

How to set up Moodle and Email Accounts for College Classes

I know many of you are anxious to check your Moodle/ Email account. As previously mentioned, Greensboro College is undergoing a major technology update and they are working as fast as they can. If you put in your username and you get the message, “Couldn’t Find Your Google Account” stop here. This simply means the college has not created you an email account yet. Please be patient. The college is working as fast as they can. They are dealing with their own cluster of students as well as the many glitches that come along with technology updates. Your professors are aware of the technology issues but please email them to let them know you are a Middle College student. Click the link below to find your professor’s email address. Scroll to the bottom and type in the professor’s name.

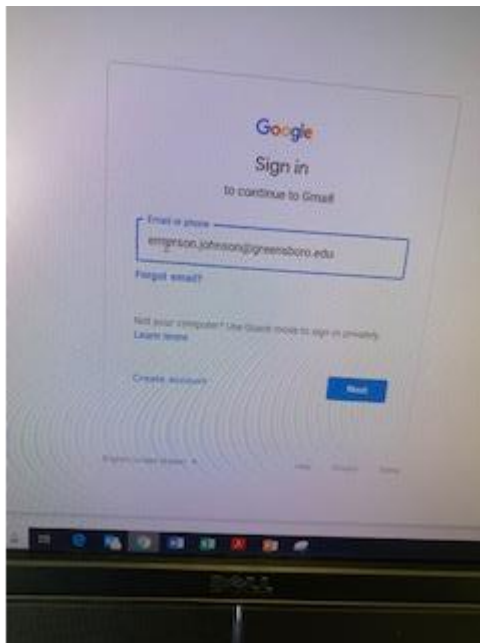
<https://www.greensboro.edu/faculty-staff-directory/>

Students who “Already Have a Moodle/ Email account” should follow the steps below. I know these steps work because I tried them out with an old student—thanks Nyjah!

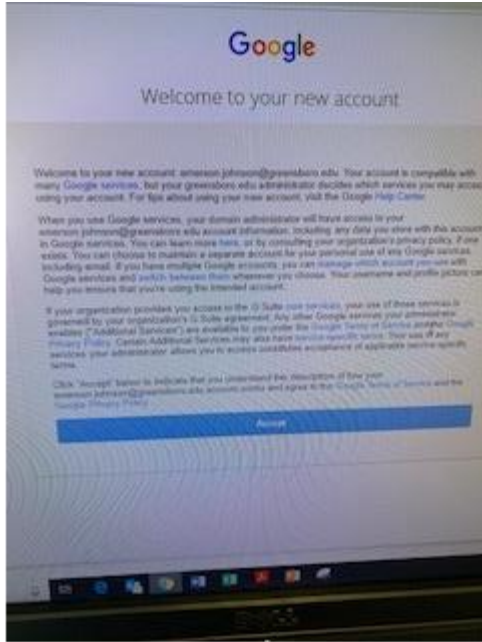
- 1.) Go to <https://mail.google.com/>
- 2.) Enter your Greensboro College email which is firstname.lastname@greensboro.edu (Example: john.doe@greensboro.edu)
- 3.) Click next and then enter your password
- 4.) It may ask to send a code to your phone if it doesn’t recognize the device you are using.
- 5.) If you don’t remember your password—click on forgot password and hopefully you remember the answer to your security question if you set it up. If you don’t remember the answer to your security question or you didn’t set up a security question, please send an email to stephanie.fuller@greensboro.edu and she will reset your password. When you set up your email this time—make sure you set up the security question (refer to step 11—see below). The answer to the security question will be your Greensboro College ID.
- 6.) If you are able to access your email then you should be able to access Moodle
- 7.) Go to <http://moodle.greensboro.edu>
- 8.) Enter your username minus the @greensboro.edu (Example: john.doe)
- 9.) Your Moodle password is the same as your email password.

New students or students who “Don’t Already have a Moodle/ Email account” should follow these steps. I know these steps work because I tried them out with a new student—thanks Emerson!

