NCL Moodle Log in and Self-enrol guide

You can also watch this guide as a video **click here**.

You can access Moodle by entering the following url in your Internet browser or by clicking the link below:

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

Moodle can also be accessed from the college website, at the top of the page click **Moodle**:
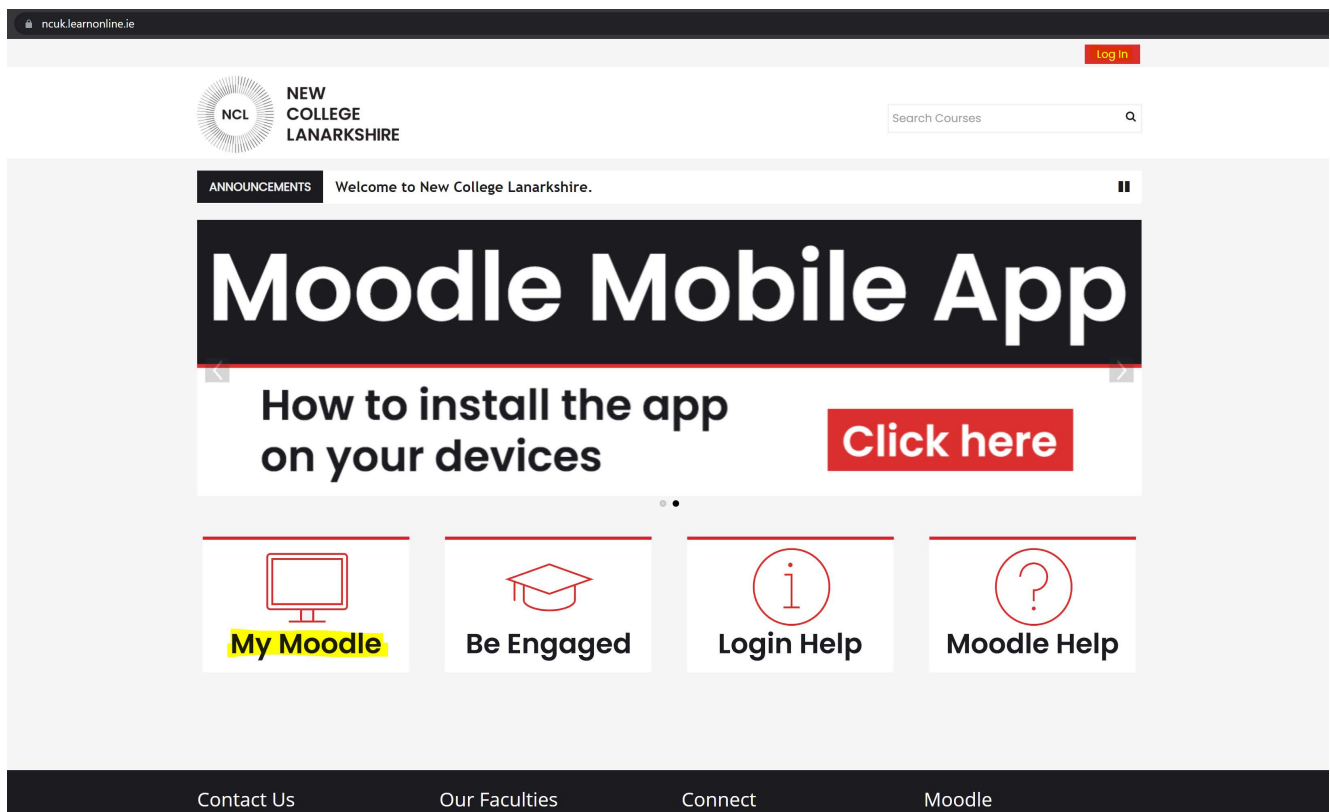
https://www.nclanarkshire.ac.uk/

