

# Moodle Account Creation

Contact the Saint Paul Help Desk at **(913) 253-5030** or email [helpdesk@spst.edu](mailto: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

The screenshot displays the Moodle login interface for Saint Paul School of Theology. The browser address bar shows <https://moodle.spst.edu>. The top navigation bar includes links for SPST, SELF-SERVICE, EMAIL, KANSAS CITY LIBRARY, OCU LIBRARY, and SPST STUDENT COUNCIL KS. The main content area is divided into two columns. The left column features a 'Site news' section with three articles: 'Fall 2019 registration opens Monday March 25, 2019', 'Presidential Profile Survey', and 'Welcome to Saint Paul!'. The right column contains a 'LOGIN' section with a form for Username (pre-filled with 'melissac') and Password, a 'Remember username' checkbox, and a 'Log in' button. Below the 'Log in' button, the links 'Create new account' and 'Lost password?' are highlighted with a red rectangle. Below the login section, there is an 'ONLINE USERS' section showing a list of active users and a 'MAIN MENU' section with links to 'SPST Course Schedule w/ RCCM #'s, 'Student Handbook', and 'SPST iPhone Email Setup'.

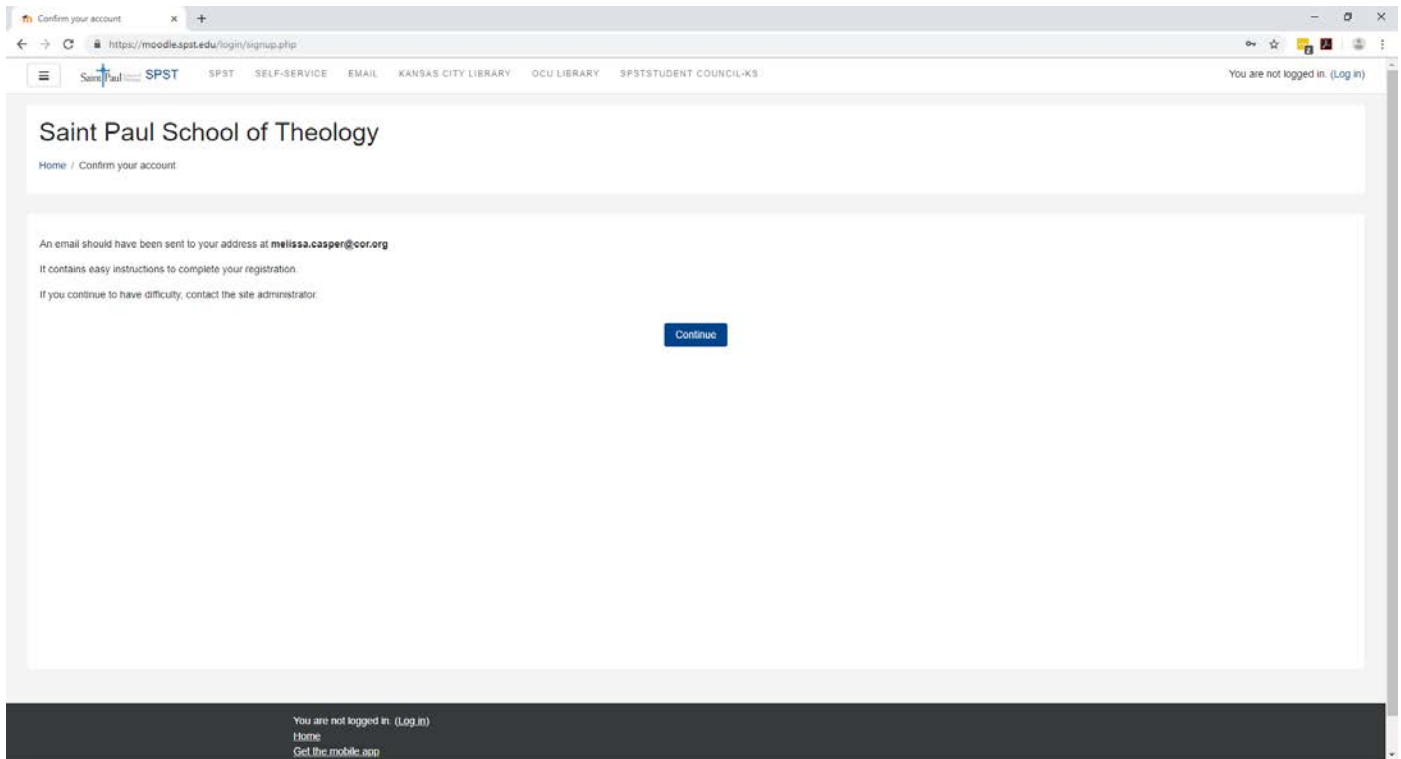
5. Type a *username*
6. Type a *password* (Check the Unmask box to see if you typed it correctly)
7. Fill in the Required information for *Email address, First Name, Last Name, City* and *Country*
8. Click the *I'm not a robot* box
9. Click on *Create my new account*

