

# MOODLE LOGIN INSTRUCTIONS AND COURSE ENROLLMENT

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## 1. INITIAL LOGIN

Use your browser to open the following link:

<http://mathweb1.sandbox.csun.edu/moodle1/login>

The following screen appears:

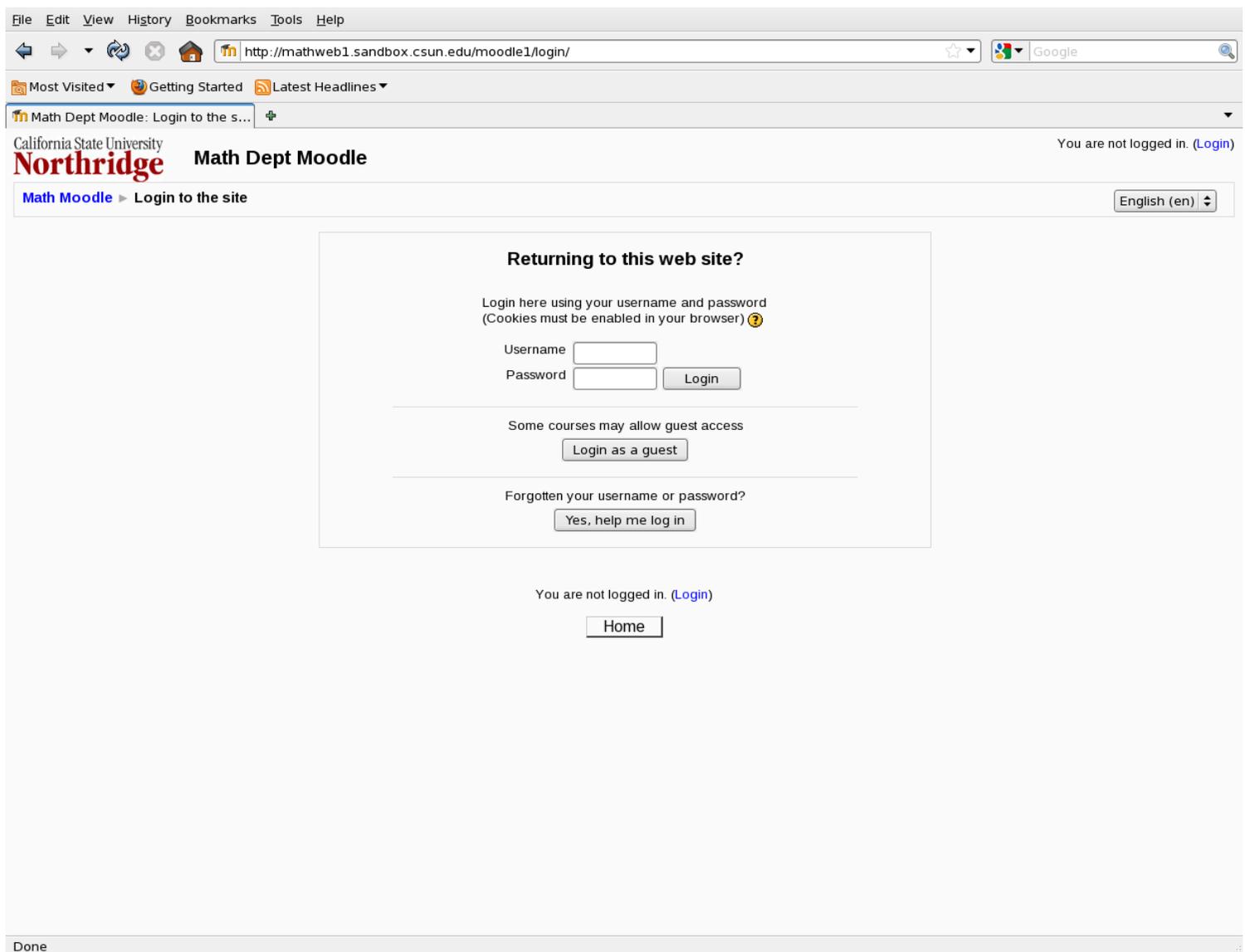


FIGURE 1. Initial login screen

Enter your *CSUN User Id* for username and CSUN's password.

Please tell us more about yourself

**General** \* Show Advanced

First name\*

Surname\*

Email address\*

Email display

Email activated

City/town\*

Select a country\*

Timezone

Preferred language

**Picture of**

Current picture: None

Delete

New picture (Max size: 20MB)

Picture description

**Interests**

List of interests

**Optional** \* Show Advanced

There are required fields in this form marked\*.

