Updating Your Profile in Moodle

When you initially login to moodle you are provided with a profile page. Each of the highlighted areas marked with a red * must be completed.

It is very important to get the Email address section right first time. The email should be the your college email address e.g. Matriculation number followed by @student.slc.ac.uk

e.g. if your matriculation was 7654321 your email address should have been

7654321@student.slc.ac.uk

You should select Update profile at the bottom of the page and the screen will show a page of the following. You should scroll to the bottom of the page and click continue. If you are successful you should be able to enrol on a course.
Failure to get the email address right will mean the Update profile page will show every time you try to login to a course.

Resolution

Access your profile page and ensure all red *areas have been filled. If the email address was entered incorrectly you should correct this and scroll to bottom of page and select Update profile. Again the screen will be full of the following. Scroll to the bottom and a message will be displayed to say you have requested a change of email address and for security reasons an email message has been sent to your new address. You need to open the email and click on the link to update your email address.

To access GroupWise open Internet Explorer or Firefox and enter the following address
https://studentmail.slc.ac.uk/gw/webacc

Click on Continue to this website to be able to access your email account.
Login with your network Username and Password

**email system**

**Login to email:** When connected to email system the login screen will be presented:

**Username:** Same as Login Name (Matriculation Number)

**Password:** Same as network Password

Then click Login button

Open the email as below

Click on the link and it will take you to your successful email change page. Click Continue and you will be presented with your Profile page.
If you are still unable to access courses select Edit Profile and without making any changes click on Update profile at the bottom of the page.

If you are still unable to access courses please speak to your lecturer who will arrange for the Moodle Co-ordinator to try and resolve this.