Moodle Account Creation

Contact the Saint Paul Help Desk at (913) 253-5030 or email helpdesk@spst.edu with any questions. The help desk is staffed Monday-Friday from 8:00am-5:00pm.

Creating a Moodle Account

1. Go to https://moodle.spst.edu from any computer linked to the Internet
   OR
2. Go to https://www.spst.edu/ from any computer linked to the Internet
3. Click on the Moodle link on the upper right-hand side of the page
4. Click on the Create New Account link in the Login box
5. Type a **username**
6. Type a **password** (Check the Unmask box to see if you typed it correctly)
7. Fill in the Required information for **Email address, First Name, Last Name, City and Country**
8. Click the **I’m not a robot** box
9. Click on **Create my new account**
10. Login to your email
11. Follow the instructions in the Confirmation email (it will come from the Help Desk)
12. Once you click on the link in the confirmation email you should see this screen:

13. Send an email to helpdesk@spst.edu letting us know you have created your account. The helpdesk needs to add your student id # to your Moodle account to allow you access to your courses.
Accessing Moodle

1. Go to https://moodle.spst.edu from any computer linked to the Internet OR
2. Go to https://www.spst.edu/ from any computer linked to the Internet
3. Click on the Moodle link on the upper right-hand side of the page
4. Type in your login name and password.
5. Click Login

6. You will now see a list of your courses. Click on a course name (i.e. COS 112.A-2010.COSS Theology in the Wesleyan Spirit) to access the course material.