FIGURE 2. Personal information screen

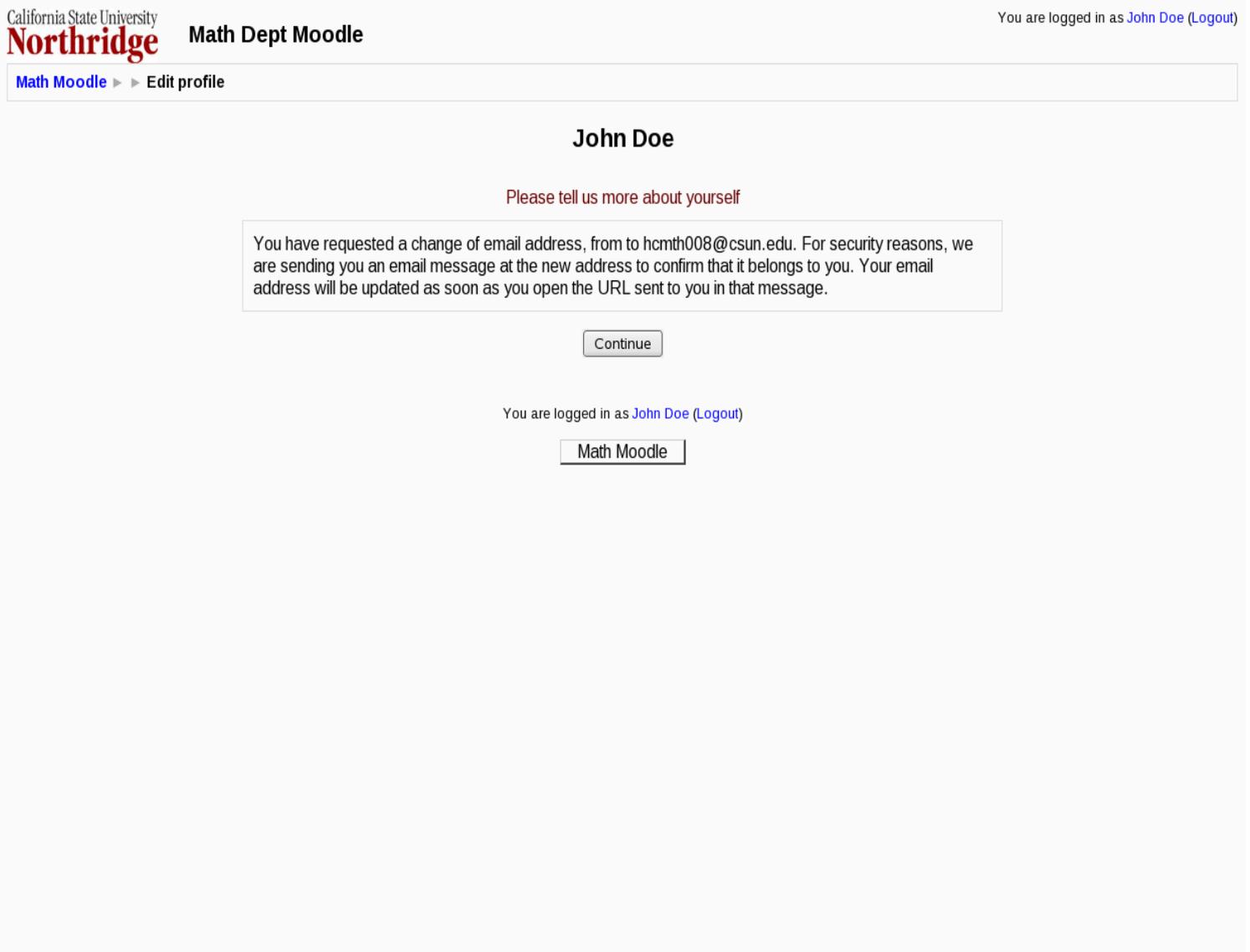
Provide the information in the fields marked by red \*. The format of CSUN's student email address has one of the following formats:

*john.doe.x@my.csun.edu, john.doe.xy@my.csun.edu, john.doe.xyz@my.csun.edu,*

where x, y, z are digits: 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. The email addresses of the form *hcmth008@csun.edu* or *john.doe@csun.edu* are for instructors only.