Moodle is also accessible from the My NCL app, please note you won't see any courses on the app until you self-enrol on your Moodle course:
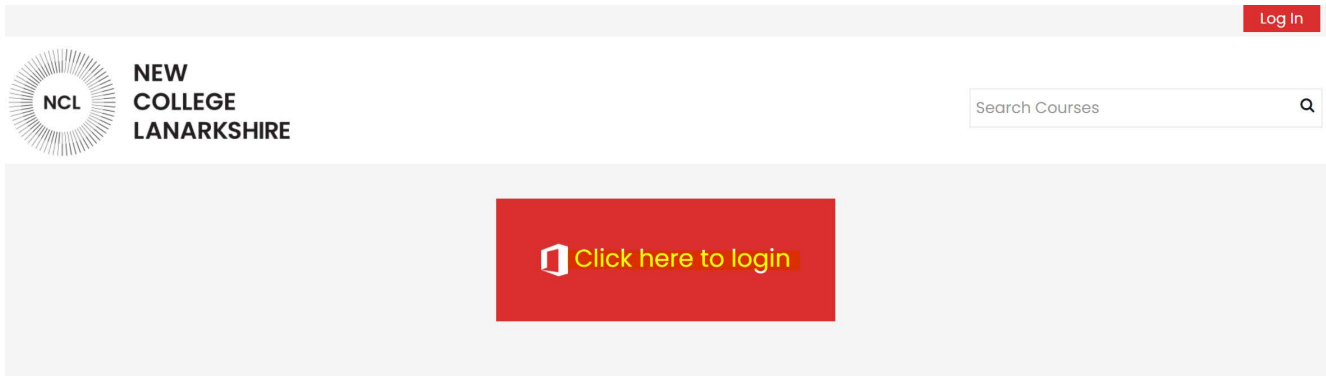
https://nclan.myday.cloud/

Step 1:

To get started click **My Moodle** or click **Log in** in the top right hand side of the screen.

New College Lanarkshire Moodle home page image

Step 2:

Click the **login button** in the middle of the screen.

NCL NEW COLLEGE LANARKSHIRE

Search Courses

Log In

Click here to login

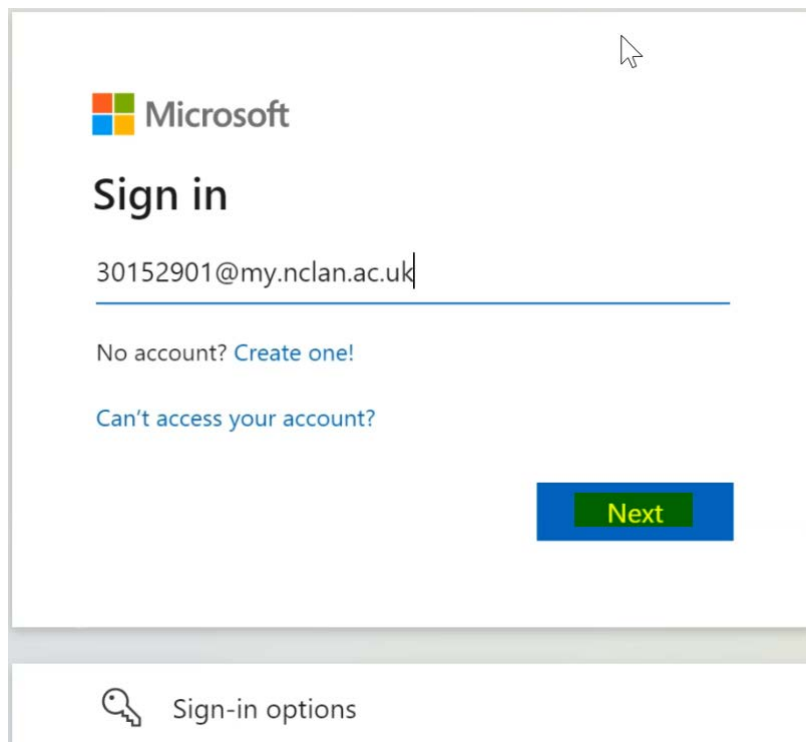*Click here to login button image*

Step 3:

The college uses Microsoft for all its systems for logging in, if you're already logged into a Microsoft account e.g. outlook, hotmail, one drive, xbox, or your work account etc you will need to log out of that account first. If you attempt to log in before signing out you will be presented with an error and not be able to log in to any college system.

