

Enrolment to Moodle

- In order for you to access your course, you must seek enrolment.

Roles

- Lecturer, Students

Pre-condition

1. Successfully logged in to Moodle for the first time. See [Login to IBS Moodle](#) if have not logged in to IBS Moodle before or See a Digital Learning Officer.

General Notes

Procedure

1. See a Digital Learning Officer
 - a. Present a copy of your fully accomplished Registration form.
 - b. The DL officer will confirm the completeness of Registration Form.
 - c. The DL officer will add your name to the units indicated in Registration Form.
 - d.
2. Confirm your enrolment
 - a. Check your Moodle access whether you have already enrolled. See [Accessing your course](#).
OR
 - b. Check your IBS email for notifications of your enrolment. See [Login to IBS email](#).

Outcome

You can now see your courses in the IBS Moodle and have received notifications in your email.

Otherwise, see a Digital Learning Officer or email to digital.learning@ibs.ac.pg with subject "Moodle Enrollment"