You can also provide a valid email address different from CSUN's email address, however, make sure you can access your INBOX and your INBOX has no imposed restrictions on email addresses that can be received in your INBOX.

When you are done, select *Update profile* button.



The screenshot shows the Moodle interface for a user named John Doe. At the top left, the California State University Northridge logo is displayed next to the text 'Math Dept Moodle'. At the top right, it says 'You are logged in as John Doe (Logout)'. Below the header, there is a breadcrumb trail: 'Math Moodle > > Edit profile'. The main content area is titled 'John Doe' and contains a red heading 'Please tell us more about yourself'. A message box states: 'You have requested a change of email address, from to hcmt008@csun.edu. For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.' Below this message is a 'Continue' button. At the bottom of the page, it says 'You are logged in as John Doe (Logout)' and a 'Math Moodle' button.

FIGURE 3. Confirmation screen

At this stage you should receive email in your INBOX (for the email address you have just entered) with the subject: *Confirmation of email update at Math Dept Moodle*.

**You cannot proceed further without opening this email!!!**

**This is only confirmation message, your email address will NOT be changed; it will only be registered in Math Dept Moodle.**

If instead you select *Continue* button, the following screen will appear, reminding you to open the link in the email sent to your INBOX. If you made a mistake or want to change something, click on [Cancel email change](#) and start again.

Math Moodle ► John Doe ► Edit profile

### John Doe

Please tell us more about yourself

**General** Show Advanced

**First name\***

**Surname\***

Email address Change pending. Open the link sent to you at [hcmt008@csun.edu](mailto:hcmt008@csun.edu).  
[Cancel email change](#)

Email display

Email activated

**City/town\***

**Select a country\***

Timezone

Preferred language

**Picture of**

Current picture: None

Delete

New picture (Max size: 20MB)

Picture description

**Interests**

List of interests

**Optional** Show Advanced

FIGURE 4. Change pending screen

The email you received looks like this:

Dear ,

You have requested a change of your email address for your user account at Math Dept Moodle. Please open the following URL in your browser in order to confirm this change.

<http://mathweb1.sandbox.csun.edu/moodle1/user/emailupdate.php?key=MtxtK5SXY7R>

After opening the provided link, the following screen appears:



FIGURE 5. Email address updated

Select *Continue* button, and you get back to your profile screen.

**John Doe**

Please tell us more about yourself

**General** Show Advanced

First name\* John

Surname\* Doe

Email address\* hcmth008@csun.edu

Email display Allow only other course members to see my email address

Email activated This email address is enabled

City/town\* Northridge

Select a country\* United States

Timezone Server's local time

Preferred language English (en)

**Picture of**

Current picture None

Delete

New picture (Max size: 20MB) ?  Browse...

Picture description

**Interests**

List of interests ?

**Optional** Show Advanced

Update profile

There are required fields in this form marked\*.

FIGURE 6. Profile screen

Finally, selection of *Update profile* button (this step is optional) will take you to Moodle's profile screen for your account where you can update your personal information, upload your picture, etc.

## 2. COURSE ENROLLMENT

Use your browser to open the following link:

<http://mathweb1.sandbox.csun.edu/moodle1/login>

and login to *Math Dept Moodle* using your *CSUN User Id* for username and CSUN's password.

If you are not enrolled yet in any *Math Dept Moodle* course, the front page of Moodle lists all available courses. Select the one you want to enroll in:

The screenshot shows the Moodle interface for a course. At the top left, it says "California State University Northridge" and "Math104 Spring 2011". On the top right, it says "You are logged in as First Student (Logout)". Below this is a breadcrumb trail: "Math Moodle > Courses > Login to 104-S2011". The main content area shows "Math104 Spring 2011" and "Teacher: J Polewczak". A message states: "This course requires an 'enrolment key' - a one-time password that you should have received from J Polewczak." Below this message is a form with the label "Enrolment key:" followed by an empty text input field. To the right of the input field is a button labeled "Enrol me in this course". Below the input field is a "Cancel" button. At the bottom of the page, it says "You are logged in as First Student (Logout)" and a "Home" button.

FIGURE 7. Enrollment screen

and enter the *enrollment key* provided by your instructor. Selecting *Enroll me in this course* button will take you to the course.

If you are already enrolled in at least one course, after the logging process you will see the list of your courses. If you want to enroll in an additional course, use *Search courses* field to find the one you are interested in, or select *All courses* to see the list of all available courses.