MONTEREY
INSTITUTE
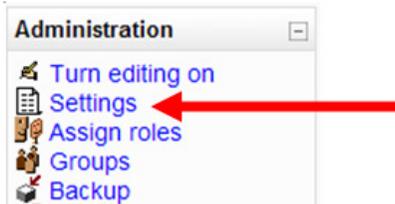OF INTERNATIONAL STUDIES
An affiliate of Middlebury College

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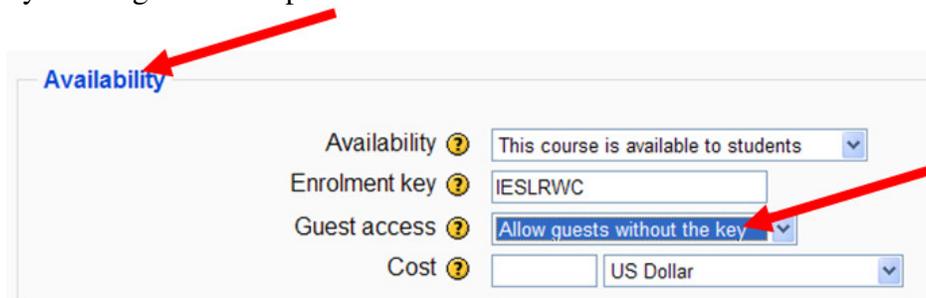
If you don't remember your **enrolment key,** this is where you find it: It is also in the **Availability** section of your **Settings.**

Step-by-Step:

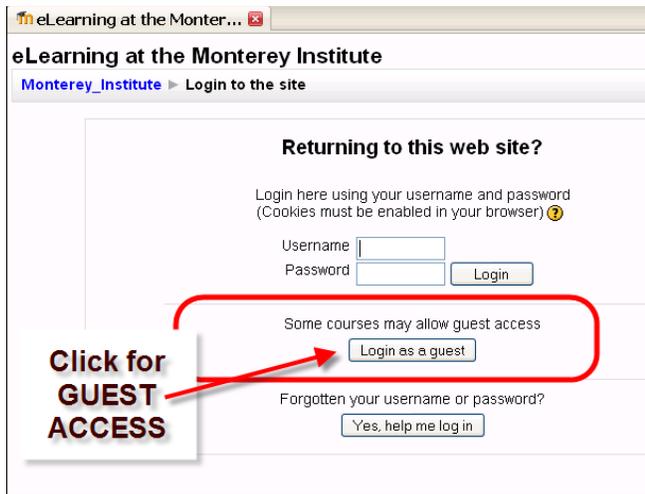Go to **Administration** on the left hand of your main Moodle page and click on **Settings.**

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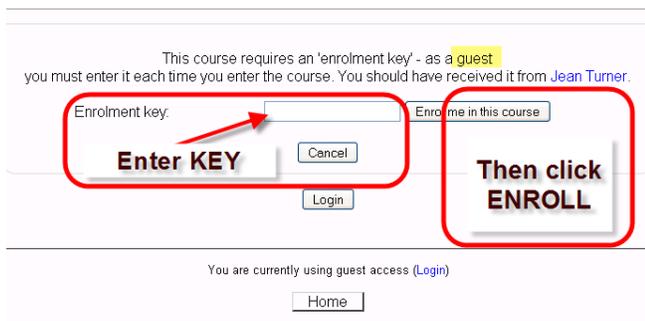

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