FACULTY LOG-INS

Use Mozilla Firefox. Do NOT use Internet Explorer.

Live Course Site  lincoln.mrooms.net

First Time Log-in:
Your username is the first part of your Lincoln email address, i.e., jsmith

1. Go to http://lincoln.mrooms.net/
2. In the upper right corner, click “Log in”.
3. Skip the username and password boxes. Click “Forgotten your username or password?”
4. Follow the instructions and type in your Username or your email address and click Search.
5. You will receive an email with a temporary password. Copy your password.
6. Return to http://lincoln.mrooms.net/ and log in with your temporary password.
7. You will be prompted to change your password. Your new password must consist of a number, a character ($ # ! etc.), and at least one capital letter.

Training & Resource Site  train.moodlerooms.com

1. Go to http://train.moodlerooms.com

2. Click “Create new account.”
3. Use your full email address as your username.
4. Create a password. Please note: there are no restrictions for this password.

5. Complete the online form.

6. At the bottom of the page click on “Create my new account.”

7. You will receive an email with instructions for confirming your account.

8. The email will contain a link. If you cannot click on the link, copy and paste it into your browser. Your registration will then be confirmed.

9. Click on “Courses.”

10. Locate and click on “Lincoln University” in the list.

11. Click on the course you would like to enroll in and type the Enrollment Key in the box: LUMoodle.

12. Click “Enroll me.”

**Sandbox** (where you can build your course)  [lincoln-sandbox.mrooms.net](http://lincoln-sandbox.mrooms.net)

1. Request a Sandbox from Brenda Snider, bsnider@lincoln.edu You will receive a password from Brenda

2. Go to the sandbox site and log in using the first part of your Lincoln email address as your username, i.e., *jsmith* and the password you were given. You do not need to change your password.

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<thead>
<tr>
<th><strong>Moodle Helpline:</strong></th>
<th><strong>Moodle Help e-mail:</strong> <a href="mailto:moodle@lincoln.edu">moodle@lincoln.edu</a></th>
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<tbody>
<tr>
<td>1-800-340-5462 or ext. 7840</td>
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<td>8:30 a.m. – 5:00 p.m., Monday – Friday.</td>
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**Moodle.org Student Tutorials**
https://docs.moodle.org/20/en/Student_tutorials