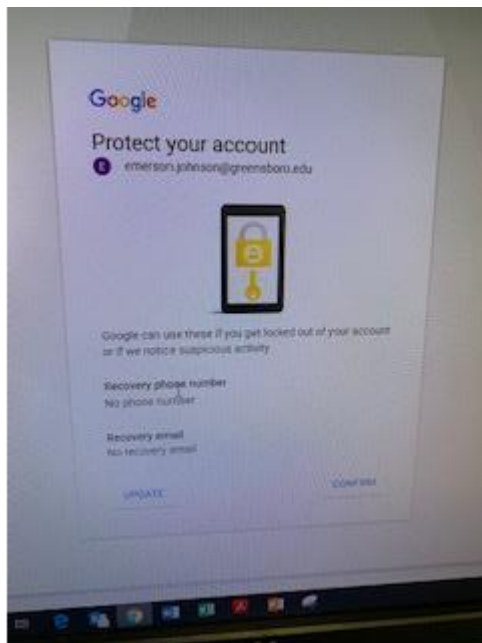
- 1.) Go to <https://mail.google.com/>
- 2.) Enter your Greensboro College email which is firstname.lastname@greensboro.edu
(Example: emerson.johnson@greensboro.edu)



- 3.) Click [Next](#)
- 4.) Enter your default password which is your Greensboro College ID # followed by lower-case initials. (Example: 123456ej) Your college ID # is located on your college schedule above your name.
- 5.) Click [Next](#)
- 6.) You will see the following screen/ Accept the terms.

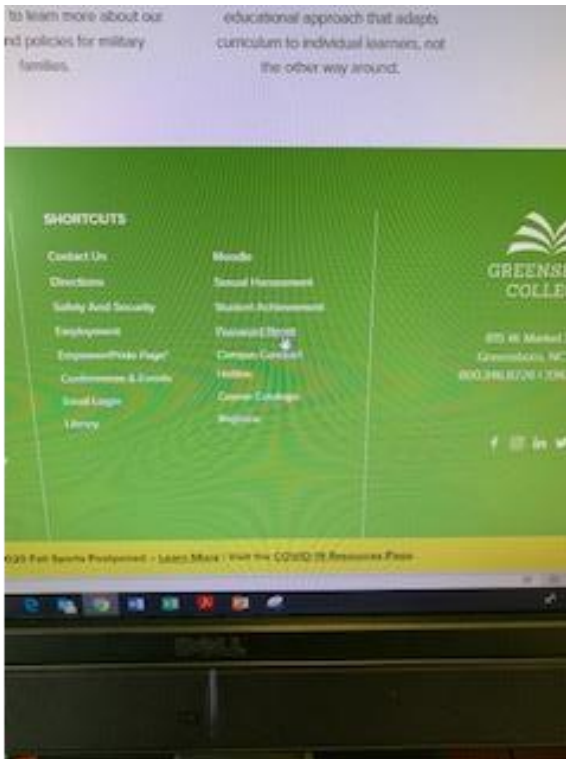


- 7.) You can elect to Protect your Account (select Update if you want to add recovery info in case you get locked out of your account or select Confirm if you don't want to add recovery info)

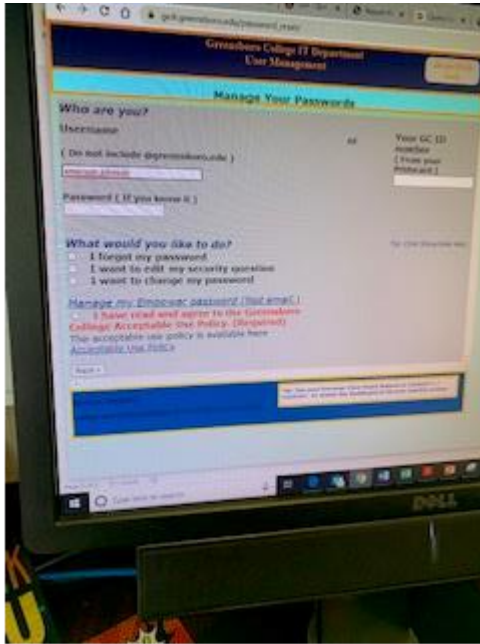


- 8.) You are done with confirming your email account and your email should pop up on the screen.

