



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: <https://ncuk.learnonline.ie/my/>

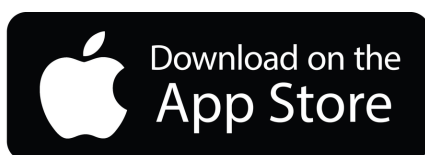
New College Lanarkshire Website

Moodle can also be accessed from the college website:

<https://www.nclanarkshire.ac.uk>. Click on **Moodle** at the top of the page.

Moodle App

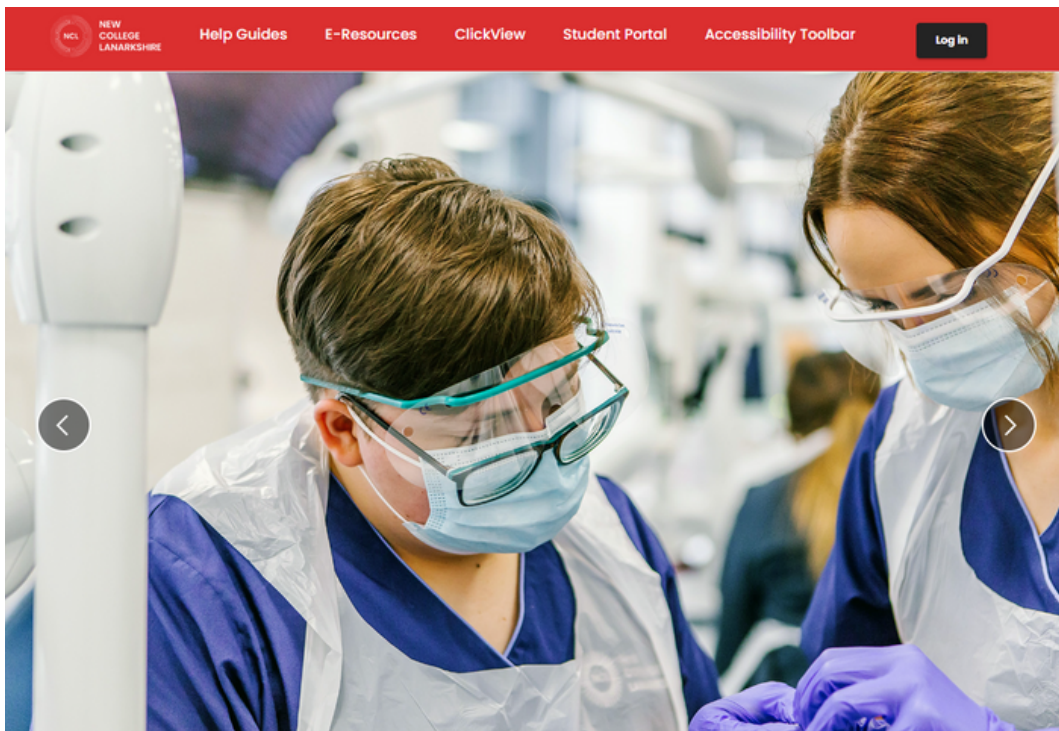
There is also a Moodle app, offering easy access to the college Moodle via your smartphone. The app is available from the Apple App Store and Google Play.



2. LOGGING IN

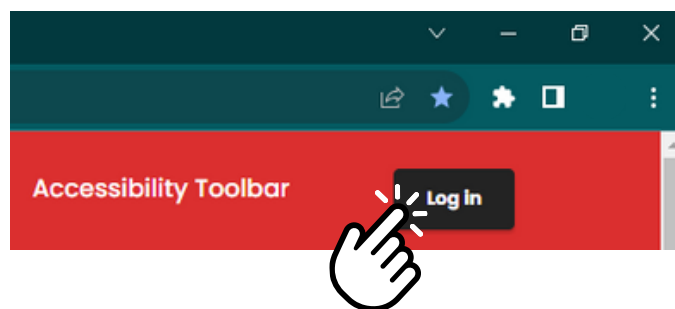
Step 1

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.



