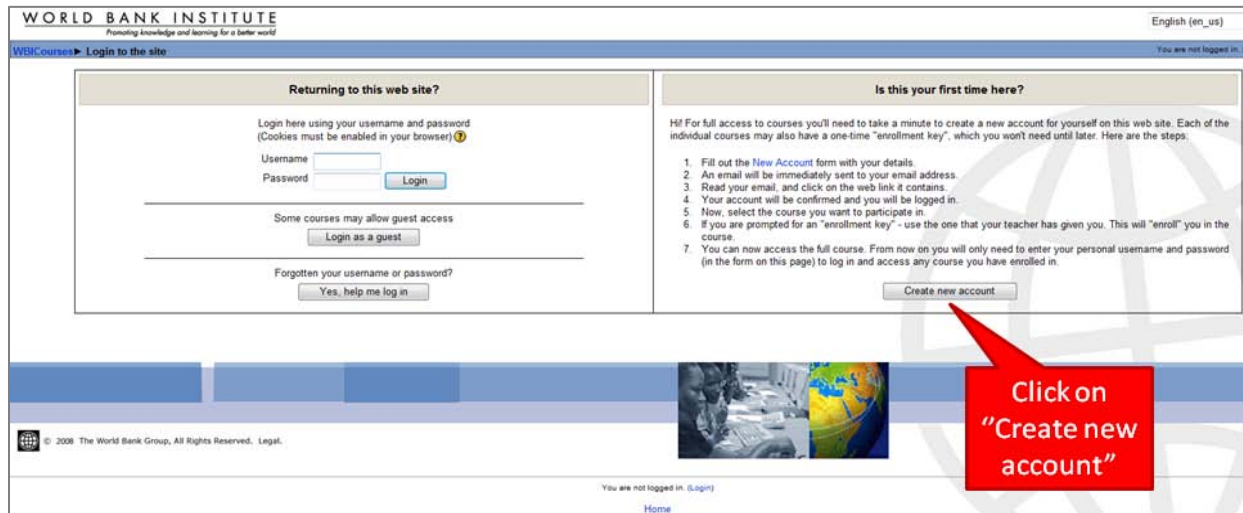


How to self register in Moodle

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:

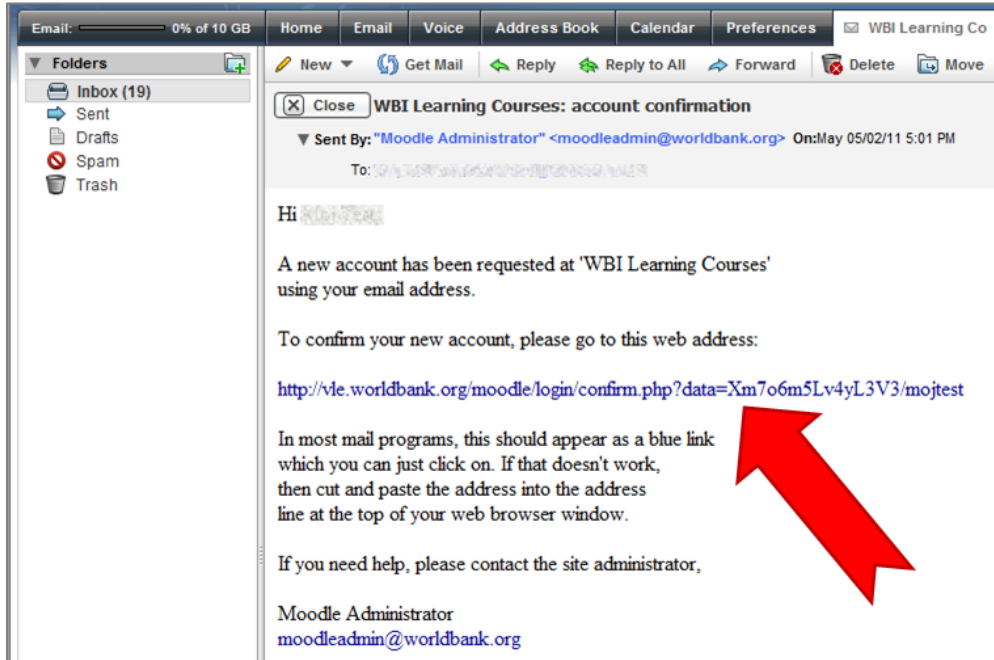
1. Follow the link to the landing page your instructor has sent. When you click on the module you would like to register in, you will be prompted to create a one-time account you can use for all WBI E-courses. Click on the button **"Create new account"** as illustrated bellow:



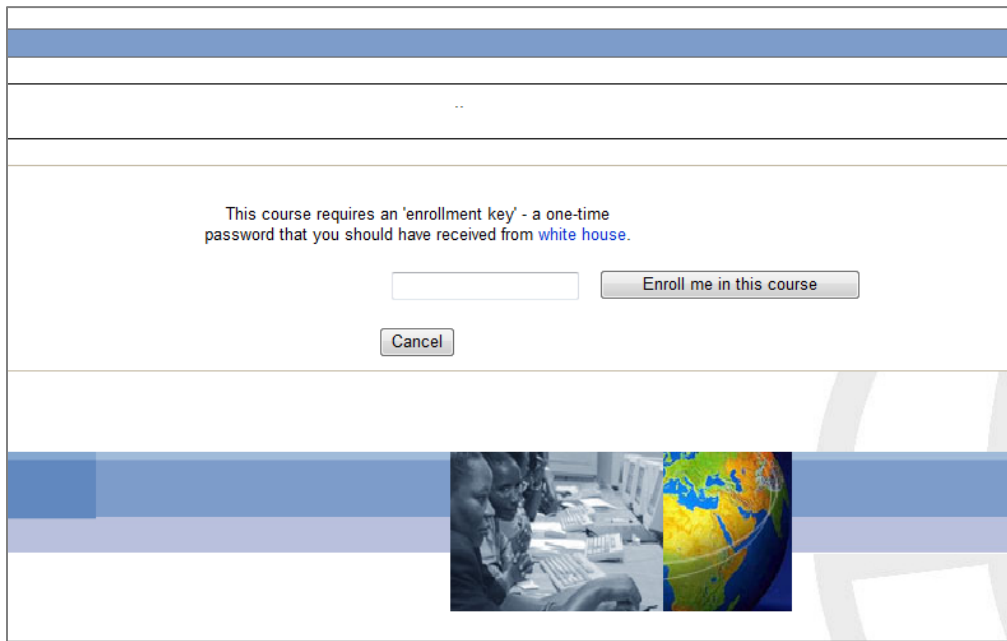
2. Fill out all the mandatory fields marked with * and click on the **"Create my new account"** button

A screenshot of the "Create my new account" form. The form is divided into three sections: "Choose your username and password", "More details", and "Other required fields". The "Choose your username and password" section has fields for "Username*" and "Password*" with an "Unmask" checkbox. The "More details" section has fields for "Email address*", "Email (again)*", "First name*", "Last name*", "City/town*", and "Country*" (a dropdown menu). Below these is a reCAPTCHA section with the text "reCAPTCHA" and a "ndator research." logo. The "Other required fields" section has a "Source of funding" dropdown menu. At the bottom of the form are two buttons: "Create my new account" and "Cancel".

- 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.
- Read your email, and click on the web link it contains (similar as in the picture bellow):



- The **enrollment** key for the (...) course is: “(...)”. (please use attached information)



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.

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Urban and City Management	10
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