text "view", "enrol", and "enrolling".

You will now be able to access the course!