Moodle Account Creation

Contact the Saint Paul Help Desk at **(913) 253-5030** or email 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](http://moodle.spst.edu) from any computer linked to the Internet
2. Go to [http://www.spst.edu/](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
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**

You will get the following screen:
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 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
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
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.