## How to self register in Moodle

For full access to the course you will need to take a minute to create a new account for yourself. Both individual modules have a one-time "enrollment key" which is provided as part of this guideline. Please follow these steps:

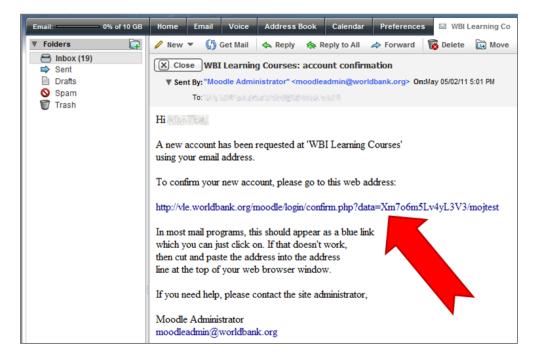
1. Follow the link to the landing page your instructor has sent. When you click on the module you would like to register in, you will be prompted to create a one-time account you can use for all WBI E-courses. Click on the button **"Create new account"** as illustrated bellow:

WORLD BANK INSTITUTE Promoting Incurring for a batter work!	English (en_us)	
WBICourses> Login to the site	. You are not loggest in	
Returning to this web site?	Is this your first time here?	
Login here using your usemame and password (Cooleas must be enabled in your browser) Usemame Password Login Some courses may allow guest access Login as a guest Forgotten your usemame or password? Yes, help me log in	Hill For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of th individual courses may also have a one-time "evolliment key", which you won't need until later. Here are the steps.  I. Fill out the New Account from with your details. An ennal will be immediately sent to your small address. Ready you were read, and citick on the web hours. Your account will be confirmed any you will be logged in. Now, select the course you want to participate in in G. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in th course. You can now access the full course. From now on you will only need to enter your personal usemame and passwor (in the form on this page) to log in and access any course you have enrolled in. Create new account	
© 2001 The World Back Group, All Rights Reserved, Legal.	Click on "Create new account"	

2. Fill out all the mandatory fields marked with \* and click on the **"Create my new account"** button

Username*	
Password*	Unmask
ore details	
Email address*	
Email (again)*	
First name*	
Last name*	
City/town*	
Country*	Select a country
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	ndator research.
	Enter the words above
	Get another CAPTCHA Get an audio CAPTCHA
ther required fields	
-	
Source of funding	No Selection 🔻

- 3. An automatically generated email from the **"Moodle Administrator"** will be immediately sent to your email address (the one you have provided in the registration). If you could not find the e-mail, please check your spam/trash folder.
- 4. Read your email, and click on the web link it contains (similar as in the picture bellow):



5. The **enrollment** key for the (...) course is: "(...)". (please use attached information)

This course requires an 'enrollment key' - a one-time password that you should have received from white house. Enroll me in this course Cancel

- 6. After you enter the enrollment key, you will automatically enter the module you have enrolled into.
- 7. Lastly, our advice is that you bookmark the course web address for easy access in future.
- 8. Please note that for every future access you will need the **Username** and **Password** you have created during the registration process in order to access the Moodle course.

## Troubleshooting

After the entry of the enrollment key, if you are directed to a page as the one bellow, please close the window and enter the course again through the landing page provided by your facilitator. Since you have already registered, you will have a direct access to the course.

► Course categories	You are logged in as Mos Te
tegories	
Natural Disaster Risk Management - Global	4
Natural Disaster Risk Management - Localized	6
Corporate Social Responsibility	
Health, Nutrition and Population	1
Gender and Finance	
Trade	2
Education	1
Environment	
Urban and City Management	1
Growth and competitiveness	1
Finance and Private Sector Development	
Sustainable Development	
Bank-Wide	1
Moodle Training	
Miscellaneous	1
Macroeconomics	
MM	
PSGSE	
MIGA	
Knowledge for Development	
CLP	1
Governance	
Knowledge Exchange	
CD Ready	1
Managing Agricultural Water: A Core Learning Program	2
Climate Change E-Courses	1