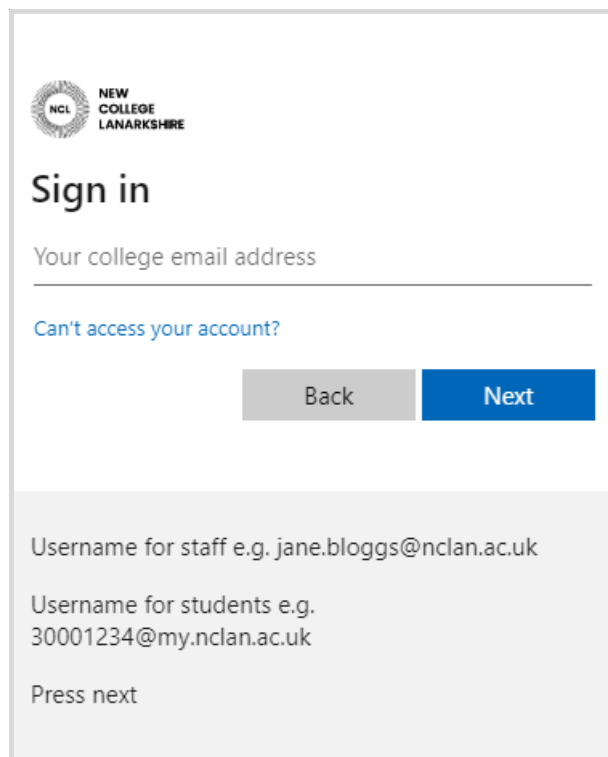
Step 3

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**.

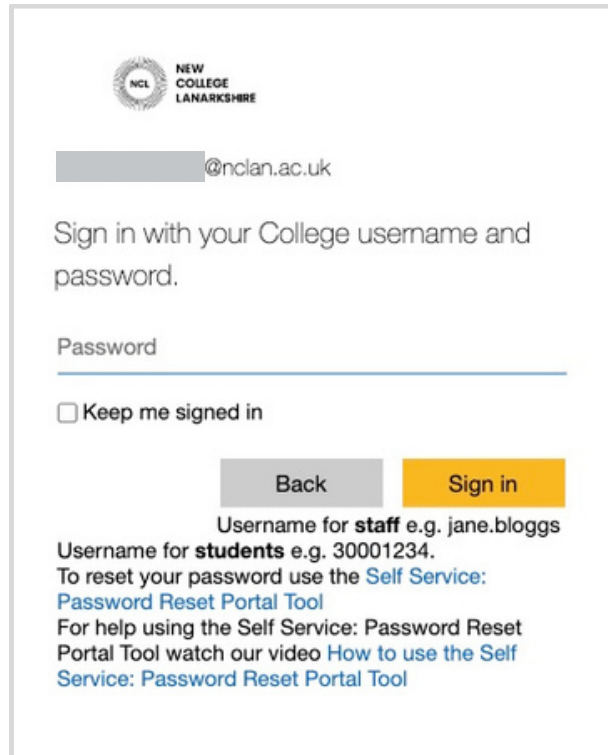


The screenshot shows a sign-in page for New College Lanarkshire. At the top left is the college logo, which consists of a circular emblem with 'NCL' inside and the text 'NEW COLLEGE LANARKSHIRE' to its right. Below the logo is the heading 'Sign in'. Underneath is a text input field with the placeholder text 'Your college email address'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom of the input area are two buttons: a grey 'Back' button and a blue 'Next' button. Below this area is a grey box containing the following text: 'Username for staff e.g. jane.bloggs@nclan.ac.uk', 'Username for students e.g. 30001234@my.nclan.ac.uk', and 'Press 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



The screenshot shows the login interface for New College Lanarkshire. At the top left is the college logo with the text 'NEW COLLEGE LANARKSHIRE'. Below the logo is a text input field containing a greyed-out username and '@nclan.ac.uk'. The instruction 'Sign in with your College username and password.' is displayed. A 'Password' label is positioned above a password input field. Below the password field is a checkbox labeled 'Keep me signed in'. Two buttons, 'Back' (grey) and 'Sign in' (yellow), are located below the checkbox. At the bottom, there are instructions: 'Username for **staff** e.g. jane.bloggs', 'Username for **students** e.g. 30001234.', and a link to the 'Self Service: Password Reset Portal Tool'. A final line of text says 'For help using the Self Service: Password Reset Portal Tool watch our video [How to use the Self Service: Password Reset Portal Tool](#)'.

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**.



NEW COLLEGE
LANARKSHIRE

Update Password
You must update your password because your password has expired.

30152901@my.nclan.ac.uk

.....

