Learning Hub Quick Reference Guide: Access

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 not officially registered for that specific course - Students registered for Independent Study courses and need access to a specific course content - Lifelong students or community	Contact the dean's office with the request	Dean's office make an email request to coursechedule@andrews.edu	Registrar's Office will discuss with the dean to make sure this issue cannot be handled any other way. Once approved, Aimee will email the approval to dlit@andrews.edu with the student's ID#	The DLiT will put the student in the course and notify the dean and teacher once complete.
- Students needing access who have not financially cleared.	Email dlit@andrews.edu with the request. Include the following items: • Student's name • Student's ID • AU email address • Type of access required • Acronym and number of the course			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.

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- 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.
- Staff / Faculty member spouse free class	Email courseschedule@andrews.e.edu with a reminder that the request has been made		The Register's office is to send updated list to dlit@andrews.edu. The dlit will enter them into the course.	The DLiT will enter student into the course and notifies the teacher.

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