HOW TO LOG IN TO YOUR MOODLE COURSES

Note that your training username/password is **not** the same as your course log-in username/password.

**To generate a password:**

1. E-mail Nancy Evans at nevans@lincoln.edu with your request for Moodle courses, if you have not done so. Include the COURSE NAME, NUMBER, SECTION and SEMESTER you need the course. Ms. Evans will notify you when your course is ready to use.

2. Go to [lincoln.learninghouse.com](http://lincoln.learninghouse.com).

3. Enter your username. Your username is the first part of your Lincoln e-mail address, i.e., **nevans**.

4. Don’t enter a password, select “Lost Password”

5. On the next screen, enter your username or Lincoln email address as requested and click “Search” Follow the instructions to complete request a password.

6. You will receive an e-mail confirming your request for a password.

7. Follow instructions in the e-mail confirming your request for a new password.

8. A second e-mail will be sent to you with your new temporary password.

9. Log in again. Enter your username and temporary password. You will be asked to generate a new password of your choosing. Use this password from this point on.

**TROUBLESHOOTING**

If you run into a problem, you are encouraged to try to solve it before calling ATS. Check that there are no spaces around the password and that you have it typed in correctly.

Learning House offers a live chat helpline and a 24/7 help center available on [lincoln.learninghouse.com](http://lincoln.learninghouse.com)

ATS is happy to help you as well. We can be reached in several ways:

**Moodle Helpline:** Ext. 7840 or 1-800-340-5462

Nancy Evans: nevans@lincoln.edu or ext. 8148 (484-365-8148)

Brenda Snider: bsnider@lincoln.edu or ext. 7355 (484-365-7355)

Attend training offered by ATS. Check your e-mail or the Moodle website, [www.lincoln.edu/moodle](http://www.lincoln.edu/moodle), for updates and training schedules.