

## Accessing Your Courses in Moodle:

To Login to the MLC Moodle site:

1. Go to <http://moodle.mlc-wels.edu> directly.
2. A screen requesting your **Username:** and **Password:** should appear similar to the one shown below.

**Username:** For most users, your username is the first 6 characters of your last name followed by your first initial and middle initial (no caps).

**Password:** *Students who have been in Moodle previously*, use the same password you created the last time you were in Moodle.

**New students:** Your initial password is the **first four character's of your last name** (capitalize the first letter) **plus the last 4 digits of your Social Security Number**. (Example: Grun1234)

MLC Network/Portal/Moodle passwords have been synchronized. Passwords expire about every 40 days for security reasons, at which time you will be prompted to create a new unique password.

(See information on expired passwords in step 5 below.)

3. Once you have entered your Username and Password, click on the **Login** button.
4. **If you have problems accessing Moodle** follow the instructions to contact *MLC Network Services* Help Desk at (507) 233-9100 during normal business hours (8-5 M-F) or email [helpdesk@mlc-wels.edu](mailto:helpdesk@mlc-wels.edu).
5. **If you receive a message that your password has expired**, please see the "Expired Password At Login" document available in **Moodle Tips** <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/>.
6. Once you are able to login, your Moodle home page should appear, similar to the one displayed below, listing the courses available to you. (**Note:** If a "My courses" block does not appear, or a specific course is missing in the block, most likely the course instructor has not activated the course to appear in Moodle. Please speak to the course instructor first. If you need additional assistance please contact MLC Network Services.)
7. Click on the course you wish to enter and the course's homepage should appear.