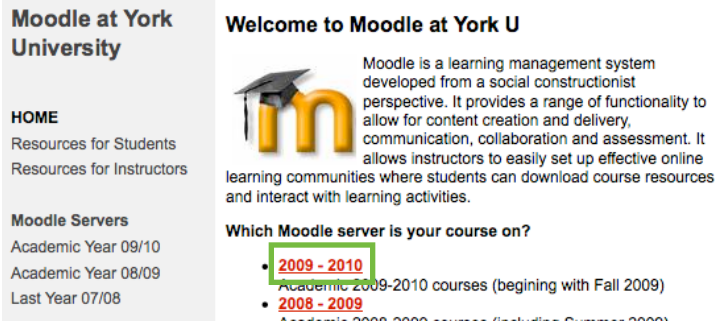


Moodle: Logging in for the First Time

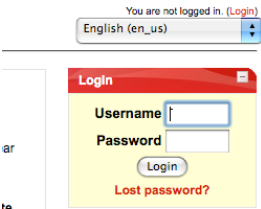
To log in to Moodle, launch your preferred browser and go to <http://moodle.yorku.ca>

Note: If you are a Mac user, it is recommended you use Firefox instead of Safari for Moodle.

1. Click on your desired Academic Year

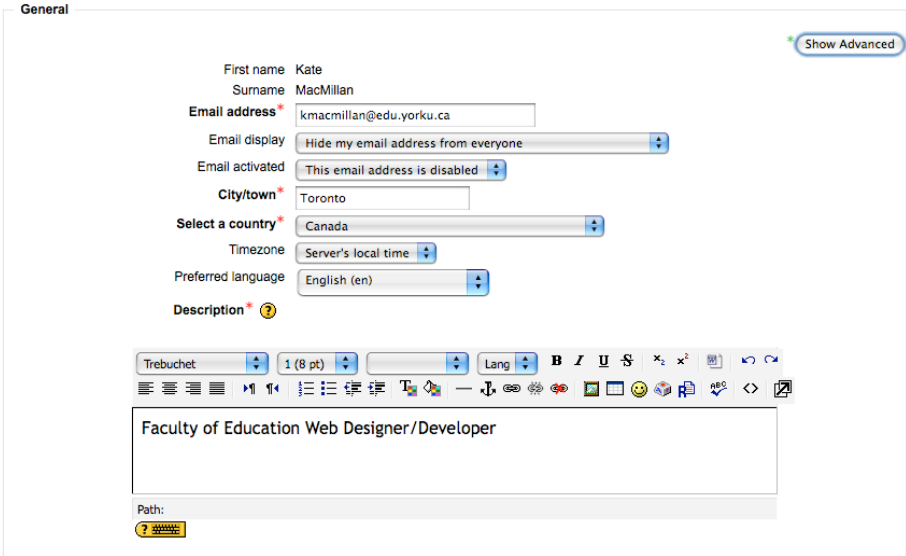


2. Login on the right side of the screen using your Passport York username and password. If you do not know your Passport York username please email accounts@yorku.ca from your @edu.yorku.ca email address. Include your full name and employee number in the email.



3. You will be taken to the edit profile page where you will need to fill in the missing/incorrect information. The missing/incorrect information is usually Email address, City/town and Description.

Note: The fields marked with an asterisk are required. If you do not wish to provide a description just put a period in the box.



4. Scroll to the bottom of the page and click "update profile". If you changed the email address (or added one if it was missing) please proceed to step 6.
5. Once your profile is updated you will be taken to the profile screen. From here, you can click on "My courses" at the top left to get back to the Moodle home page.

Moodle@York 2009-2010

[My courses](#) > Kate MacMillan

Kate MacMillan

[Profile](#)
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[Activity reports](#)

Faculty of Education Web Designer/Developer

Country: Canada
City/town: Toronto
Last access: Thursday, 27 August 2009, 11:18 AM (9 mins 50 secs)

[Change password](#)
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6. If you had to change the email address (or added one if it was missing) you will see this message on the screen after you click "update profile" and an email will be sent to the address you specified.

You have requested a change of email address, from ekm@yorku.ca to kmacmillan@edu.yorku.ca. 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](#)

Clicking "continue" will take you back to the edit profile screen. To get past this screen you will now have to check your email for the confirmation message. **Do not skip this step.**

Note: The email will be from "Admin User <faculty@yorku.ca>" with the subject "Confirmation of email update at Moodle@York 2008-09"

This email contains a link that you must click on in order to confirm the change. On the webpage that opens after you click the link, click on the "continue" button.

Moodle@York 2008-09: Email address update

Email address of user *Kate MacMillan* was successfully updated to *kmacmillan@edu.yorku.ca*.

[Continue](#)

7. If you are taken back to the edit profile page, simply scroll to the bottom and click "update profile" again. If you are taken to your profile page (pictured below) you can click on "My courses" at the top left to get back to the Moodle home page.

Moodle@York 2009-2010

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