

Dear Partners,

In order to grant you access to course, module and additional information about Coventry University for incoming students, partners would need to log onto the Coventry University Open Moodle.

The link you should use to log in to Open Moodle is <a href="https://openmoodle.coventry.ac.uk/">https://openmoodle.coventry.ac.uk/</a>

Please note this is a **two-step** process. You **must complete both steps**.

## \*IF YOU ARE AN EXISTING USER PLEASE LOG IN AND FOLLOW ONLY STEP TWO

## **Step one - Register on Open Moodle:**

- 1. Click on "New users register here" (blue button on the main top picture)
- 2. Complete the mandatory fields with your personal details, such as Name, Surname, etc. and click on "Create my new account" (blue button at the bottom)
- 3. A message saying that and email containing instructions to complete your registration has been sent to the email address you have provided, will appear
- 4. Click on the confirmation link included in the email you have received
- 5. A message that your registration is confirmed will appear.

## **Step two - Self-enrol on Open Moodle:**

- 6. In the searching field (top right of the page) type **Incoming ERASMUS and Study Abroad** and click on the search button
- 7. Click on the Erasmus course
- 8. Insert the key code: <u>Eras776!</u> in to the "Enrolment Key" field and click on the "Enrol me" button
- 9. You are now enrolled and therefore have access to the relevant material.
- 10. You will find all Faculties information about the courses and modules available for incoming students

Should you require any support doing this please contact the team on <a href="mailto:GET.cge@coventry.ac.uk">GET.cge@coventry.ac.uk</a> or 024 7765 9891

**Best Wishes** 

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