To log into Moodle enter your college email address, your college email address is your student number with @my.nclan.ac.uk added at the end. Your student number will be on your acceptance email/letter or your lecturer will be able to tell you.

Example: Username: 30001111@my.nclan.ac.uk

Once you have entered your student email address click **next**.

Microsoft

Sign in

30152901@my.nclan.ac.uk

No account? Create one!

Can't access your account?

Next

Sign-in options

Microsoft sign-in image

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

If you receive an error logging into any college system for the first time you may need the ICT Helpdesk to reset your password. You can contact the team by emailing:

icthelpdesk@nclan.ac.uk

Once you have entered your password or date of birth in an 8 digit format click **Sign in**.
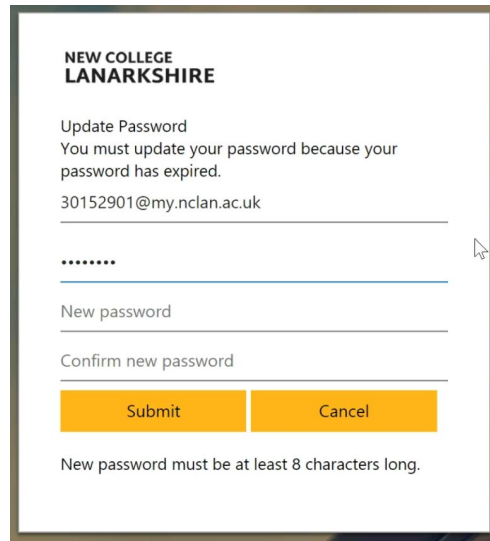
Password sign-in image

Step 5:

If you have already set your college password and set up your college account information please skip to **Step 9**.

You will now be prompted again to enter your date of birth in an 8 digit format. Once you have done that please enter a new secure password twice and click **submit**.
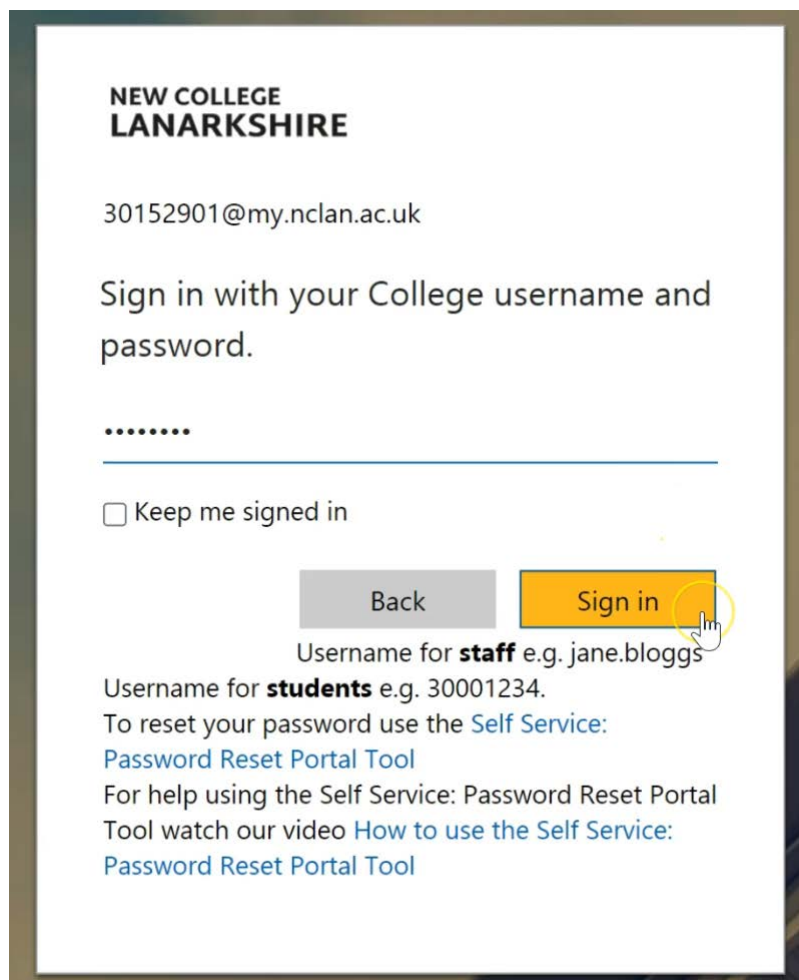
Password sign-in image

