

# Moodle Account Creation

Contact the Saint Paul Help Desk at **(913) 253-5030** or email [helpdesk@spst.edu](mailto:helpdesk@spst.edu) with any questions. The help desk is staffed Monday-Friday from 9:00am-5:00pm.

## Creating a Moodle Account

1. Go to <http://moodle.spst.edu> from any computer linked to the Internet
- OR**
2. Go to <http://www.spst.edu/> from any computer linked to the Internet
3. Click on the **Moodle** link at the top of the page
4. Click on the **Create New Account** link in the **Login** box

SPST SPST Self-Service Email KC Library Catalog OCU Library You are not logged in Log in

**Saint Paul** School of Theology

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**LOGIN**

Username

Password

Remember username

Log in

Create new account

**Site news**

**Self-Service Upgrade Tuesday, June 23- Thursday, June 25**  
by Melissa Casper - Monday, June 22, 2015, 10:19 AM

We will be upgrading our administrative software, PowerCampus and Self-Service Tuesday-Thursday, June 23-25. The upgrade will begin with PowerCampus at 9:30am on Tuesday, June 23. The Self-Service upgrade will begin immediately following the upgrade of PowerCampus.

Users will **NOT** have...

[Read the rest of this topic \(129 words\)](#)

**Moodle Upgrade is Complete!**  
by Melissa Casper - Wednesday, June 10, 2015, 9:19 AM

The Moodle upgrade is complete and the site is ready to use. Please contact the helpdesk at [helpdesk@spst.edu](mailto:helpdesk@spst.edu) or 913-253-5030 if you have any questions

Melissa

**Moodle Upgrade June 10, 2015!**  
by Melissa Casper - Tuesday, June 9, 2015, 10:54 AM

The Saint Paul Moodle site is getting an upgrade!

On **Wednesday, June 10, 2015** the SPST Moodle site will be down for approximately 4 hours, from **6:00am-10:00am CST**, as the site is upgraded.

No one will have access to the site during the 4 hour upgrade window.

This upgrade will not change ...

[Read the rest of this topic \(114 words\)](#)

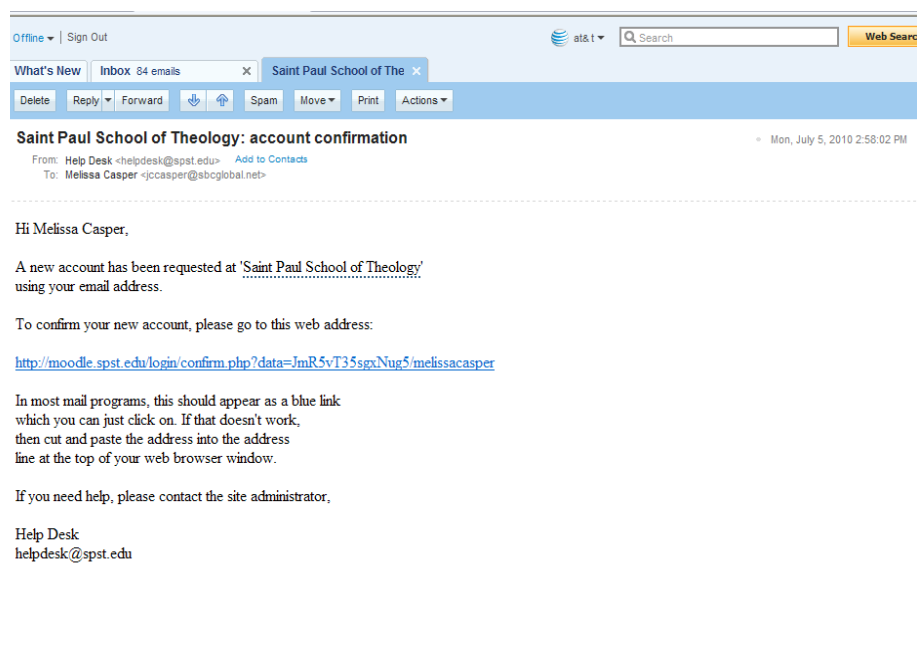
5. Type a **username**
6. Type a **password** (Check the Unmask box to see if you typed it correctly)
7. Fill in the Required information for *Email address, First Name, Last Name, City and Country*
8. Type the *security number*
9. Click on **Create my new account**

