MOODLE LOGIN INSTRUCTIONS AND COURSE ENROLLMENT

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Contents

1. Initial Login

Use your browser to open the following link:

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

The following screen appears:
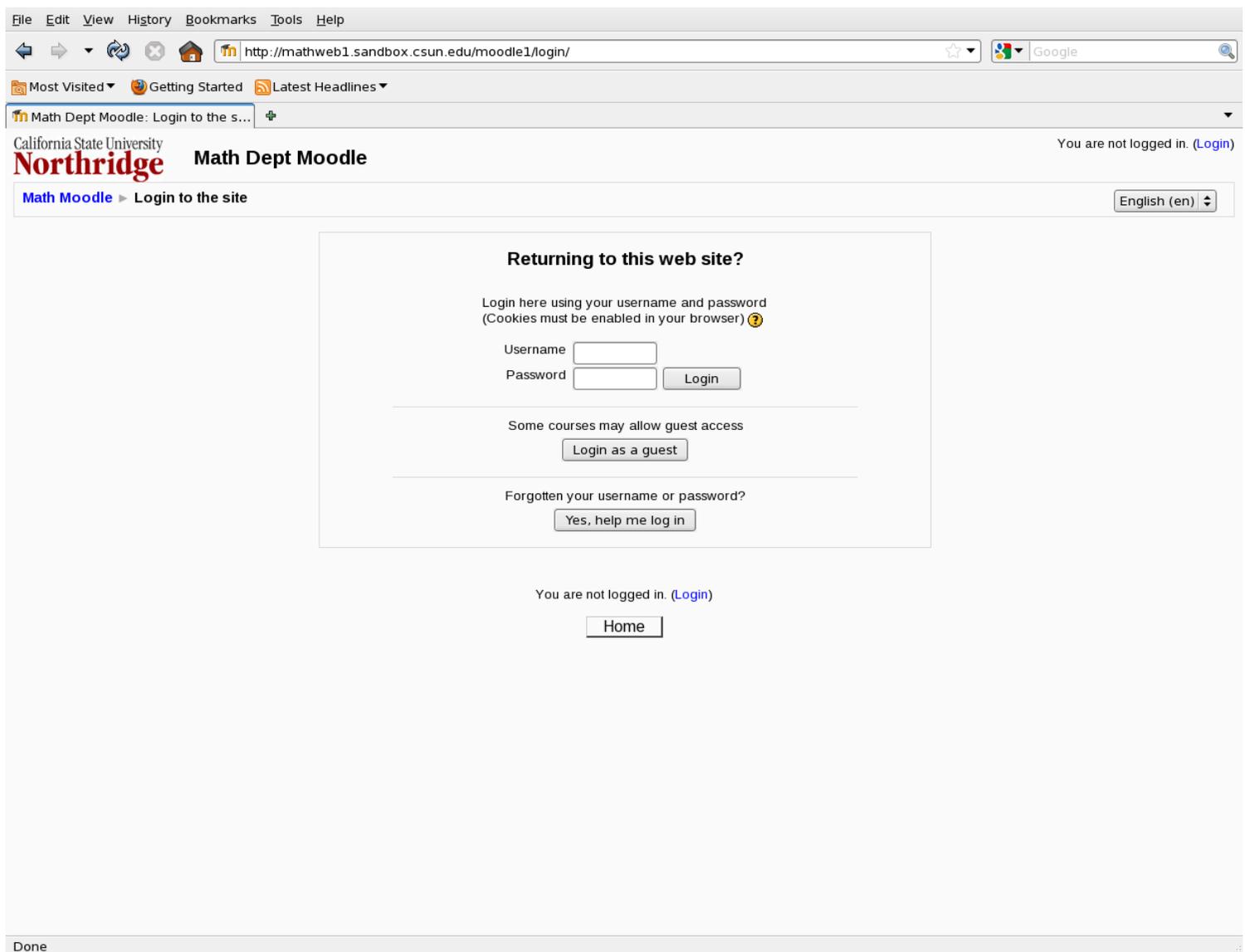
Figure 1. Initial login screen

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

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:

$$john.doe.x@my.csun.edu, \quad john.doe.xy@my.csun.edu, \quad john.doe.xyz@my.csun.edu,$$

