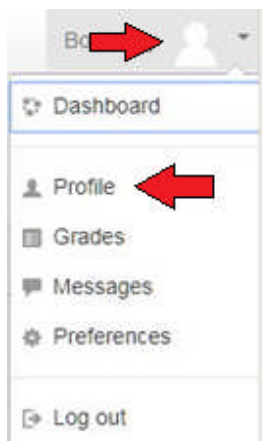


## Log in

Username

Password



## To properly use Moodle, you must update all fields Instructions for Updating your UserName and Information in Moodle

Moodle sorts by FIRST name. Since most programs sort data by LAST name (surname), names need to be entered in **REVERSE ORDER**.  
(Put your FIRST name in the SURNAME box and your LAST name in the FIRST name box)

Step-by-Step instructions

1. Log on to Moodle <https://springsoft.com/moodle>
2. Log into your course.
3. Click on your name/image in top right hand corner and select Profile.
3. Click Edit Profile

The actual layout of screen items may vary.

### User account

- **Edit profile**
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Messaging

In EDIT PROFILE Screen edit your information. First edit your name. The number is associated with your school number. (see below)

Sample Data	Your actual data
First name* <input type="text" value="4Maneiro"/>	
Surname* <input type="text" value="Camila"/>	

In this example, the student belongs to Doral Academy High School because of the 4 before the last name in the First Name\* field.

Depending on your school, use the following single digits: 1-3029, 2-6030, 3-7009 and 4-7020

**Make sure that your First name and Surname are configured like the sample.**

**Check that your email is correct.**

**SET City/Town: DORAL2030**

**Note: the DATE is your GRADUATION YEAR. This student in the sample will graduate in 2030.**

Select a country

**You MUST select United States.**

**Students NOT from the United States will be automatically deleted. Deleted Students LOSE ALL WORK!**

Scroll down to **OPTIONAL**. You will probably need to click the arrow to Show the fields. Fill in ID number, Institution and Department.

<div><div>Optional</div><div><div>ID number</div><div></div></div><div><div>Institution</div><div></div></div><div><div>Department</div><div></div></div><div><div>Phone</div><div></div></div><div><div>Mobile phone</div><div></div></div><div><div>Address</div><div></div></div></div>		Enter you ID number
		<b>DORAL20##</b> (grad year)
		Enter your period number
		Enter your phone number
		Enter your mobile phone number
		Enter your mailing address

1. Fill in your student ID number

2. For Institution use the same entry as you did for City/Town. Ie. DORAL2028

3. For DEPARMENT the PERIOD number for you Koski class. If you do not have Mr. Koski in a class, enter **9**.

4. Enter information for PHONE, Mobile phone and Address.

A grade will be assigned when all this information is correctly entered.