Now you will change the default password. **YOU MUST CHANGE YOUR PASSWORD IMMEDIATELY** after receiving your e-mail account. Go to the College homepage (<https://www.greensboro.edu>) and select the “**Password Reset**” link at the bottom of the page.



- 9.) The following screen will appear. Enter your username—emerson.johnson (Do not include @greensboro.edu)
- 10.) Leave Password blank
- 11.) Click on “I forgot my password” and I have read and agree to Greensboro College Acceptable Use Policy



12.) The following screen will appear. Enter your Greensboro College ID which is located above your name on your schedule.

Greensboro College IT Department
User Management

Show/Hide
Help

Manage Your Passwords

Please Verify Your Identity

Enter your GCid as your answer. Make sure you change your question!

Next >

Revision 20160630
Design and implementation © 2014-2016 Larry Burton

Tip: Use your browser View-Zoom feature or Control+ / Control+- to resize the dashboard to fit your monitor screen.

13.) Enter Your New Password. I strongly recommend that you create a password you will remember—example: first name and your date of birth (emerson081720)

Greensboro College IT Department
User Management

Manage Your Passwords

Please Enter Your New Password

Your new password must:

- A. Contain at least twelve characters
- B. May contain upper-case characters [A-Z]
- C. May contain lower case characters [a-z]
- D. May contain numerals [0-9]
- E. May NOT contain any punctuation or special characters
- F. Cannot be the same as your old password

New Password

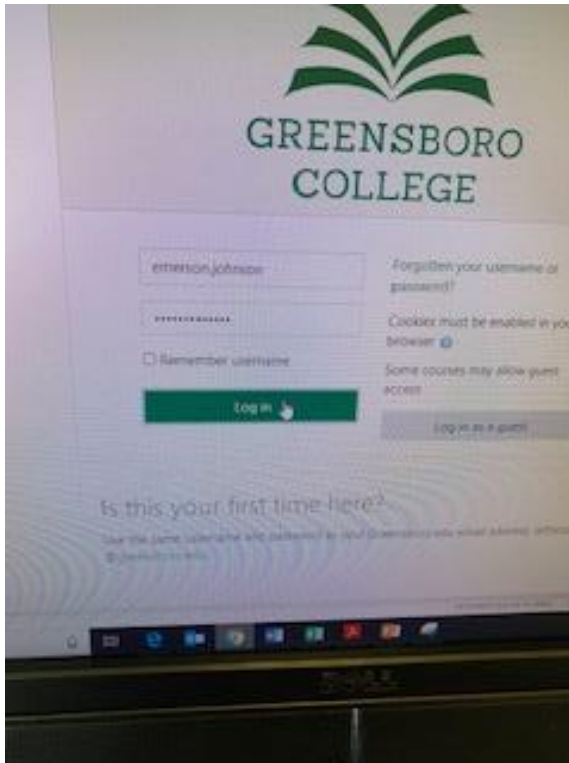
Confirm New Password

Next >

Revision 20160630
Design and implementation © 2014-2016 Larry Burton

Tip: Use your browser View-Zoom feature or Control+ / Control+- to resize the dashboard to fit your monitor screen.

- 14.) Now it's time to log into Moodle
- 15.) Go to <http://moodle.greensboro.edu>. Your Moodle password is the same as your email password. **YOU MUST SIGN IN TO MOODLE IMMEDIATELY UPON RECEIPT OF YOUR E-MAIL ACCOUNT.** Doing so creates your Moodle account automatically, and allows professors to enroll you in classes.
- 16.) Enter your username and password. Be sure to **leave off @greensboro.edu** and put in the newly created password.



17.) Your Moodle account will appear.

