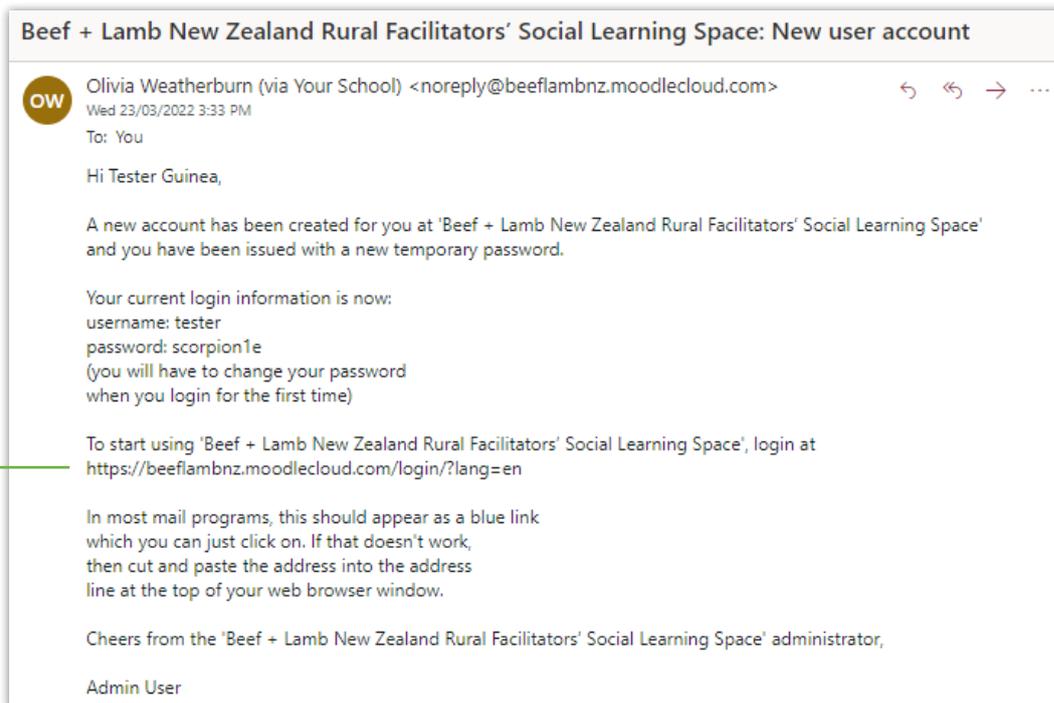


Guide to setting up your Moodle account for users



Beef + Lamb New Zealand staff will register you for the forum once you've sent your full name to regioncoordinator@beeflambnz.com.

Once you are registered you will receive an email that will look like this.



We recommend you write down the password or use the copy function on your phone or computer to have the password ready.

Your user name will be your first and last name combined in lower case e.g.minniemoose.

- 1 Click on the link in the email (above) and you will be directed to a page that looks like this (below) where you can add your sign in details.



- 2 You will then be asked to set up a password you will remember.

Tester Guinea Message

Dashboard / Preferences / User account / Change password

You must change your password to proceed.

Change password

Username: tester

Current password: (Error icon)

New password: (Error icon)

New password (again): (Error icon)

Save changes

There are required fields in this form marked **i**.

- 3 Push continue then accept the two policies and push next (if the screen doesn't look like the below select 'Site Home' tab on left hand column).

Beef + Lamb New Zealand Rural Facilitators' Social Learning Space

Dashboard / Policies and agreements

Before continuing you need to acknowledge all these policies.

Consent

Please agree to the following policies

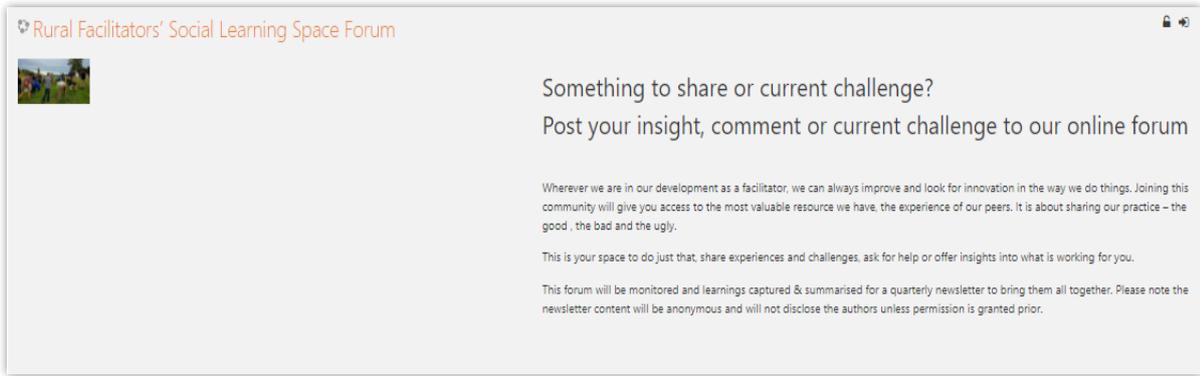
MoodleCloud policy
Please refer to the full MoodleCloud policy if you would like to review the text.
 I agree to the MoodleCloud policy (Error icon)

