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. **If you have problems accessing Moodle** 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 **support@mlc-wels.edu** 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 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**.

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