

Accessing IDOE Moodle Using an Enrollment Key

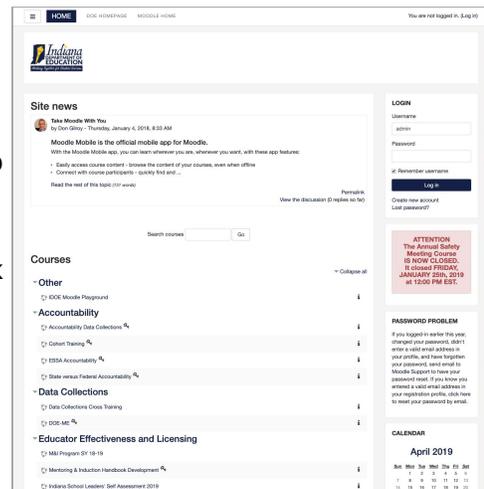
Some Moodle sites used for training and collaboration allow self-enrollment with a one-time enrollment key. If the site you want to access requires an enrollment key, you must get one from the instructor in advance. If you know the enrollment key for your moodle you can go to <https://moodle.doe.in.gov>, create a new account (if you don't have one) and self-enroll.

1. You will be greeted with this screen. Note the box in the upper, right corner of the screen reading Login.

2. If you already have a Moodle account on our server, please enter your username and password and skip to step #8.

3. If you do not have a Moodle account, please click the link just below the Login button reading "Create new account"

4. Fill in all the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle because many of the features (lost password, messages from the administrator) rely on an email address. You'll also be asked to confirm your account via email.



When you have filled in all the blanks and completed the security question click the "Create my new account" button.

5. Read this screen carefully. You are being asked to go **check your email** to continue the registration process. We do this for security reasons. This helps prevent people from signing-up other people without their permission. Clicking the Continue button on this screen is not necessary. If you do not receive a confirmation email, contact moodle_support@doe.in.gov for assistance within 24 hours of registering.

6. Read the email thoroughly and click the link within the email. If the link is not "clickable" copy it, paste it into the location field of your web browser and hit "Enter" or "Return" on your keyboard.

7. When you click the link in the email, you should be sent back to our Moodle server. Click the link that reads Courses or Home in the breadcrumb.

8. You'll see a list of Moodles offered by IDOE. You can scroll down to find your Moodle or you can search for it using the box at the top of the page. Click the link for your Moodle.

9. In order to control access to this Moodle, we have locked it with an enrollment key. You should receive this from an IDOE staff member. Type the enrollment key in the box labeled “Enrollment Key” then click “Enroll me”.

10. Next you should be enrolled in the specific Moodle and see it’s main page.

Congratulations!

You have created a new account on our server and you have successfully enrolled yourself in an IDOE Moodle.