



Logging into Moodle for Continuing Studies Students: A Primer

Welcome to Moodle, Emily Carr University of Art and Design's (ECUAD) online learning platform. To fully participate in your course, access learning materials, and interact with your instructor and classmates, Moodle is your toolkit to reach your educational goals.

If you're a new or returning Moodle student, please use this guide to successfully login.

To begin, please make sure you have the following handy:

- **Your ECUAD username.** Your username is the name you use to login to your MyEC account. If you have forgotten your username, please contact csreghelp@ecuad.ca for assistance;
- Please make sure that you have provided the most updated contact information, as your primary email account will be an important part of your Moodle login process, profile updates, and will be essential should you need to reset your Moodle password. To change or update your contact information, please contact csreghelp@ecuad.ca
- Make sure browser cookies are enabled. If your cookies are not enabled, you will not be able to log into Moodle even if you have your ECUAD username on hand, nor will you be able to reset your password.

And one more note before we go on: **Your MyEC password is NOT your Moodle password.** While you use the same usernames for both platforms, your Moodle password will be different from your MyEC password.

Logging into Moodle in 6 Easy Steps:

1. Go to the Moodle login page by clicking on this link <https://courses.ecuad.ca/login/index.php>

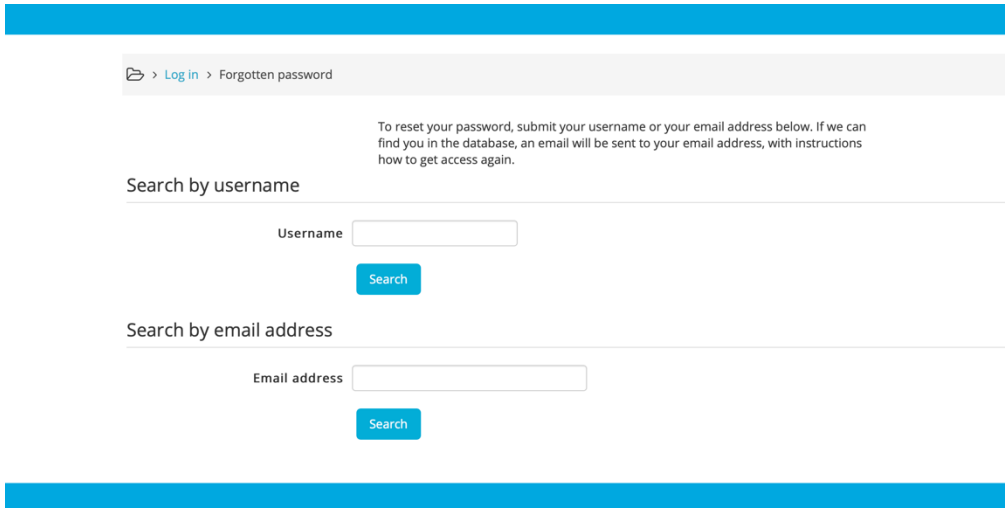
Please click on “Login – External Users (guest accounts)”

The screenshot shows the top navigation bar of the Moodle login page. It features a blue background with the Emily Carr University logo on the left, a 'Links Menu' icon, and a 'Log In' button on the right. Below the navigation bar, there are two links: 'Login - Emily Carr University Users (Single Sign-on)' and 'Login - External Users (guest accounts)', with the latter circled in black. The footer contains contact information for Student Support, Faculty Support, and Campus Safety + Security, along with social media icons and copyright information.

2. On the login page, click on the “*Forgotten your username or password?*” link.

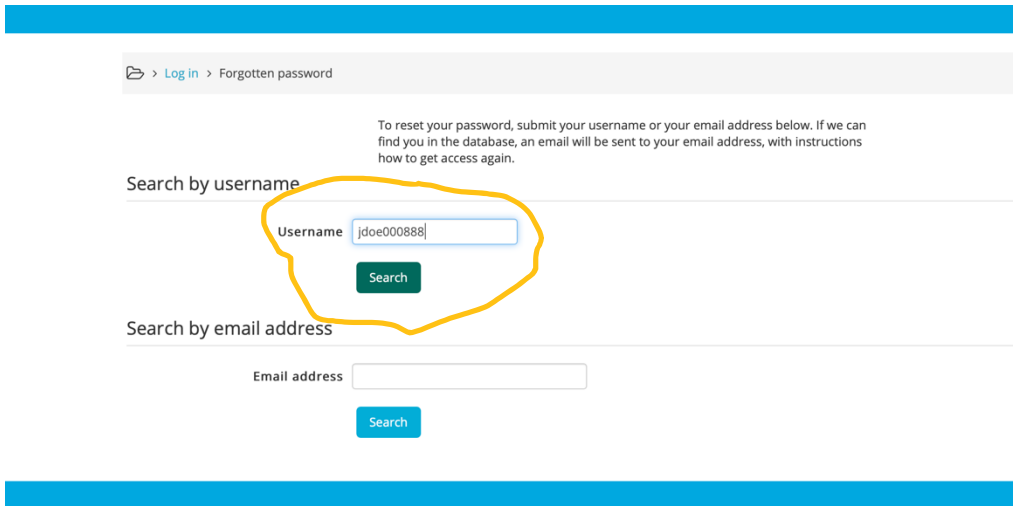
The screenshot shows the Moodle login form. It has a blue header with the text 'Log in'. Below the header, there are two input fields for 'Username' and 'Password'. A checkbox labeled 'Remember username' is located below the password field. A blue 'Log in' button is positioned below the checkbox. A yellow arrow points to the link 'Forgotten your username or password?' which is located below the 'Log in' button. Below this link, there is a note: 'Cookies must be enabled in your browser' with a help icon. At the bottom of the form, there is a link 'Some courses may allow guest access' and a blue 'Log in as a guest' button.

