

## Moodle Access for Outsiders (guests)

- 1. Make sure that your settings allow guest access.
- 2. To check this, go to Administration on the left hand of your main Moodle page.
- 3. Click on Settings.
- 4. In the **Availability** section, choose **Allow guests without the key** OR **Allow guests who have the key** by clicking on the drop-down menu.
- 5. Save your changes at the very bottom of the page.
- 6. Your guest can now log in as a guest:
  - a) If you require guests to have an enrolment key, a new window opens which asks for the key. Guests enter the key and click on **Enrol me in this course**.
  - b) If no key is required, the guest will have direct access to your Moodle and his/her profile be displayed in the list of **Participants** in the upper left-hand corner.

If you don't remember your **enrolment key**, this is where you find it: It is also in the **Availability** section of your **Settings**.

## **Step-by-Step:**

Go to Administration on the left hand of your main Moodle page and click on Settings.



In the **Availability** section, choose **Allow guests without the key** OR **Allow guests who have the key** by clicking on the drop-down menu.

Availability	
Availability 👔	This course is available to students
Enrolment key 🕐	IESLRWC
Guest access 📀	Allow guests without the key
Cost 🕐	US Dollar

Save your changes at the very bottom of the page.

Your guest can now log in as a guest:

neLearning at the Monte	er 🛛
eLearning at the M	onterey Institute
Monterey_Institute ► Log	in to the site
	Returning to this web site?
	Login here using your username and password (Cookies must be enabled in your browser) 🝞
	Username Login
Click for	Some courses may allow guest access
GUEST ACCESS	Forgotten your username or password? Yes, help me log in

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