Step 6:

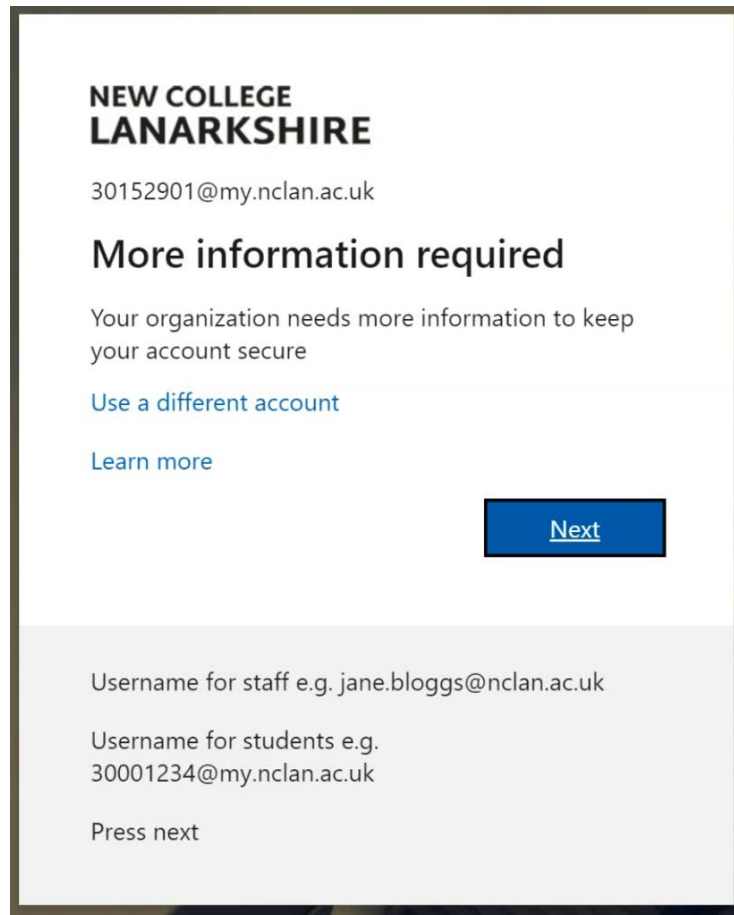Now enter your new password again and click **sign in.**

Password sign-in image

Step 7*:*

To allow you to reset your own password more information is required for your college account. Click **next** to continue.