MoodleCloud cookies policy
Please refer to the full MoodleCloud cookies policy if you would like to review the text.
 I agree to the MoodleCloud cookies policy (Error icon)

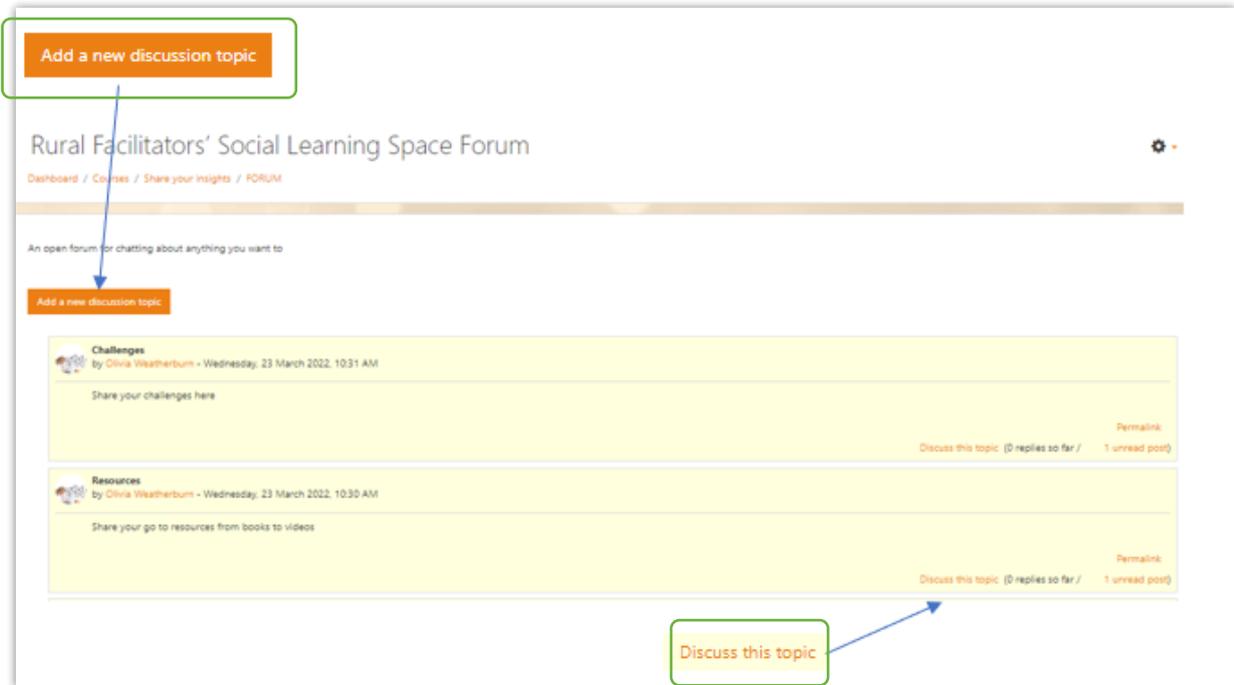
There are required fields in this form marked **i**.

Next

- 4 You will be directed to the site home page where you will see the courses. Select the 'Rural Facilitators' Social Learning Space Forum.



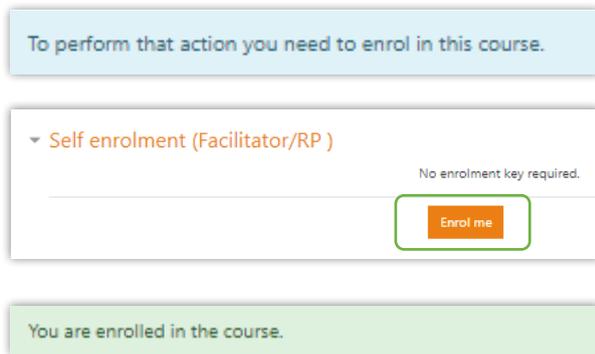
- 5 To discuss a topic already listed click the 'Discuss this topic' to right of the topic listed or 'Add a new discussion topic'.



NOTE: When you first enter the forum you will need to enrol as a student. This alert will appear on your screen.

Simply scroll to bottom of page and click '**Enrol me**'.

You will then get the following alert pop up and you are ready to participate in the forum.



Any further questions please contact project lead Olivia Weatherburn olivia.weatherburn@beeflambnz.com or 027 801 7868. Happy connecting!