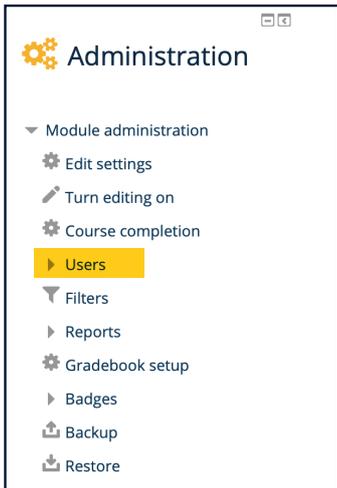


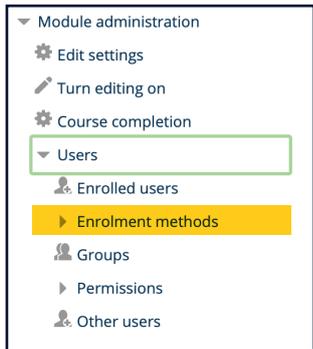
How to enable **self-enrolment** and set the key to 2021AY

To enable Self-enrolment, follow these steps:

1 In the Administration block, navigate to Module Administration



2 Select 'Users' and then 'Enrolment methods'



3 You will now see a list of Enrolment methods. If you already have a **Self-enrolment** method in your course, make sure that its "eye" is opened (this ensures that the method is enabled). Then edit the settings by clicking on the gear/edit button and amending your settings as required.

Enrolment methods

Name	Users	Up/Down	Edit
Self enrolment (Student)	0	↓	✕ ⚙️
Manual enrolments	0	↑	✕ 👁️ 👤 ⚙️

Add method

4

If you do not see **Self-enrolment**, from the **Add method** drop-down box, choose **Self-enrolment**.

Enrolment methods

Name	Users	Up/Down	Edit
Self enrolment (Student)	1	↓	✕ 👁 ⚙
Manual enrolments	2	↑	✕ 👁 👤 ⚙

Add method

- ✓ Choose...
- Self enrolment
- Guest access
- Course meta link

TIP

You can have several self-enrolment methods activated. Try to delete unused methods so as to not confuse students.

NB: Deleting a method will deactivate the users enrolled via that method

5

Customise the settings as required on the self-enrolment page. Enter the enrolment key as **2021AY** by clicking next to **"Enrolment key"**.

Self enrolment

Self enrolment

Custom instance name Semester 1 2021

Use a unique name so students can easily identify that it's the correct one to use.

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key 2021AY

Type 2021AY and click enter

Use group enrolment keys No

Default assigned role Student

Enrolment duration 0 days Enable

Notify before enrolment expires No

Notification threshold 1 days

NB: When using an "End date" in your enrolment method, understand that this option sets an expiry on the participants access.

Start date 16 March 2021 10 20 Enable

End date 16 March 2021 10 20 Enable

Add method

Cancel

Save by clicking "Add Method" at the bottom of the page.

6

After you have added the self-enrolment method, you can share the **"Enrolment key"** with your participants and they can click the button labelled **"Enrol me in this course"** to self-enrol.



This is what students will see when attempting to enrol.

The screenshot shows a web browser window with the URL `learn.mandela.ac.za`. The page header includes the Nelson Mandela University logo and the text "Training-Site-006". A navigation menu contains links for Home, Dashboard, Events, My Courses, This course, COVID resources, and Course search. A breadcrumb trail reads: Modules > How to: Learn@MandelaUni > Training sites > 2020 > Training-Site-006 > Enrol me in this course > Enrolment options.

Enrolment options

Administration

- Module administration
 - Enrol me in this course

SEMESTER 1 2021

Enrolment key

Enrol me

Social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram are located at the bottom of the page.