

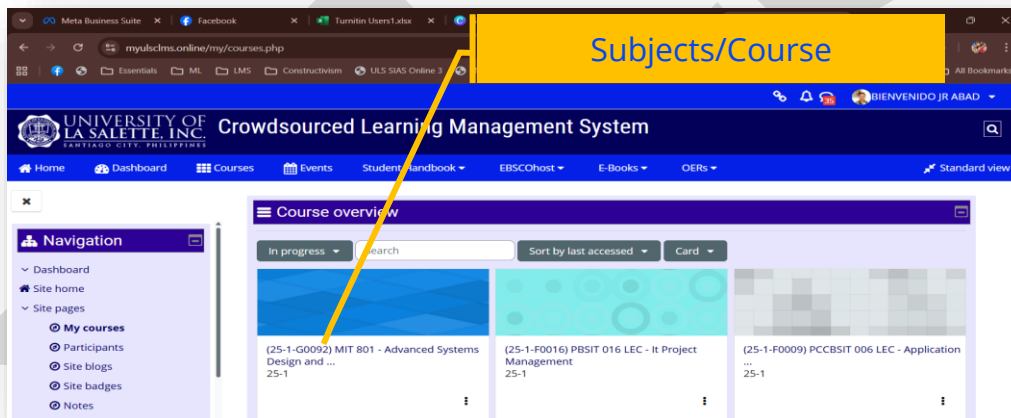


Enabling Self-Enrollment for Students

Role	 Teacher
Pre-condition	Before proceeding, ensure the following conditions are met: • The user is logged in to the crowdsource learning management system (CLMS). • The user is assigned the Teacher role in the course where self-enrollment will be activated.

Procedure

1. Login to <https://www.myULSCLMS.online>.
2. Open the course which you want to enable self-enrollment.

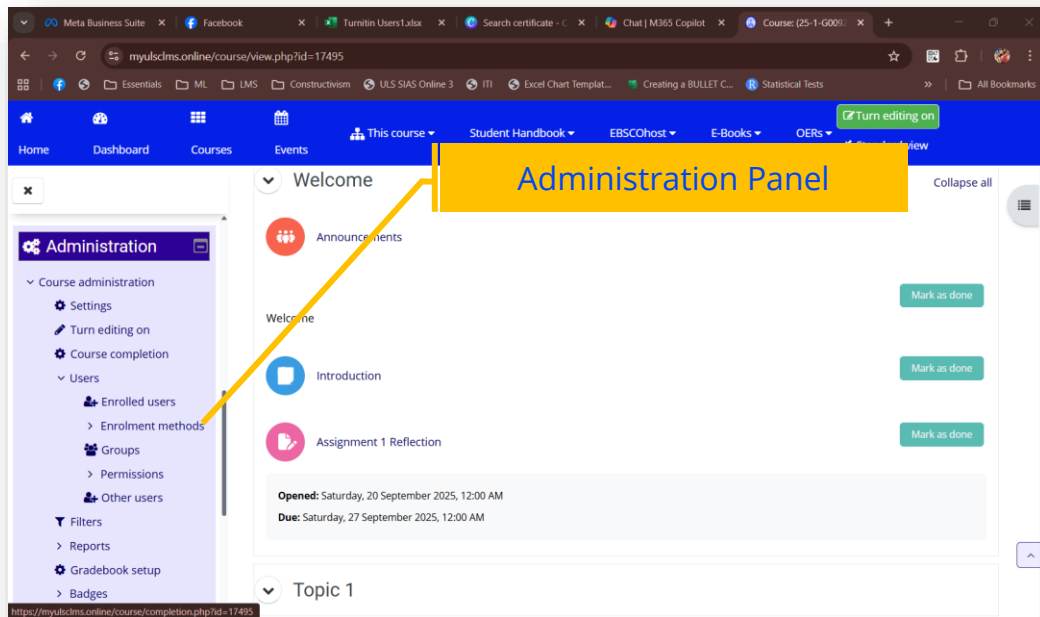


3. Navigate to the *Administration Panel* on the left-hand side. Expand Users tab, then click Enrollment Methods. The Enrollment Methods page will appear.



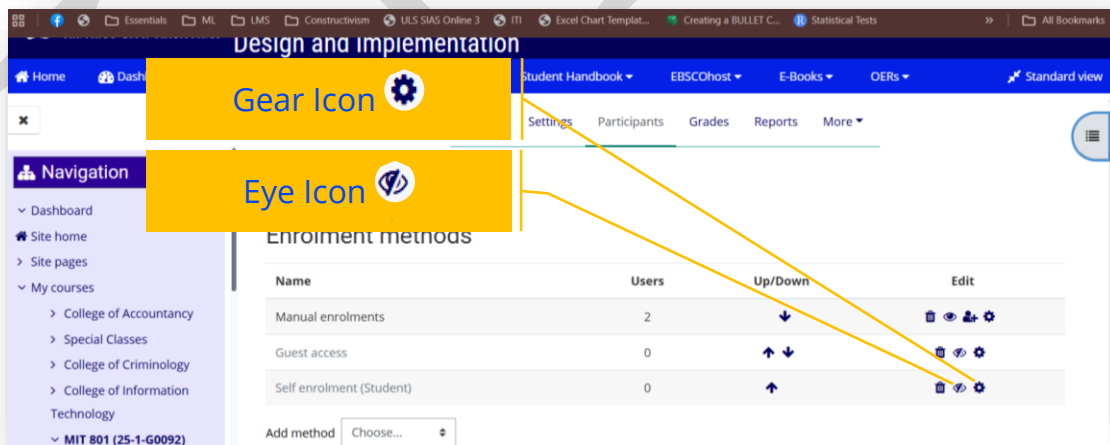
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4. Locate the **Self Enrollment (Student)** option and click the **eye icon** to activate it.