The screenshot shows a web browser window with the URL <https://moodle.spst.edu/login/signup.php?>. The page features the Saint Paul School of Theology logo at the top. Below the logo, the heading "New account" is displayed. The form is organized into sections:

- Choose your username and password:** Includes fields for "Username" (containing "melissac") and "Password" (masked with dots).
- More details:** Includes fields for "Email address", "Email (again)", "First name", "Last name", "City/town", and "Country" (set to "United States").
- Security question:** Includes a checkbox for "I'm not a robot" and a CAPTCHA image.

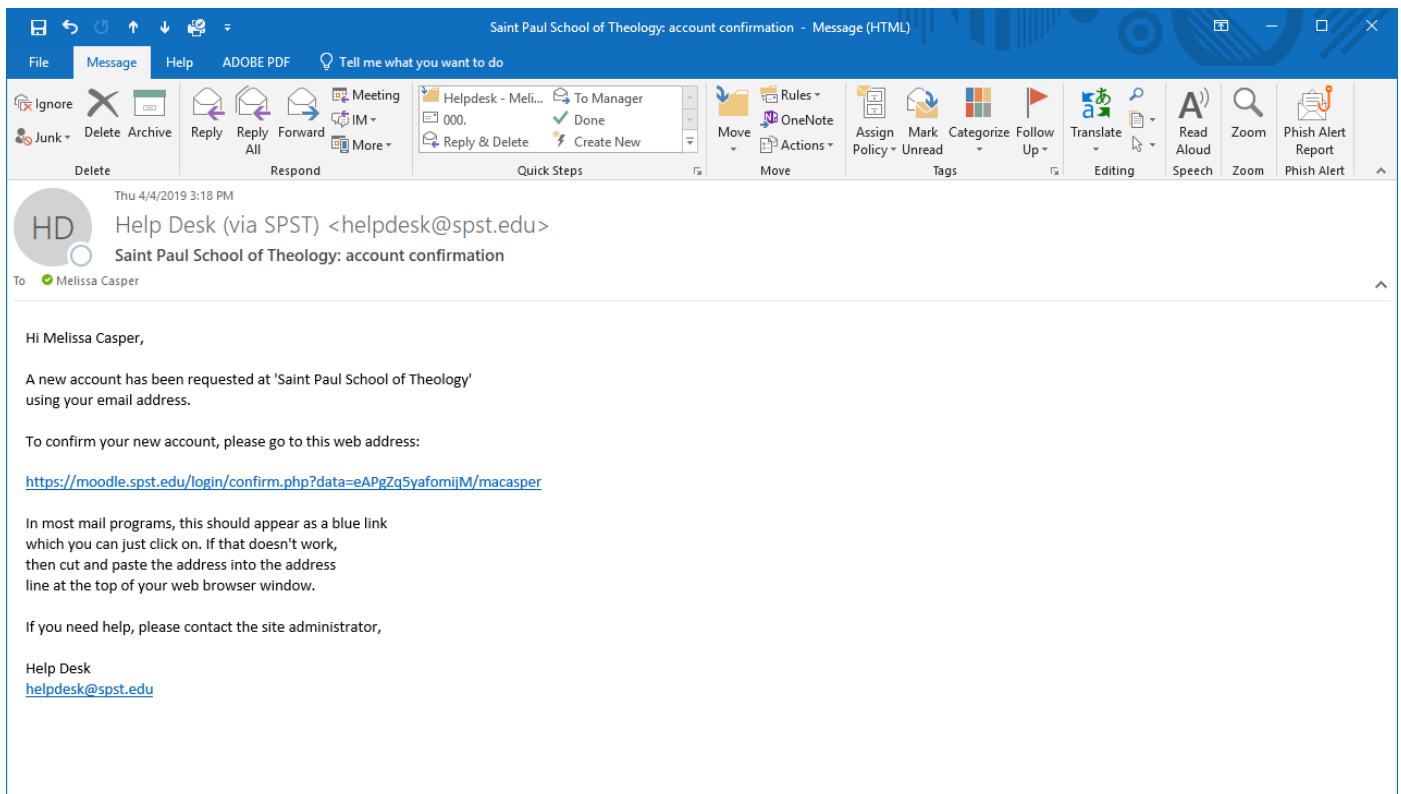
At the bottom of the form, there are two buttons: "Create my new account" and "Cancel". A message at the bottom of the form states: "There are required fields in this form marked [red exclamation mark icon]".

