If you need additional persons to have access to your courses in Moodle, please consult the following chart as to how which steps need to be provided:

<table>
<thead>
<tr>
<th>Need</th>
<th>Teacher</th>
<th>Dean’s Office</th>
<th>Registrar’s Office</th>
<th>DLiT</th>
</tr>
</thead>
</table>
| - Student with a DG or Incomplete that needs access to current course materials | Email dlit@andrews.edu with the request. Include the following items:  
  - Student’s name  
  - Student’s ID  
  - Student’s email address  
  - Acronym and number of the course |                                                            |                    | The DLiT will process the request. The teacher will be notified when complete. However, if the student has not been given the grade of I or DG, the DLiT will contact Aimee before this is process to ensure that a grade is given. |