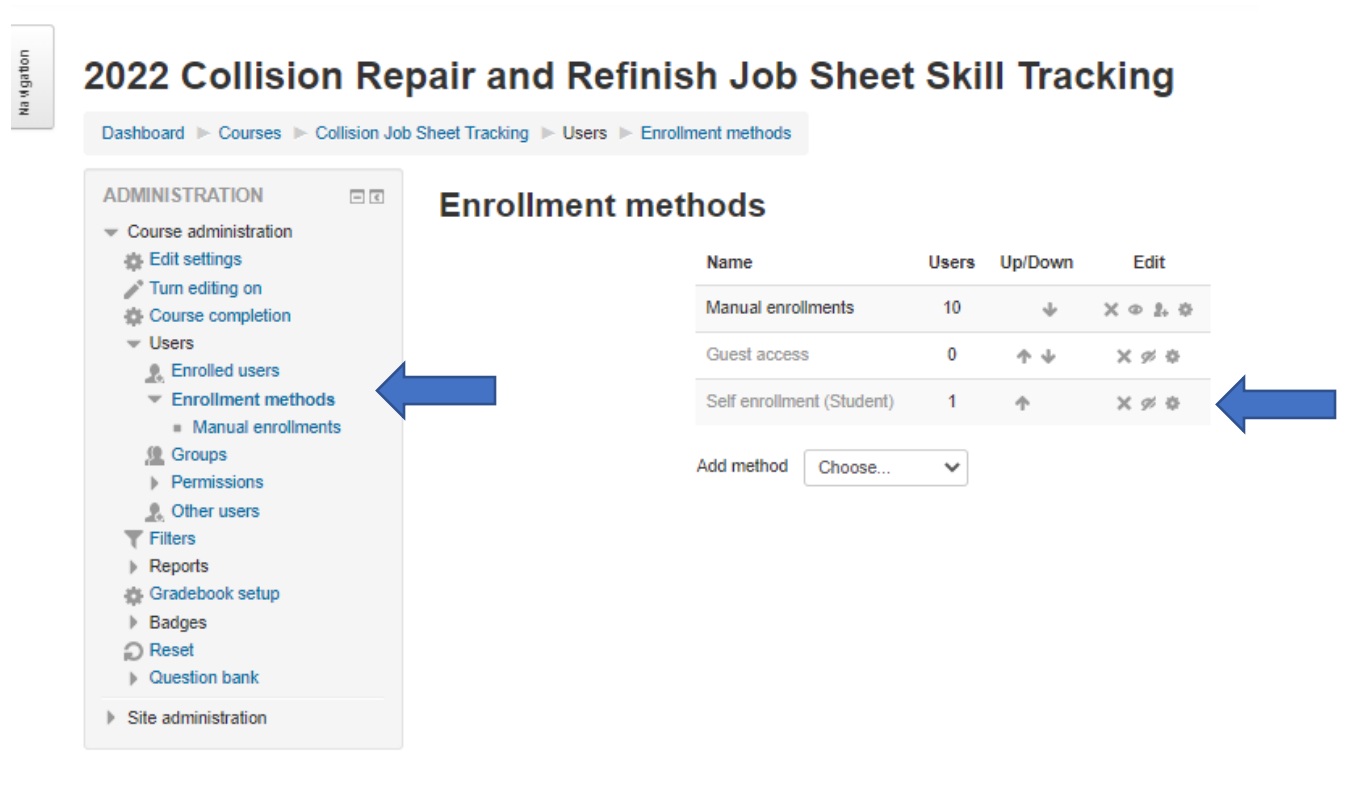


# Automotive Technology Online Curriculum

This documentation was created using the CRR Competency Profile online site.  
The steps are the same.

## Enable Student Self-Enrollment Process

Your site already has the self-enrollment option available for your use. However, it has been 'hidden'. Action on your part needs to be taken to complete the activation process. See screen below:



From the Administration block open the Course administration option, if it is not open. Then choose Users and then Enrollment methods. Notice the two blue arrows. On the right you can see that the option for Self-enrollment (Student) is grayed out and there is a line through the eye icon. Also, in the Course administration block on the left the Self-enrollment (Student) option is not listed. You need to click on the eye icon of the Self-enrollment (Student) option on the right. That action will remove the line from the icon and the option will become active. See screen below:

# Enable Student Self-Enrollment Process

Navigation: Dashboard > Courses > Collision Job Sheet Tracking > Users > Enrollment methods

**ADMINISTRATION**

- Course administration
  - Edit settings
  - Turn editing on
  - Course completion
- Users
  - Enrolled users
  - Enrollment methods
    - Manual enrollments
    - Self enrollment (Student)
  - Groups
  - Permissions
  - Other users
- Filters
- Reports
- Gradebook setup
- Badges
- Reset
- Question bank

- Site administration

### Enrollment methods

Name	Users	Up/Down	Edit
Manual enrollments	10	↓	✕ Ⓞ 👤 ⚙️
Guest access	0	↑ ↓	✕ Ⓞ ⚙️
Self enrollment (Student)	1	↑	✕ Ⓞ ⚙️

Add method

The result of these actions will allow any student who finds your curriculum site to enroll themselves. In order to control who can actually enroll themselves in your site you may add an enrollment key (password) to this process. See path below:

Administration block

Course administration

Users

Enrollment methods

Self-enrollment (Student) – When you click on this link the following screen will display:

# Enable Student Self-Enrollment Process

In the picture above the Enrollment key (password) has been assigned. Click on the magnifying glass to reveal the current password. Click on the pencil icon to change the password. Be sure to scroll to the bottom of this screen and click the **Save changes** button. Distribute the password to your students as appropriate. You may change the password each semester, school year, or as needed to control the enrollment process.