The screenshot shows the 'New account' registration page. At the top, there is a navigation bar with links for SPST, Self-Service, Email, KC Library Catalog, and OCU Library. Below the navigation bar, there is a breadcrumb trail: Home > Log in > New account. The main content area is titled 'Choose your username and password' and contains two input fields: 'Username\*' and 'Password\*'. The 'Password\*' field has an 'Unmask' checkbox. Below this is a section titled 'More details' with several input fields: 'Email address\*', 'Email (again)\*', 'First name\*', 'Last name\*', 'City/town', and 'Country' (a dropdown menu currently set to 'United States'). There is also a 'Security question' section with a CAPTCHA image showing the number '1692' and a text input field for the answer. At the bottom of the form, there are two buttons: 'Create my new account' and 'Cancel'.

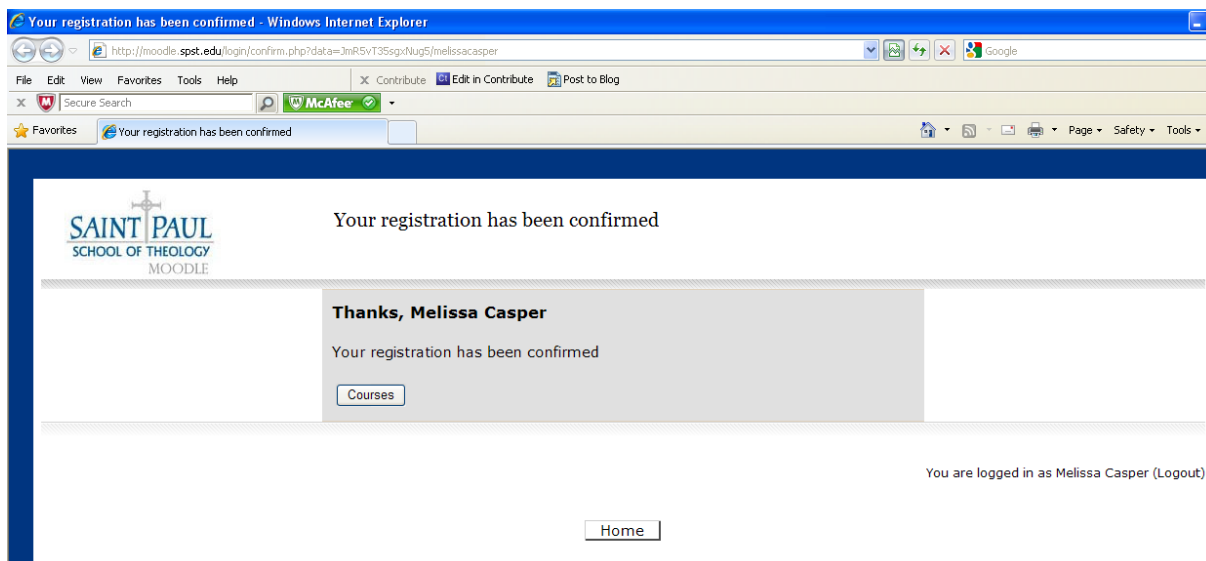
You will get the following screen:

The screenshot shows the 'Confirm your account' page. At the top, there is a navigation bar with links for SPST, Self-Service, Email, KC Library Catalog, and OCU Library. On the right side of the navigation bar, it says 'You are not logged in'. Below the navigation bar, there is a breadcrumb trail: Home > Confirm your account. The main content area contains a message: 'An email should have been sent to your address at **melissacasper@sbcglobal.net**. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' At the bottom of the message, there is a 'Continue' button.

10. Login to your email
11. Follow the instructions in the Confirmation email (it will come from the Help Desk)



12. Once you click on the link in the confirmation email you should see this screen:



13. Send an email to [helpdesk@spst.edu](mailto:helpdesk@spst.edu) letting us know you have created your account. The helpdesk needs to add your student id # to your Moodle account to allow you access to your courses.

## Accessing Moodle

1. Go to <http://moodle.spst.edu> from any computer linked to the Internet  
**OR**
2. Go to <http://www.spst.edu/> from any computer linked to the Internet
3. Click on the **Moodle** link at the top of the page
4. Type in your **login name** and **password**.
5. Click **Login**

SPST SPST Self-Service Email KC Library Catalog OCU Library You are not logged in. [Log in](#)

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6. You will now see a list of your courses. Click on a course name (i.e. COS 112.A-2010.COSS Theology in the Wesleyan Spirit) to access the course material.