

## Accessing Your Courses in Moodle:

To Login to the MLC Moodle site:

1. Go to <http://moodle.mlc-wels.edu>.
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 already logged into the MLC Portal or Moodle, use the same password you created the last time you logged in.

**New students:** If you have not already logged into the MLC Portal and changed your password, your initial password is the **first four characters of your last name** (capitalize the first letter) **plus the last 4 digits of your Social Security Number**. (Example: Grun1234)

**Passwords expire about every 60 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.

**MLC Moodle Site Login Page**

**Access Problems?**  
If you are having problems accessing your account in Moodle, or if your password recently expired and you were not able to change it, please contact MLC Network Services Help Desk at (507) 233-9100 during normal business hours (8:00 a.m. - 4:30 p.m. Monday - Friday) or by email at [support@mlc-wels.edu](mailto:support@mlc-wels.edu)

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 (8-4:30 M-F) or email [support@mlc-wels.edu](mailto:support@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** <https://mlc-wels.edu/network-services/guides/moodle>
6. Once you are able to login, your Moodle home page should appear similar to the one displayed below.

**Note:** If a "My courses" block does not appear, or some courses are missing, most likely the course instructor has not yet made them visible to students. Please email the course instructor first. If you need additional help viewing courses, you may contact Dr. Grunwald at [grunwajr@mlc-wels.edu](mailto:grunwajr@mlc-wels.edu).

7. Click on the course you wish to enter and it should appear.

**Need help using Moodle?**  
MLC Moodle Tips is a collection of tips and documents to enhance your online Moodle experience. It also contains a listing of FAQ's (Frequently Asked Questions). After checking out these documents, if you need additional help, feel free to contact Dr. Jim Grunwald [grunwajr@mlc-wels.edu](mailto:grunwajr@mlc-wels.edu)

Welcome to the MLC / WELS Online Learning site, hosted by Martin Luther College. Through this site, with an appropriate account, you will be able to access various online and Web-enhanced courses at MLC and in the WELS.