

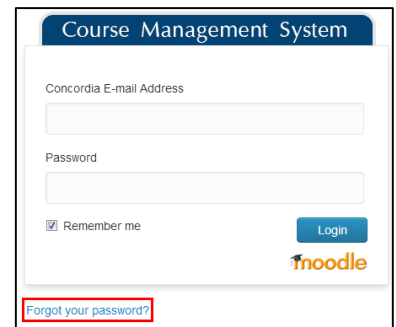
# Moodle

## Faculty Access

A Course Management System (CMS) is a software package designed to help create quality online courses. Concordia University College of Alberta has implemented a CMS, using Moodle, to allow instructors and students to interact in a number of ways. Using Moodle, you can access course materials, upload assignments, participate in online discussions, and more. This guide outlines how to log in to use these services.

1. In the address bar of your web browser, enter [courses.concordia.ab.ca](http://courses.concordia.ab.ca) to navigate to the Moodle web site.

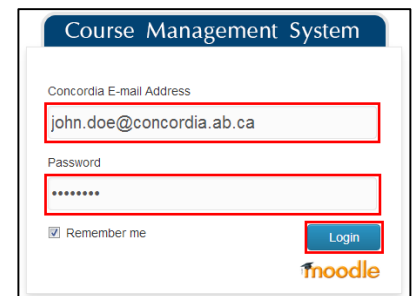
2. **If you have not used Moodle or Concordia Web Sign-in before, or you have forgotten your password**, click the “**Forgotten your password?**” link to request a password reset link, otherwise, skip to step 3.



- To reset your password, enter your **non-Concordia email address** (johndoe@gmail.ca) on file with HR and your **date of birth**, and then click the “**EMAIL ME A RESET LINK**” button. The password reset link will be sent to your non-Concordia email account. Follow the link to create a new password.



3. In the Web Sign-in box, enter your Concordia email address ([john.doe@concordia.ab.ca](mailto:john.doe@concordia.ab.ca)) and your password, and then click the “**Login**” button.



4. Enter your course by clicking on the name of the course (Note: Blue links indicate a course is visible to students and grey links indicate a course is hidden from students).

[\(1-MAY-2013\)PSY 104\(P\): Basic Psychological Processes](#)

Teacher: [\[redacted\]](#)

[\(1-JAN-2013\)PSY 104\(D\): Basic Psychological Processes](#)

Teacher: [\[redacted\]](#)

If you have any questions or concerns about Moodle, please feel free to contact the IT Services Help Desk by email at [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca), or by telephone at 780.479.9316.