## Accessing Your Courses in Moodle:

To Login to the MLC Moodle site:

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

**Username:** The same as your *MLC Portal* or *Network* username. For most people, it 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, Network, 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 180 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. <u>If you have problems accessing Moodle</u> follow the instructions to contact *MLC Network Services* Help Desk at (507) 233-9100 during normal business hours (7:30-4:30 M-F) or email <u>support@mlc-wels.edu</u> anytime.
- 5. If you receive a message that your password has expired, please follow the instructions to change it.
- 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	MLC/WELS Online Learning					e logged in as Sample Student 1 (Log out) English - United States (en_us) ✔		
missing, most likely the course instructor has not yet made them visible to students. Please email the course instructor	📮 Site news		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		). After	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-		
first. If you need additional help viewing	Home My home Site pages		Search courses	ses: Go		enhanced courses a the WELS.	t MLC and i	n
courses, you may contact Dr. Grunwald at	My profile My courses		<ul> <li>EDT0001 01: Introduction to Online Learning (Sum. 2014)</li> </ul>			Calendar May 201	⊡ [ 14	<
grunwajr@mlc- wels.edu.	Administration	- <	Teacher: James Grunwald	Introduction to using a course manager	ment	Sun Mon Tue Wed	Thu Fri Sa	

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

<sup>... /</sup>MoodleTips-QiickGuides/AccessingMoodleCourses.docx Last Updated 06/16/17