You'll be led to this page:



The screenshot shows a web page titled "Forgotten password" with a breadcrumb "Log in > Forgotten password". Below the title is a paragraph: "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." There are two search sections: "Search by username" with a text input field labeled "Username" and a blue "Search" button; and "Search by email address" with a text input field labeled "Email address" and a blue "Search" button.

3. Enter your ECUAD username in the "Search by username" OR enter your email (using your email only works if your contact information is up to date). Hit search.



This screenshot is identical to the previous one, but the "Search by username" section is highlighted with a yellow hand-drawn circle. The "Username" input field now contains the text "jdoe000888".

4. You will see the following notification:

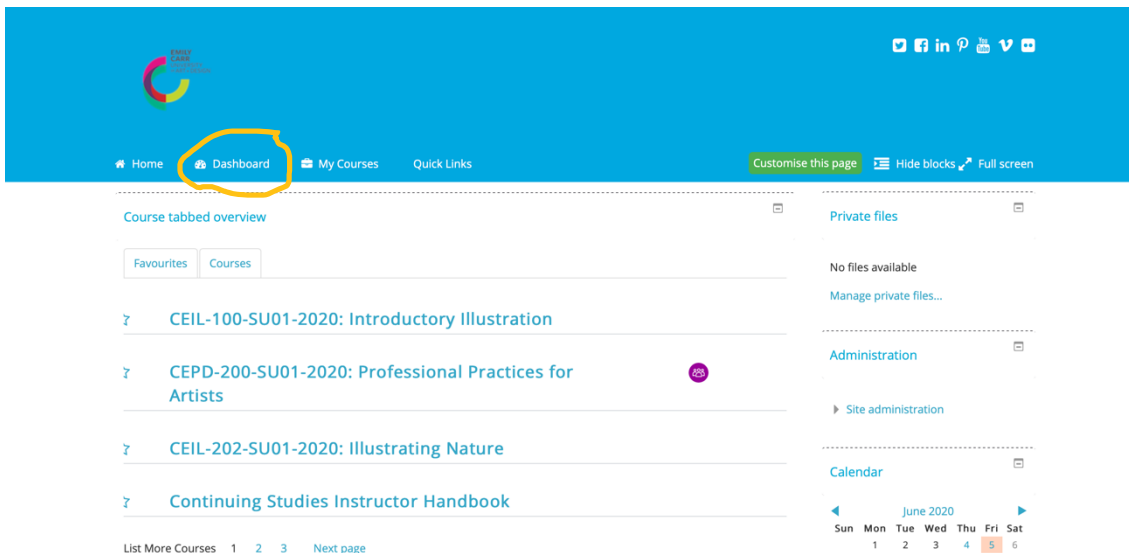
If you supplied a correct username or email address then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

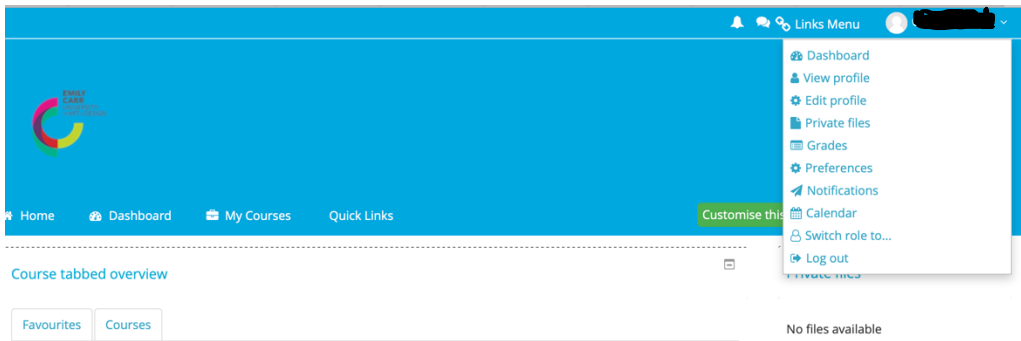
Continue

5. Check your inbox for an email that contains instructions on how to reset or change your Moodle password.



6. Congratulations! You've logged into Moodle! You can view your courses on your dashboard and even edit your profile and settings.





If you forget your password, please follow this guide. If you're still having problems logging in, or if you have any more questions, please send me at email at charlenesayo@ecuad.ca

Good luck with your courses!