



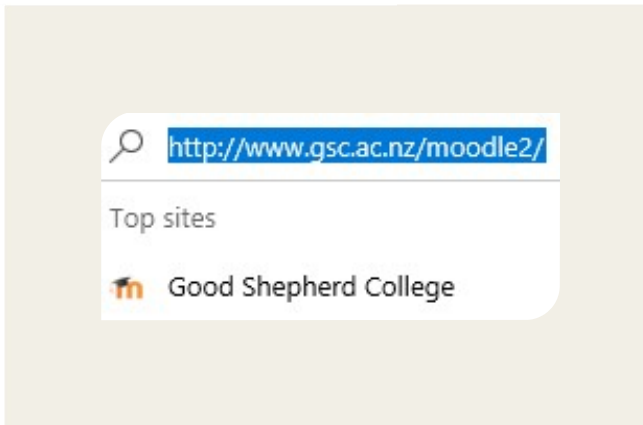
# HOW TO ACCESS COURSE MATERIALS IN MOODLE

## How do I get to the Moodle website?

You can access Moodle from any computer, tablet or smartphone with an internet connection by going to the web address [www.gsc.ac.nz/moodle2/](http://www.gsc.ac.nz/moodle2/)

All you need is a computer with a web browser installed and an internet connection. It's recommended that students refer to the minimum requirements outlined on page 10 to check that their computer is set up to run Moodle effectively.

Figure 3: Moodle web address



**Access:** Students can access Moodle on the first day of lectures.

## Your Username and Password

The College provides **new students** a username + password.

The username is your surname followed by the initial of your first name e.g. smithj (*no spaces, all lowercase*).

The password is **Password1**. When you first login as a new student you'll be prompted to choose a new password.

**Returning students** use their same username and password throughout their College years.

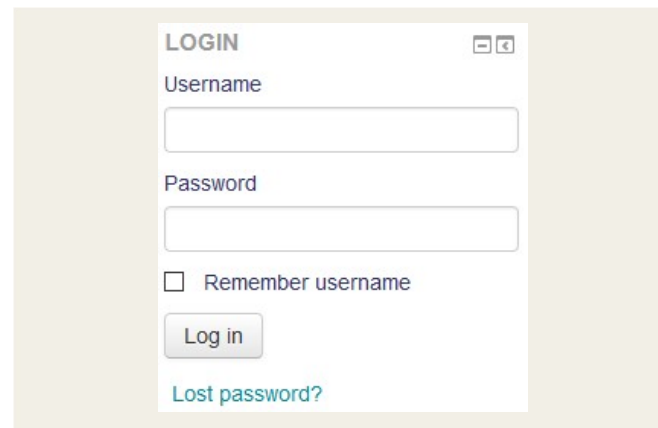
## How do I login to Moodle?

Every time you type in the web address the screenshot in *figure 5* on the next page is the first page you'll see – the Moodle Home Page.

Look for the login block on the top-right of the screen as shown in figure 4 below.

Enter your username and password then press the 'Log in' button.

Figure 4: Moodle Login block



You will know that you have successfully logged in when a box automatically appears showing your name and photograph.



## Forgotten your password or require help?

If you've forgotten your password click on the **Lost Password?** link and follow instructions.

For assistance email Louisa Rani [support@gsc.ac.nz](mailto:support@gsc.ac.nz)