

## Moodle – Registration

### *Introduction*

This page explains the registration process for our course Moodle site. You can print this sheet out if needed to help you register.

1. Open a web browser and enter the URL: <http://www.eigohyogen.com/moodle/>
2. Click on your course – Check the name, day and period.
3. Click the “Create new account” button on the right. (READ INSTRUCTIONS)
4. Enter your information in the New Account Form:
  - a. Username: Something easy to remember, e.g. student number (e3107000)
  - b. Password: Again, something easy to remember but that only you know.
  - c. E-mail Address: Please use your KOBE GAKUIN E-MAIL ADDRESS.
  - d. E-mail (again): Check carefully for mistakes.
  - e. First name: This is your given name, e.g. Taro (first letter capitalized)
  - f. Surname: This is your family name, e.g. Ueshima (first letter capitalized)
  - g. City/town: Hometown or current city, e.g. Kobe (first letter capitalized)
  - h. Country: Click and drag to Japan, then let go.
5. If there are no mistakes, click the “Create my new account” button.
6. A message should appear saying that an e-mail has been sent to your account.
7. Check your e-mail for a message from English Expressions (Eigo Hyogen).
  - a. If you can, click on the link and this will open your web browser.
  - b. If you can't click on the link, copy the full URL (from http to your user name) and paste it into the address bar in your browser.
8. You should arrive at a page with the name of your class. You will need to enter the enrolment key given to you on the first day of class. This is a five digit secret code. Type in exactly as it is written, i.e. capital letters and hyphen.
9. Click on the “enroll me in this course” button.
10. You are now registered for the Moodle site. Next time you visit, enter your username and password in the left side of the sign in page.

GOOD LUCK! Contact your instructor if you are still having trouble registering.