Dear Lincoln Student,

Welcome to Moodle at The Lincoln University!

Moodle is a web-based learning management system that you will use to access some of your course materials and to communicate with your professor and fellow students.

WHERE TO FIND MOODLE

Go to the Lincoln University home page, www.lincoln.edu, “Student Life” near the top right, and click “Moodle.” This is the Lincoln Moodle page where you will find instructions, tips and the link to Moodle. Click “LOG IN TO MOODLE COURSES” in the box under the page title.

Use a computer that is connected to the Internet. You can connect in one of these four ways:

1) In your dorm room and campus buildings;

2) On one of the campus wireless systems, LionNet (secure network) or LU OpenAccess. Call IT at ext. 8134 for help in setting up your secure access to LionNet or to use OpenAccess;

3) In any computer lab on campus; and

4) From home, if you can access the Internet from home, or from a public library.

You must be registered in the course. You and your courses are activated in Moodle based on your official registration with the Registrar’s Office. Your professor cannot add you to Moodle.

Use only FIREFOX or SAFARI as your browser when using Moodle.

FIRST TIME USERS: CREATE A MOODLE PASSWORD

The first time you log in you will be asked to create a password. You will need to be able to access your Lincoln e-mail to create your Moodle password.

Moodle will not recognize any other e-mail address. Your Lincoln e-mail username is firstname.lastname, the same username you use to access WebAdvisor. For example, if your Lincoln email address is adam.smith@lincoln.edu, then your username is adam.smith.

1) Go to the Moodle log in page, lincoln.learninghouse.com .

2) On your first visit, enter your username and click the link “Lost password.”

3) On the next screen, follow the instructions and enter either your username OR your Lincoln email address, click “Search.” If you are registered in the course, Moodle will immediately send a message to your Lincoln email address confirming your request
4) Click the link provided in the email which will take you back to the Moodle log in page. You will then be prompted to create a new password. Follow the instructions carefully.

5) After you create your new password, go to the Moodle log in page, enter your username, and new password.

**IF YOU FORGET PASSWORD**

If you forget your password, you can request a new password at the log-in site, lincoln.learninghouse.com. Follow the instructions above.

**PASSWORD SECURITY**

NEVER share your password with anyone. No Lincoln University staff member has the right or needs to ask for your password. Those of us that need to gain access to your account to help you can do so without it.

**GETTING HELP**

**Student Tutorials**
You have access to “Student Tutorials” on each course if you have questions about using Moodle. The link is in the upper right corner of each course screen.

**Live Support Online & 24/7 Technical Support**
On every Moodle page you have access to Live Online Support, a chat line with a Moodle representative until 9pm. The link is on every Moodle page under HELP CENTER in the top right.

You can get 24-hour technical assistance is available by phone. The link is on every Moodle page under HELP CENTER in the top right.

For help with your course materials or with how to use Moodle once you have logged in, please see your professor. You may also contact ATS through the Moodle helpline, 1-800-340-5462, or ext. 7840 from 8:30-5:00, Monday-Friday. Check Student Resources on the Moodle resources website, www.lincoln.edu/moodle/.

Sincerely,
The Moodle Support Team
Nancy Evans
Brenda Snider
Academic Technology Support
www.lincoln.edu/moodle/
ats@lincoln.edu
Moodle Helpline: 1-800-340-5462 or ext. 7840