

Accessing Your Courses in Moodle:

To Login to the MLC Moodle site:

1. Go to <http://moodle.mlc-wels.edu> directly or select the **Moodle** link in the upper-right area of the MLC home page <http://www.mlc-wels.edu> or the MLC Portal page <http://portal.mlc-wels.edu>.
2. A screen requesting your **Username:** and **Password:** should appear as shown below.

Username: For most users, your username is the first 6 characters of your last name followed by your first initial and middle initial (no caps).

Password: Regular MLC *students*, use your regular MLC Network password.

New students: Your initial password is the **first four character's of your last name** (capitalize the first letter) **plus the last 4 digits of your Social Security Number.** (Example: Grun1234)

MLC Network/Portal/Moodle passwords have been synchronized. Passwords expire about every 40 days for security reasons, at which time you will be prompted to create a new unique password. (See information on expired passwords in step 4 below.)

3. Once you have entered your Username and Password, click on the **Login** button.
4. (**Note: If you receive a message that your password has expired**, please see the "Expired Password At Login" document available in Moodle Tips <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/>)
Your Moodle home page should appear, similar to the one displayed below, listing the courses available to you. (**Note: If a "My courses" block does not appear, or a specific course is missing in the block, most likely the course instructor has not activated the course to appear in Moodle. Please speak to the course instructor first. If you need additional assistance please contact MLC Network Services.**)

If you have problems getting onto Moodle either email MLC Network Services at galadrie@mlc-wels.edu or call (507) 233-9100.

5. Click on the course you wish to enter and the course's homepage should appear.