

## What is an enrolment key?

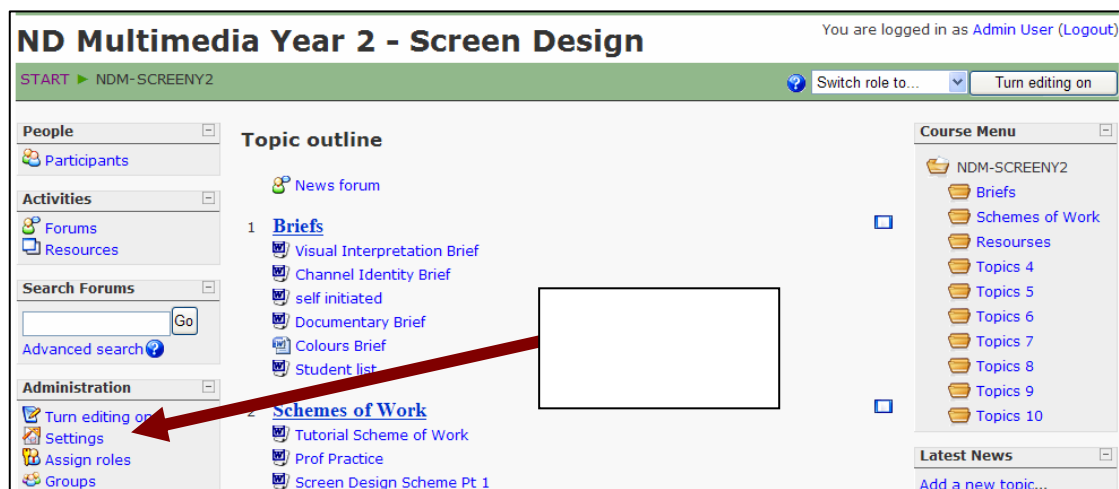
The first time your students try to access your Moodle area they will be prompted to type an **enrolment key**. This is a course password that will prevent unauthorised students from accessing your area.

### IMPORTANT

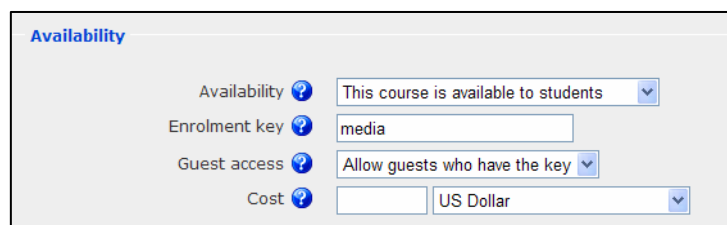
**\* YOU WILL NEED TO KNOW WHAT YOUR ENROLMENT KEY IS \***

You can find out your course password and change it to one of your own choosing by following these simple steps:

1) From your Moodle course click onto the **Settings** link in the administration box.



2) A list of your course options will appear. Scroll down to the **availability** section. Here you will find what your **enrolment key** is currently set to. This is the word that students will need to type to access your course. Please note that the option for **guest access** should also be set to **allow guests who have the key**.



3) You can change the enrolment key to anything you want – but if you do so then please remember to tell any other tutors who share your course. If you make any changes you must click on the **Save Changes** button at the bottom of the screen.

Each student will only have to type the password the first time they access your course. The system will remember them from then on.