New password

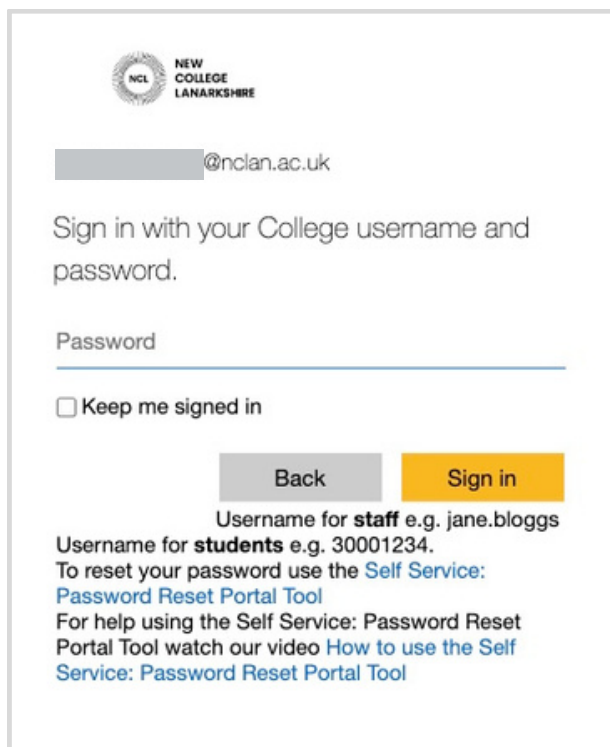
Confirm new password


Submit Cancel

New password must be at least 8 characters long.

Step 6

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



 NEW COLLEGE
LANARKSHIRE

.....@nclan.ac.uk

Sign in with your College username and password.

Password

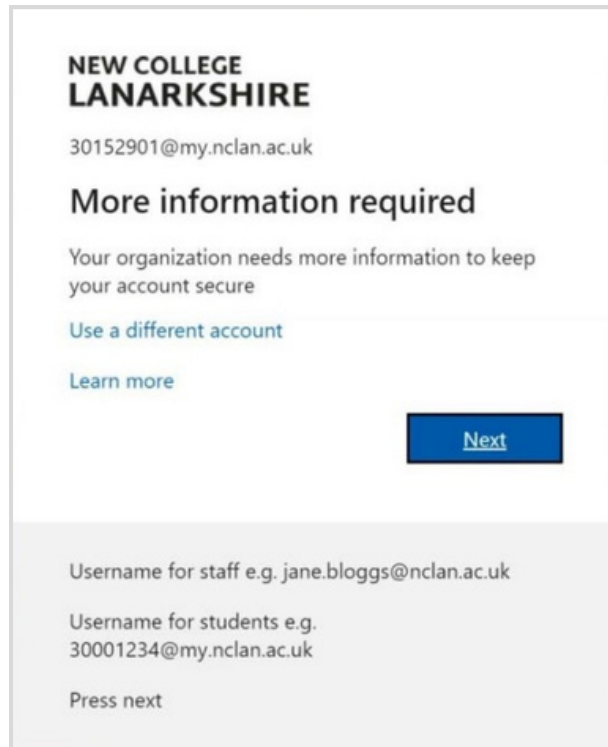
Keep me signed in

Back Sign in

Username for **staff** e.g. jane.bloggs
Username for **students** e.g. 30001234.
To reset your password use the [Self Service: Password Reset Portal Tool](#)
For help using the Self Service: Password Reset Portal Tool watch our video [How to use the Self Service: Password Reset Portal Tool](#)

Step 7

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



The screenshot shows a Microsoft account security page for New College Lanarkshire. At the top, it displays the college name and the email address 30152901@my.nclan.ac.uk. The main heading is "More information required", followed by the message "Your organization needs more information to keep your account secure". Below this, there are two links: "Use a different account" and "Learn more". A blue "Next" button is positioned to the right. At the bottom, there are instructions for staff and student usernames, and a "Press next" prompt.

**NEW COLLEGE
LANARKSHIRE**

30152901@my.nclan.ac.uk

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Username for staff e.g. jane.bloggs@nclan.ac.uk

Username for students e.g. 30001234@my.nclan.ac.uk

Press next

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: <https://passwordreset.microsoftonline.com/>

More information (including detailed video guides) can be found on the [Getting Started with ICT](#) 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**.

▼ User picture

New picture ?

Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png


Picture description

> Additional names

> Interests

> Optional

> Other fields



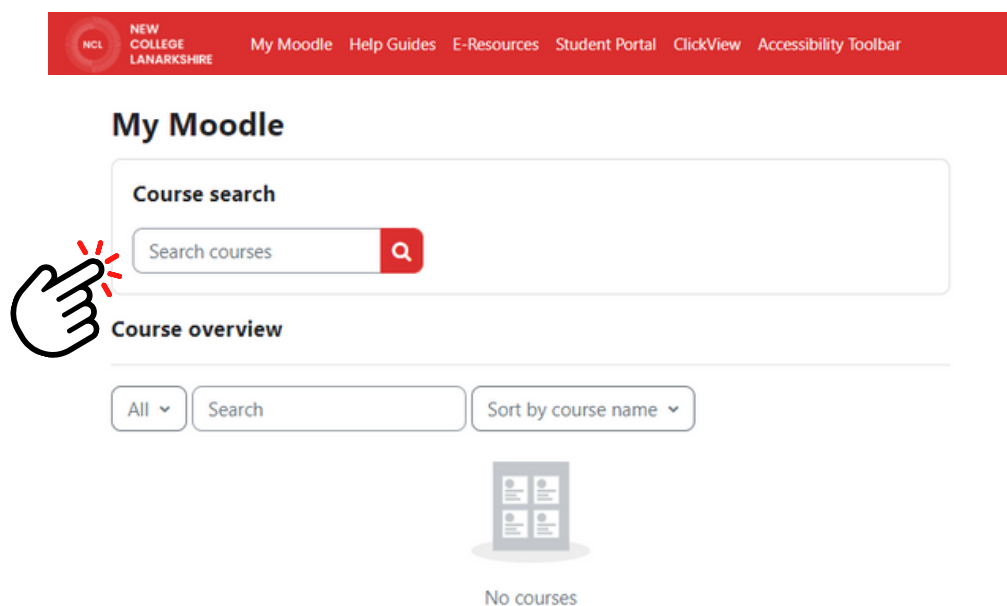
Next, you will be taken to the site policy agreement. At the bottom of the page, you will be asked to confirm if you agree to the terms of the policy. Please note, if you click **no**, you will not be able to use Moodle.

After accepting the site policy agreement, your Moodle account will be created and you can progress to **Section 4: Self-Enrolment** on page 8 of this guide.

4. SELF-ENROLMENT

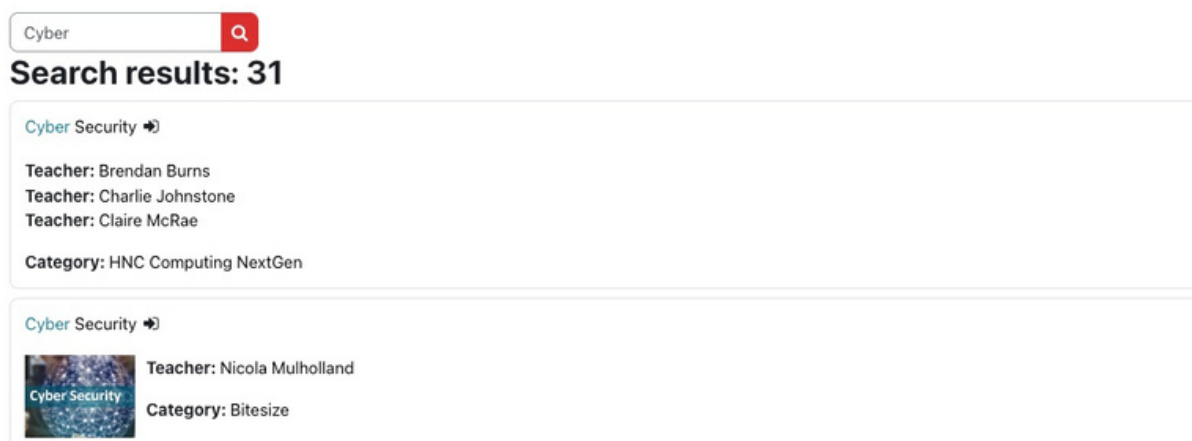
When you log in for the first time, you will not see any courses listed on your **My Moodle** page as you have not yet enrolled.

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



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 self-enrolling on the correct course. If you are unsure, please contact your lecturer and they can confirm.

NCL



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.

Enrol me



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.