Moodle

Martin Luther College uses Moodle as our learning management system. Many online and on-campus classes utilize this system on a daily basis.

Currently MLC has the current setup:

- Moodle 3.2+ running on SLES 12
- PostgreSQL 9.1+ running on SLES 11 SP4

- Your MLC Accounts

- Access Your Courses in Moodle

- Configuring the Moodle Mobile App

- Your Passwords

Your MLC Accounts

When you are at MLC you have a couple of different accounts:

- MLC Account
- MLC G Suite Account

If this is your first time accessing these accounts, please read the **MLC Accounts Getting Started Guide**.

MLC Account

Your MLC Account is also sometimes called one of the following:

- Portal Account
- Moodle Account
- Novell Account
- eDirectory Account

Your MLC Account is the main account that protects much of your data and information. This password will change periodcally and you will be prompted to do so when logging into Portal, Moodle, or the Novell network on campus.

What You Can Access

- Portal
- Moodle
- Library Databases

Frequently Asked Questions

I have changed my name but my MLC Account username matches my former name. What can I do?

At this time our policy is not to change usernames. We can update your last name in our directory server and within Moodle, but you will need to file a support request.

Please state what your former name was, what your current name is, and the best way to let you know when the work is done.

MLC G Suite Account

Your MLC G Suite Account gives you access to all of the services offered from our G Suite for Education subscription. This includes, but is not limited to:

- Gmail
- Google Calendar
- Google Sites
- YouTube
- Google Plus
- Google Classroom
- Google Groups

Your MLC G Suite Account will always end with `@mlc-wels.edu` and should not be confused with any other personal or professional Google accounts you might have access to. :)

Password Help

Please visit the **Your Passwords** article for information on how to change or recover your MLC Account and/or MLC G Suite Account passwords.

Access Your Courses in Moodle

Logging into Moodle

- Go to http://moodle.mlc-wels.edu

- Enter your MLC Account username and password where requested on the resulting screen and then click the Log in button

- If you have problems accessing Moodle, you can attempt to reset your MLC Account password, or contact Network Services for help

- If you receive a message that your password has expired, follow the prompts to reset your password

Once you are able to login, your Moodle home page should appear and your courses should appear below in a *My courses* block. If this block is missing, or some courses are missing, most likely the course instructor has not yet made that course visible to students. If you have specific questions, please contact Prof. Rachel Feld. Click on the course you wish to enter and it should appear.

Configuring the Moodle Mobile App

Moodle offers a downloadable mobile app for many platforms. You can find links on the Moodle Mobile site.

After you have the app installed, you'll need one important piece of information:

- **Site address:** https://moodle.mlc-wels.edu/moodle

After the app confirms that you are connecting to a Moodle site (hence the need for the /moodle at the end) the you'll be prompted or your MLC Account username and password. After that you should have access to the MLC Moodle instance via the mobile application.

WARNING: Not all features of Moodle are available through the mobile app.

Your Passwords

At MLC you have two primary accounts to keep track of: your MLC Account and your MLC G Suite Account. This page will outline some information on passwords for those two accounts.

MLC Account

We have recently rolled-out the ability for students, faculty, and staff to request a password reset without the need to contact Network Services directly. Here is how you can do it:

Change Your Password

1. visit the MLC Self Service Password Reset site
2. enter your current MLC Account username and password
3. click `Login`
4. on the next page, click on `Change Password`
5. follow the instructions to create your new password and then click `Change Password` near the bottom of the page
6. wait for the system to complete the password change and then you are ready to go

Reset Forgotten Password

1. visit the MLC Self Service Password Reset site
2. click on `Forgotten Password`
3. enter your personal email address and click `Search`
4. an email will be sent to your personal email address (usually the email address you supplied to us when you applied)
5. check your personal email address and either click on the link in the email or copy-and-paste the resulting code into the text field on the forgotten password site and click `Check Code`
6. follow the instructions to create your new password and then click `Change Password` near the bottom of the page
7. wait for the system to complete the password change and then you are ready to go

Find My Username

Because you need your MLC Username in order to reset a forgotten password, we have also supplied the ability to find out your MLC username as well.

1. visit the MLC Self Service Password Reset site
2. click on `Forgotten Username`
3. enter your personal email address and click `Search`
4. the resulting page will give you your MLC username and an email will also be sent to your personal email address

As a tip, if it is not finding your username, attempt to enter your maiden name if you have married since you last attended Martin Luther College.

Updating Recovery Email and/or Last Name

If you need to update information about yourself including your personal email address and/or your name, please submit an update to your personal by the Information Verification page on Portal. Once your request has been approved, your changes will make their way to the appropriate system.

Your personal email address is used for account information retrieval, so supplying us with an email address you will maintain access to regardless of where you are currently living or serving. Also, if possible, avoid using Yahoo or AOL accounts as they seem to have the most trouble consistently receiving emails from third party systems like our own.

Periodically Changing Your Password

Every 6 months you will be prompted to change your password. Please do so or you could be locked out of your account and need to request a password reset (following the instructions above) in order to gain access to your account again.

MLC G Suite Account

MLC offers each member of the campus family a G Suite for Education account to have and use. These accounts are provided by Google and currently have their own password functionality attached to them separate from your MLC Account.

If you have issues accessing your account, please use Google's own recovery site to attempt to recover your username and/or password. You can also find more documentation on Google's

support site under the article titled *Change or reset your Google Account password*.

You will not be prompted to change your password unless we have reason to believe that your account has been compromised.

If you are still having issues, please file a support request with Network Services.