

How to:

Log in and self-enrol

NEW COLLEGE LANARKSHIRE Moodle Guides



1. ACCESSING MOODLE

Internet Browser

You can access Moodle by entering the following URL into your internet browser or by clicking this link: <u>https://ncuk.learnonline.ie/my/</u>

New College Lanarkshire Website

Moodle can also be accessed from the college website: <u>https://www.nclanarkshire.ac.uk</u>. Click on **Menu** at the top of the **right** of the page then click Moodle on the right hand side.

You can watch this guide as a video: Moodle video guide

Moodle App

There is also a Moodle app, offering easy access to the college Moodle via your smartphone. The app is available from the Apple App Store and Google Play.





2. LOGGING IN

Step 1

Use one of the links on page 1 of this guide to access Moodle.



Step 2

Click the **log in** button at the top right of the screen.



Step 3

The college uses a Microsoft log in for all of its systems. If you are already logged in to a Microsoft account (e.g. a personal or work Outlook/Hotmail email account, Office 365, OneDrive, or Xbox), you must log out of that first. If you attempt to log in to a college system without signing out of another Microsoft account, you will be presented with an error message.

You will use your college email address to log in to Moodle. This is your student number followed by @my.nclan.ac.uk. Your student number can be found on your acceptance email/letter. If you do not have access to this, your lecturer can find your student number.

Example: 30001234@my.nclan.ac.uk

After entering your college email address, click **next**.



Step 4

If this is the first-time logging into a college system your password will be your date of birth in an 8 digit format.

Example: 28051981

G)nclan.ac.uk	
Sign in with yo	our College use	mame and
password.	0	
Password		
C Keep me sign	ed in Back	Sign in

Step 5

If you have already set up your college account, please go to **Section 3: Your Moodle Profile** on page 7 of this guide.

If you have not changed your default password, you will be prompted to that now.

Enter your default password (your date of birth in an 8-digit format), then enter a new secure password and click **submit**.

Jpdate Password You must update your pa password has expired.	ssword because your
30152901@my.nclan.ac.u	ık
New password	
Confirm new password	
Submit	Cancel

Step 6

Enter your new password again and click **sign in**.



Step 7

To make sure your college account is as secure as possible, more information is required. Click **next** to continue.



Step 8

Next, you must choose where you would like to receive instructions if you need to reset your password. Please provide a mobile phone number or personal email address, then click **finish**. You will be able to reset your own password here: <u>https://passwordreset.microsoftonline.com/</u>

More information (including detailed video guides) can be found on the **<u>Getting Started with ICT</u>** page.

If you receive an error logging in for the first time, you can contact the ICT Helpdesk by emailing **icthelpdesk@nclan.ac.uk**.

3. YOUR MOODLE PROFILE

You will now be able to see your Moodle profile.

Here you enter can complete your profile and, if you wish to, upload a photo. When you have finished, scroll to the bottom of the page and click **update profile**.

New picture	
	Files
	٢
	You can drag and drop files here to add them.
	Accepted file types:
	image mes to be optimised, such as badges .gn-jpe-jpeg-jpg-jpig
Picture description	
Additional nam	nes
Interests	
Optional	
Other fields	
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4. SELF-ENROLMENT

When you log in for the first time, you will not see any courses listed on your **My Moodle** page as you have not yet enrolled.

To self-enrol, enter the course name in the **course search** bar and click the red magnifying glass icon.

NCL	NEW COLLEGE LANARKSHIRE	My Moodle	Help Guides	E-Resources	Student Portal	ClickView	Accessibility Toolbar	
I	Му Моо	dle						
	Course sea	arch						
N	Search cou	urses	٩					
(3)	Course over	view						
(All • Sea	arch		Sort by	course name	~		
				No cou	rses			

Some courses have similar names so you may see a list of options. Double check the course name and campus to make sure you are selfenrolling on the correct course. If you are unsure, please contact your lecturer and they can confirm.



Click on the course name and then on the red **enrol me** button.

Enrolment options / College / Bitesize

Cyber Security Enrolment options

Cyber Security 🔊



Teacher: Nicola Mulholland

✓ Self enrolment (Student)

No enrolment key required.



You have now self-enrolled and this course will appear on your My Moodle page. If you are studying more than one course, please repeat the process as required.