Once completed you will be able to reset your own password by clicking the link below:

https://passwordreset.microsoftonline.com/

More information required image

Step 8*:*

You can now choose one option to allow you to reset your password if you forget it. Once you decide on what option you prefer click **set up now**.
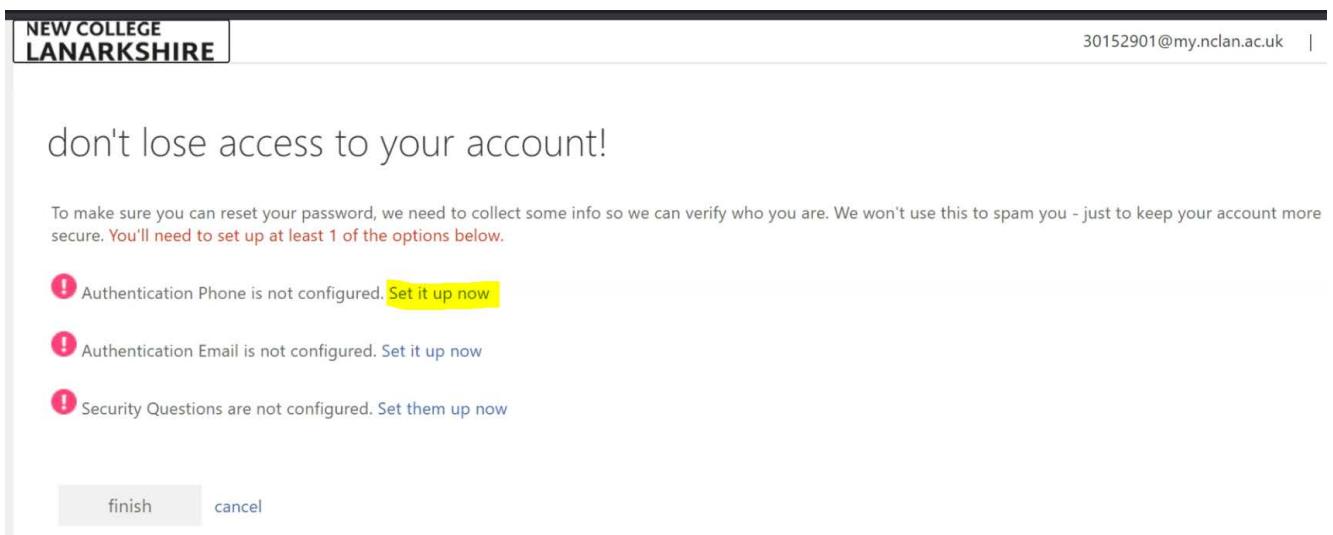
Don't lose your access to you account image

After you have added one of the authentication options click **finish**.

Don't lose your access to you account image

Step 9:

You can now see your Moodle profile, scroll down to the bottom of the page and click **update profile.**

Moodle profile image

Step 10:

You will now see the site policy agreement, scroll to the bottom of the page and click **Yes or No.** If you click No you will not be able to use Moodle.

Site policy agreement, Yes or No image

Step 11:

Click **My Moodle** at the top of the page.

Moodle preferences options

Step 12:

When you log into Moodle for the first time you will not be enrolled on any courses.