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.
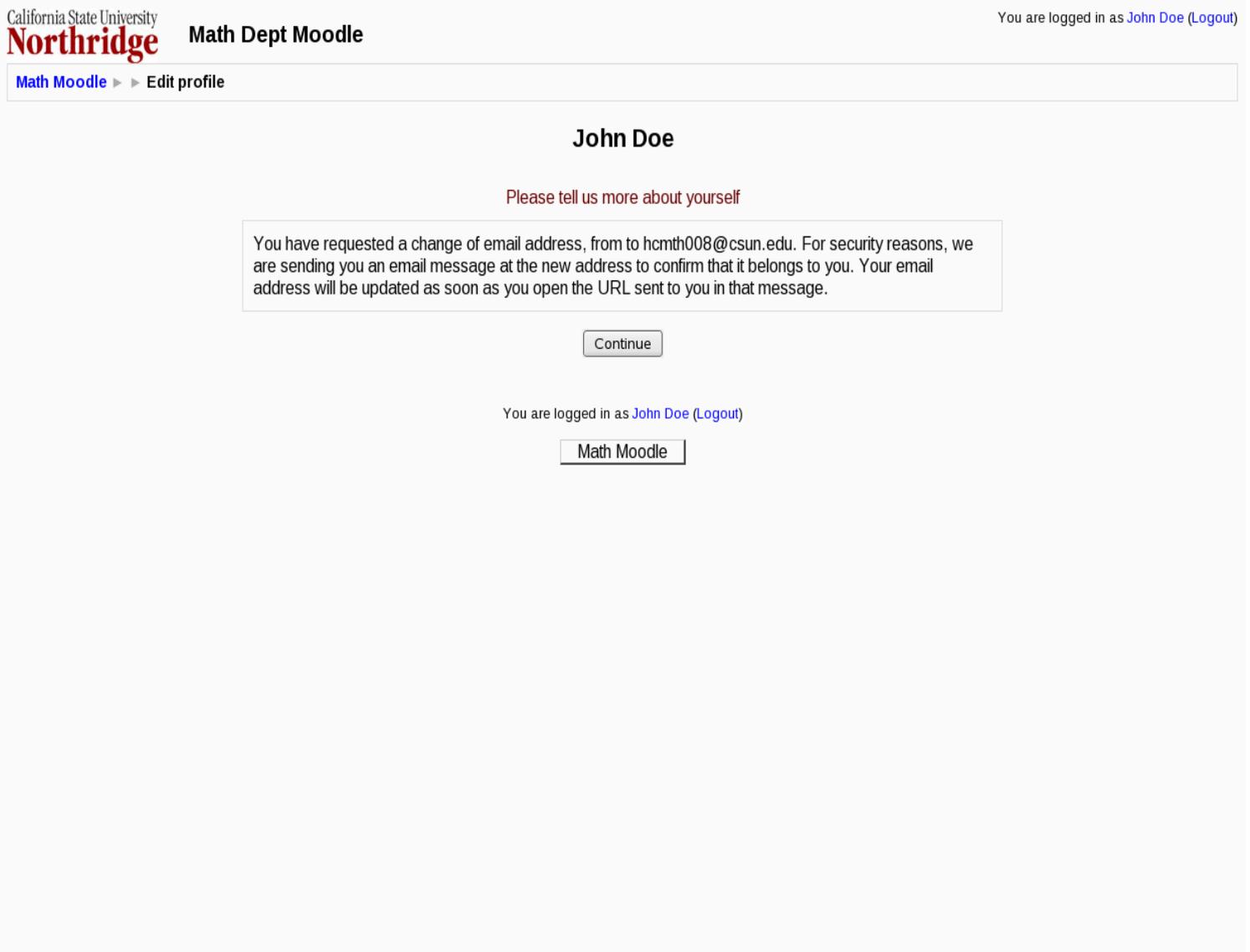
California State University
Northridge   **Math Dept Moodle**

You are logged in as John Doe (Logout)

Math Moodle ▶ ▶ **Edit profile**

John Doe

Please tell us more about yourself

> You have requested a change of email address, from to hcmth008@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.

[Continue]

You are logged in as John Doe (Logout)

[Math Moodle]

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.

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.

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:

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.