



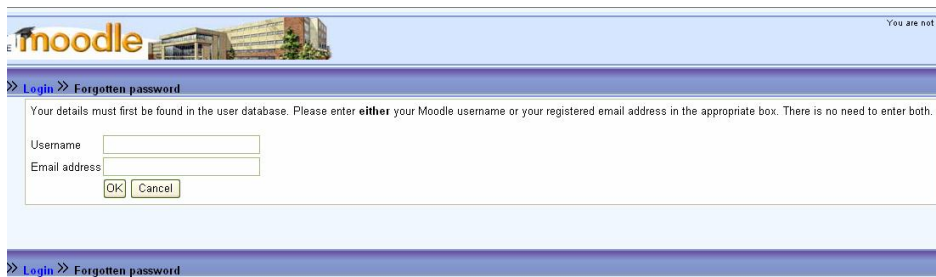
Help I've forgotten my username and or password

Your username and password can easily and safely be reset/changed by following these simple steps;

1. At the main login page within the section 'Forgotten your username or password?' click the button 'Yes, help me log on'.



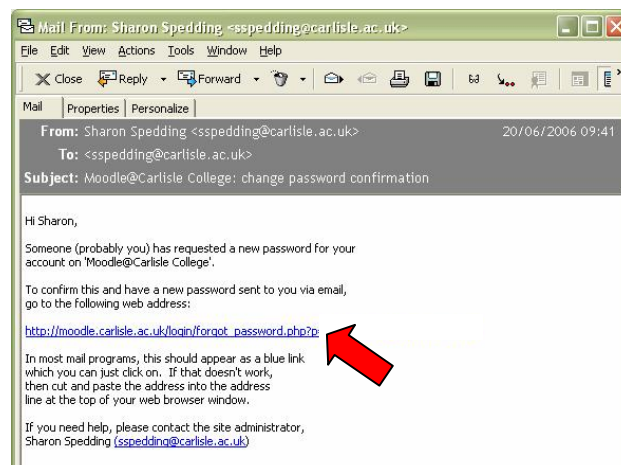
2. Enter your username or email address and click the 'OK' button.



3. Read the confirmation notice and click 'Continue'.



4. An email will arrive shortly containing a link that will allow a new temporary password to be automatically generated, click this link.

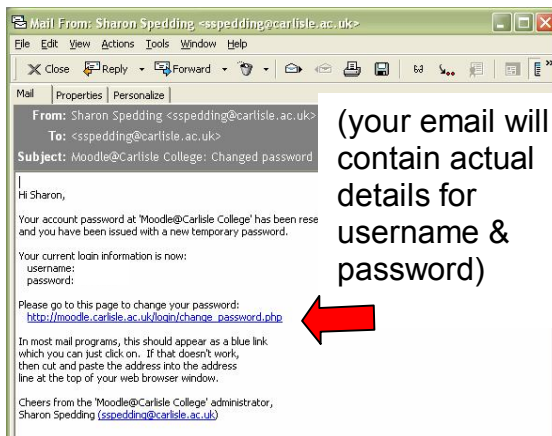




- The login front page will change to show a message similar to that shown below (don't click anything for the time being) and another email is sent to your mailbox containing your username and a temporary generated password



- Open the new email to see your username and password (you could at this stage go to the moodle login page and enter these details without



the need to follow further steps). If you want to change your password straight away copy the password in the email then click on the link to change the password

- Enter your username and newly generated password into the respective boxes.

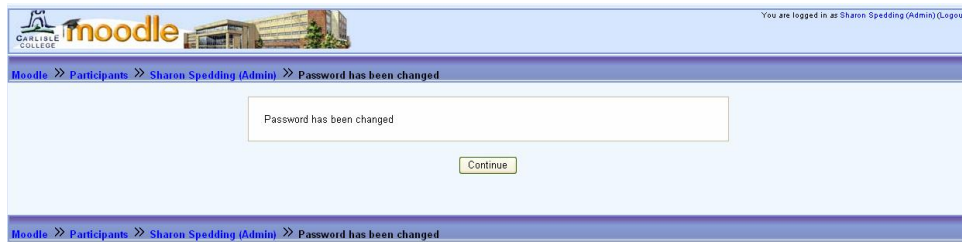


- If you opted to change your password from the email link you will see a screen similar to the one shown left.

- Enter your preference of password into both password boxes and click 'Change password'



10. Click 'Continue' at the next confirmation message.



11. To go to the main Moodle page click on the 'Moodle' breadcrumb shown in the following screen shot.



If you need further assistance please don't hesitate to contact me;

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