

## Welcome to Moodle!

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Moodle is the Virtual Learning Environment (VLE) used by all staff and students at **ONCAMPUS**. To ensure that the content is accessible to all users, English will be the only language used on the platform.

This series of quick start guides will include details on how to log in, update your profile and access your relevant centre, course pages and resources. They will also explain how to navigate around Moodle and who you should contact if you have any technical issues or questions.

### Part 1 – Logging in

#### 1.1 – Verifying your email address

You need to **verify your email address** on the CEG Student Portal **BEFORE** you log in to Moodle. If you have already verified your email address, please skip to 1.2 – Logging in to Moodle.

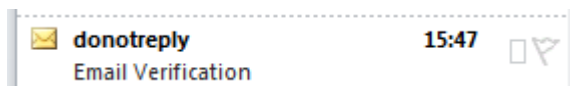
**Step 1** – Go to [my.oncampus.global](https://my.oncampus.global)

**Step 2** – Log in using your CEG username and password.

**Step 3** – You will see a red alert at the top of the screen stating ‘Personal email address is not verified.’ Click on the purple ‘Verify Now’ button which will send an email to your personal email address.

**Personal email address is not verified** **Verify Now**

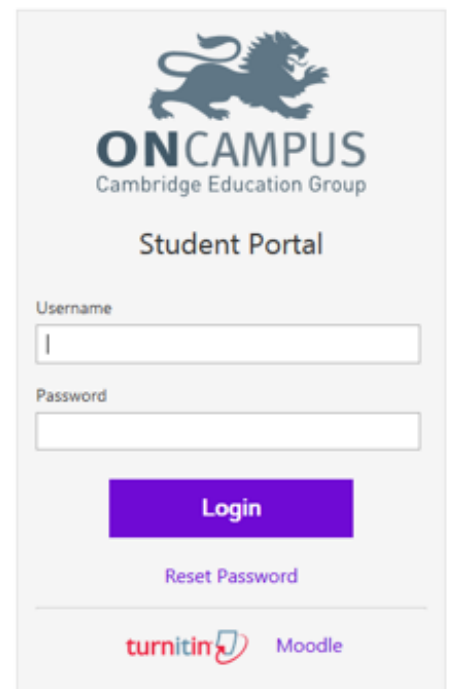
**Step 4** – Log in to your personal email account (Hotmail, Gmail, Outlook etc.) You should have received an email from CEG. It will be from a ‘donotreply’ email address and have the title ‘Email Verification.’



If you cannot find the email, please check in your spam/junk folder.

**Step 5** – Click on the link in the email to verify your email address.

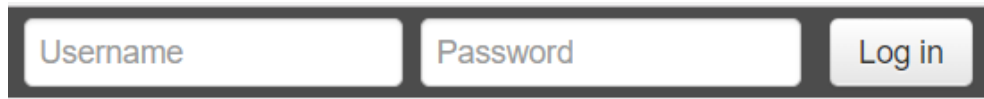
**CONGRATULATIONS!** Your email address has been verified and you can now move onto 1.2 – Logging in to Moodle.



## 1.2 – Logging in to Moodle

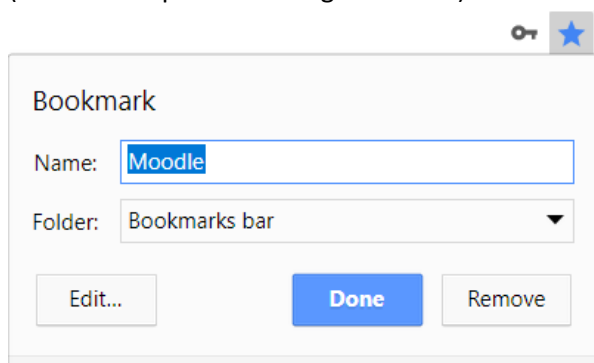
**Step 1** – Go to [moodle.uncampus.global](https://moodle.uncampus.global)

**Step 2** – Type your username and password into the box in the top right hand corner of the page. These are the same details you used to log in to the CEG portal. Your username is the first part of your email address, without ‘uncampus.global.’ For example, if your email address is LS1234@uncampus.global, your username is LS1234.



The image shows a Moodle login form with three input fields: 'Username', 'Password', and a 'Log in' button. The fields are arranged horizontally in a dark-themed bar.

**Step 3** – Once you are logged in, set the Moodle page as a favourite on your web browser so you can easily access it the next time you log in. You can do this by clicking on the star icon at the end of the web address search bar and add this to your Bookmarks bar. Please note this may vary depending on which web browser you are using (below example is for Google Chrome).



The image shows a browser bookmark dialog box. The 'Name' field contains 'Moodle' and the 'Folder' dropdown is set to 'Bookmarks bar'. There are 'Edit...', 'Done', and 'Remove' buttons at the bottom.

There is also a link to Moodle on the login screen to the CEG Student Portal.

**CONGRATULATIONS!** You have successfully logged in to Moodle and can start using the platform to access a wide range of resources to support you during your course.

**NEXT STEPS** → Read Part 2 to find out how to view and update your profile.

### **HELP!**

If you are having any problems with logging in to Moodle or are stuck on any of the steps in this guide, please speak to your tutor who will be able to help you. If you are still having problems, please email [lslater@uncampus.global](mailto:lslater@uncampus.global)