 **Note:** An eye with a diagonal line means the method is currently disabled. Clicking it again will toggle to enabled state.

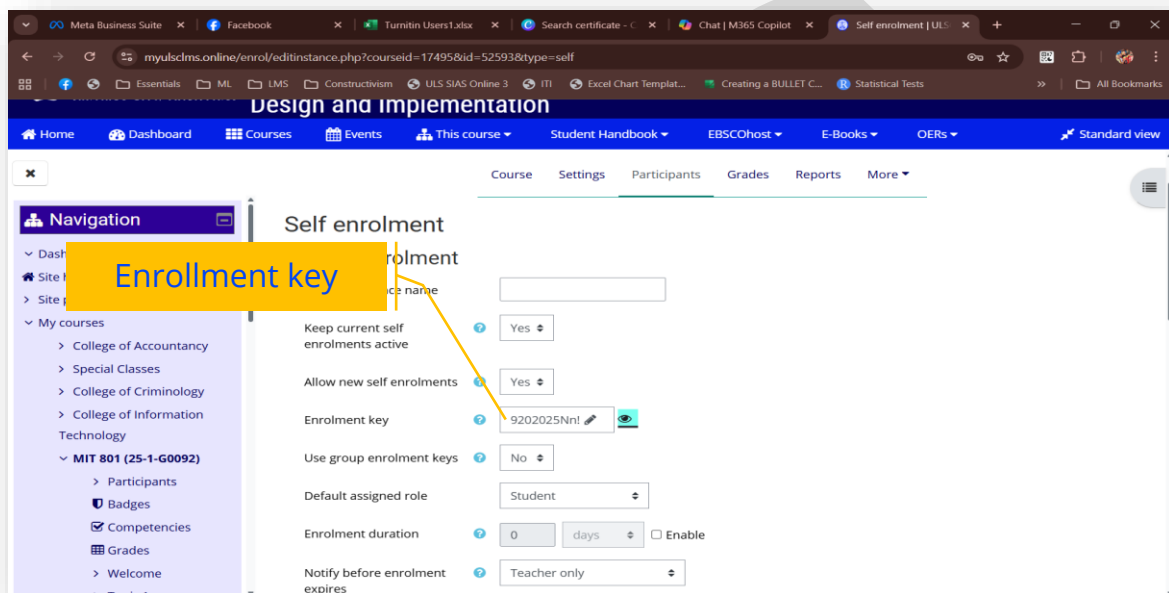




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- Click the settings icon  next to Self-Enrollment (Student) to open the settings page.
- On the *Self Enrollment settings page*, enter your desired enrollment key.
 Note down the key, this will be required by students to join the course.

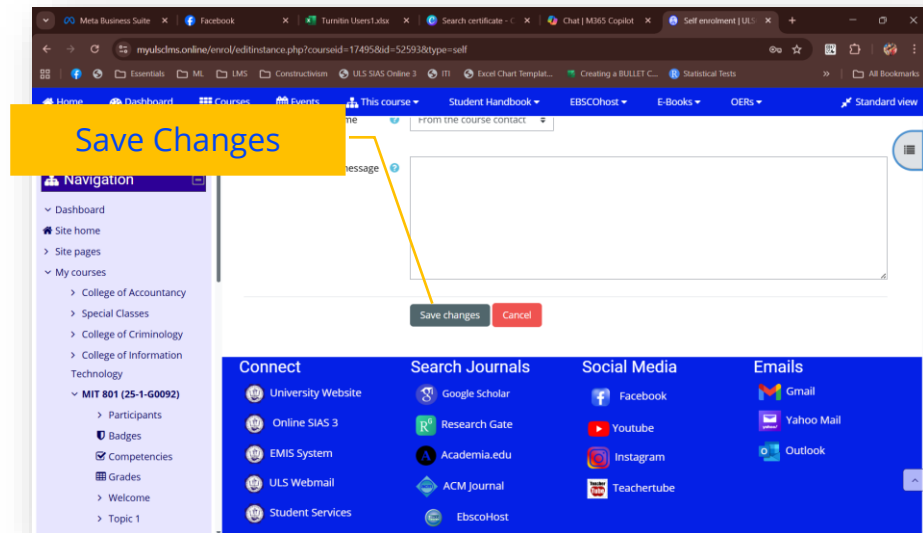


- Scroll down and click Save to apply the settings.



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8. Share the **complete course code**, the **enrollment key** and the Student Enrollment Guide with your students so they can self-enroll.