

## Learning Hub Quick Reference Guide: Access not financially cleared



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:

Need	Teacher	Dean's Office	Registrar's Office	DLIT
- Students needing access who have not financially cleared.	Email <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> with the request. Include the following items: <ul style="list-style-type: none"><li>• Student's name</li><li>• Student's ID</li><li>• AU email address</li><li>• Type of access required</li><li>• Acronym and number of the course</li></ul>			The DLIT will put the student in the course with a 21 day access that will expire if the student does not get financially cleared.