To self-enrol on your course in the top right of your screen under **search courses** enter the name of your course, your lecturer will tell you the correct course name. You can hit the **enter key** on your keyboard or click the **magnifier glass icon** to search.
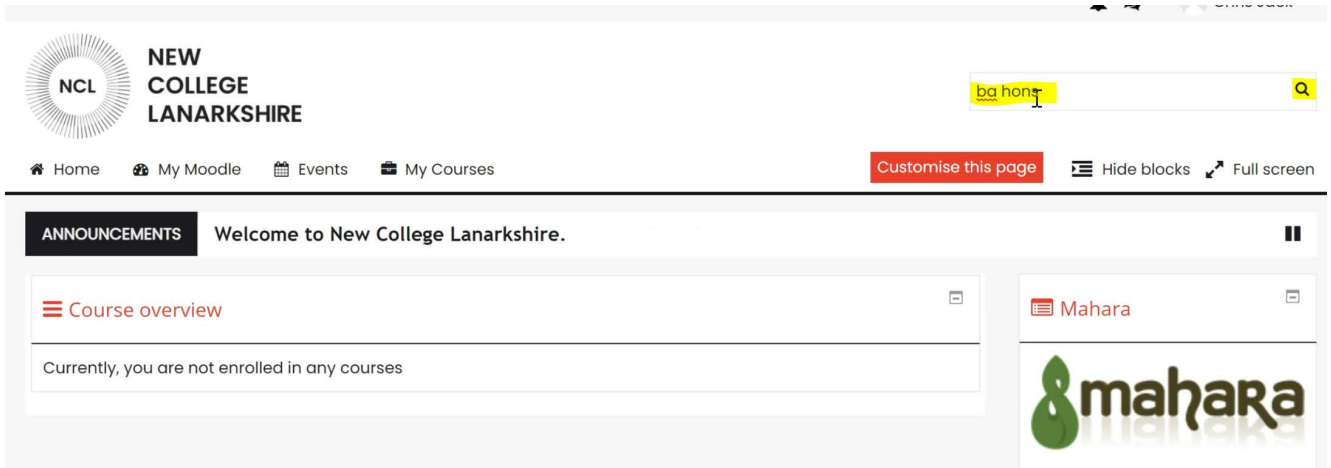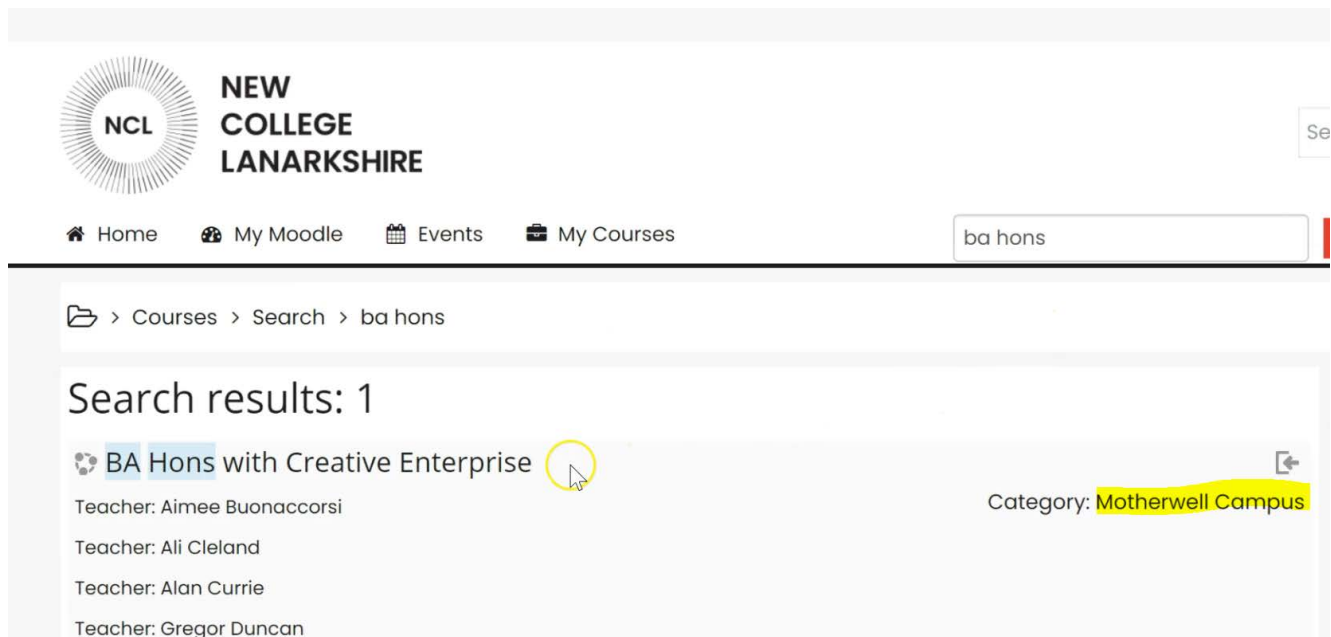

