

External users

External employees and students from other institutions who do not have a Leuphana account can apply for Moodle access. Please follow these steps:

1. **Submit an application**

Register your need for external Moodle access, **including a link to the course**, with the teaching service at: lehrservice@leuphana.de.

2. **Obtain access to the administration table**

You will receive an email with a link to an **online Excel table** provided **via Microsoft Teams**. Open the table directly in your browser using the link provided – **do not download the table**.

3. **Enter data**

Fill in the **columns marked in red** for each access request.



The table comes with brief instructions in the form of a spreadsheet (see the table below: **Zur Benutzung dieser Tabelle**).

4. **Completing the application**

Once you have entered all the data, please inform the teaching service again at: lehrservice@leuphana.de.



Please note: The table is to be used exclusively as an online tool. Downloading and local editing are not permitted in order to ensure data integrity and security.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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Urheber:in bei einer Weiterverwendung bitte wie folgt angeben:
Lehrservice Leuphana Universität Lüneburg.