My Moodle, search for courses image

Step 13:

You will now see a list of courses, look at the course name and the location of the campus to make sure you're self-enrolling on the correct course.
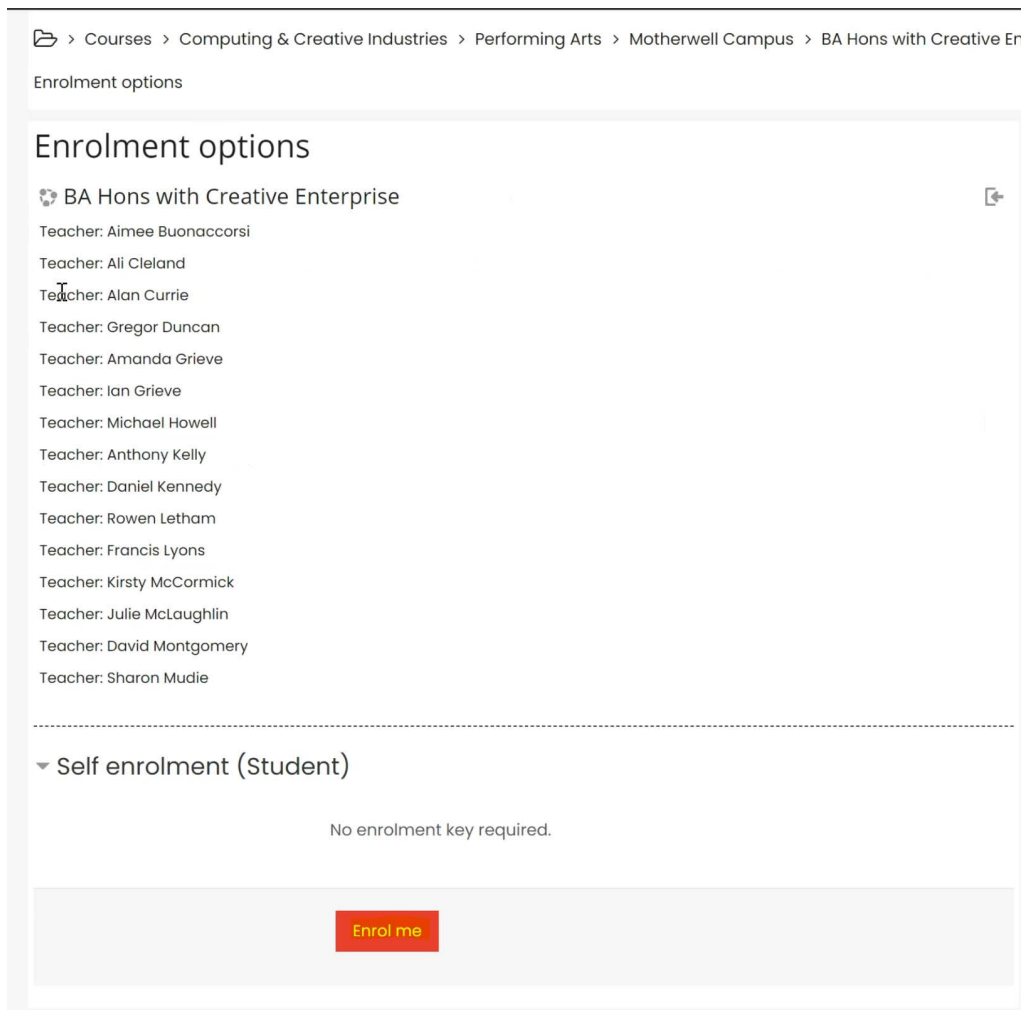
If you're unsure please ask your lecturer, now click the **course name**.

Course search image

Step 14:

Now scroll down to the bottom of the page and click **Enrol me**. You're now enrolled on the course.

Moodle course enrollment