You will get the following screen:

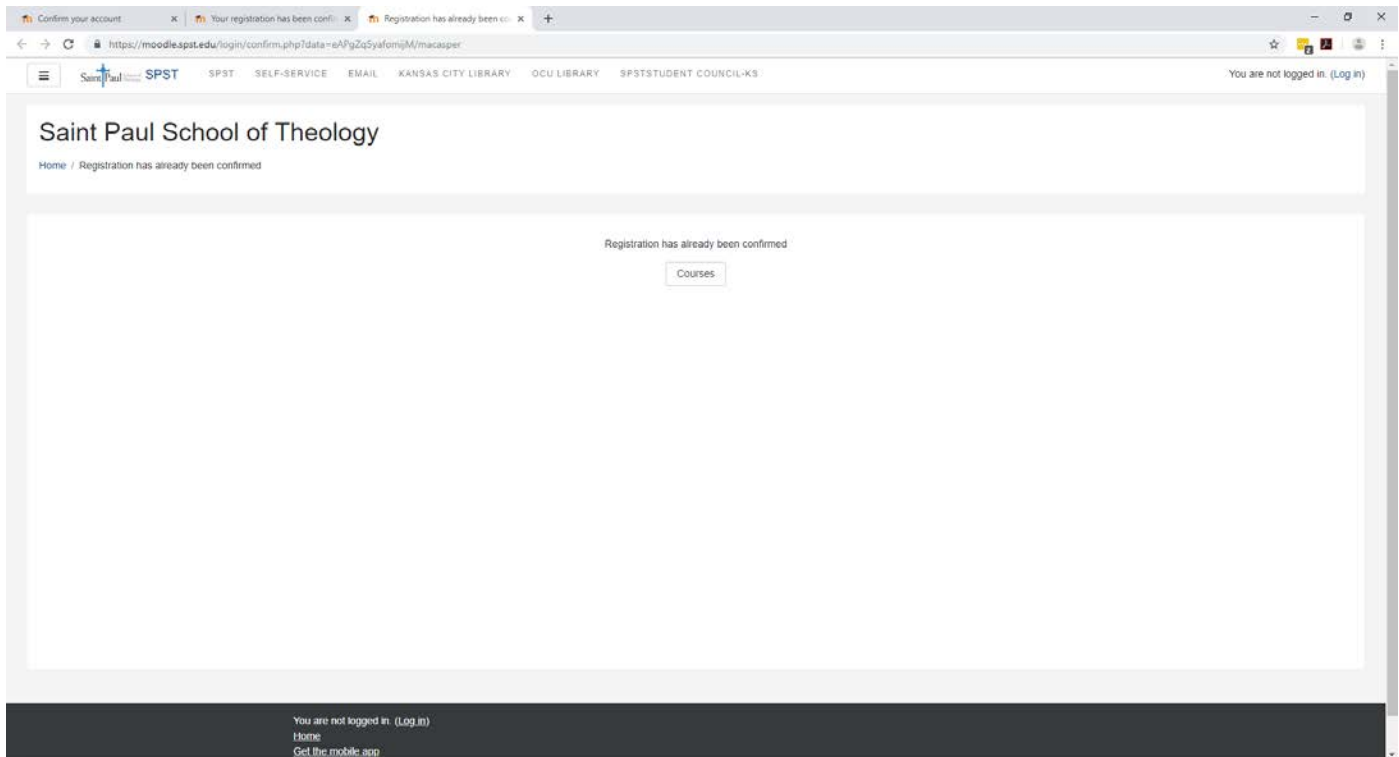


10. Login to your email

11. Follow the instructions in the Confirmation email (it will come from the Help Desk)



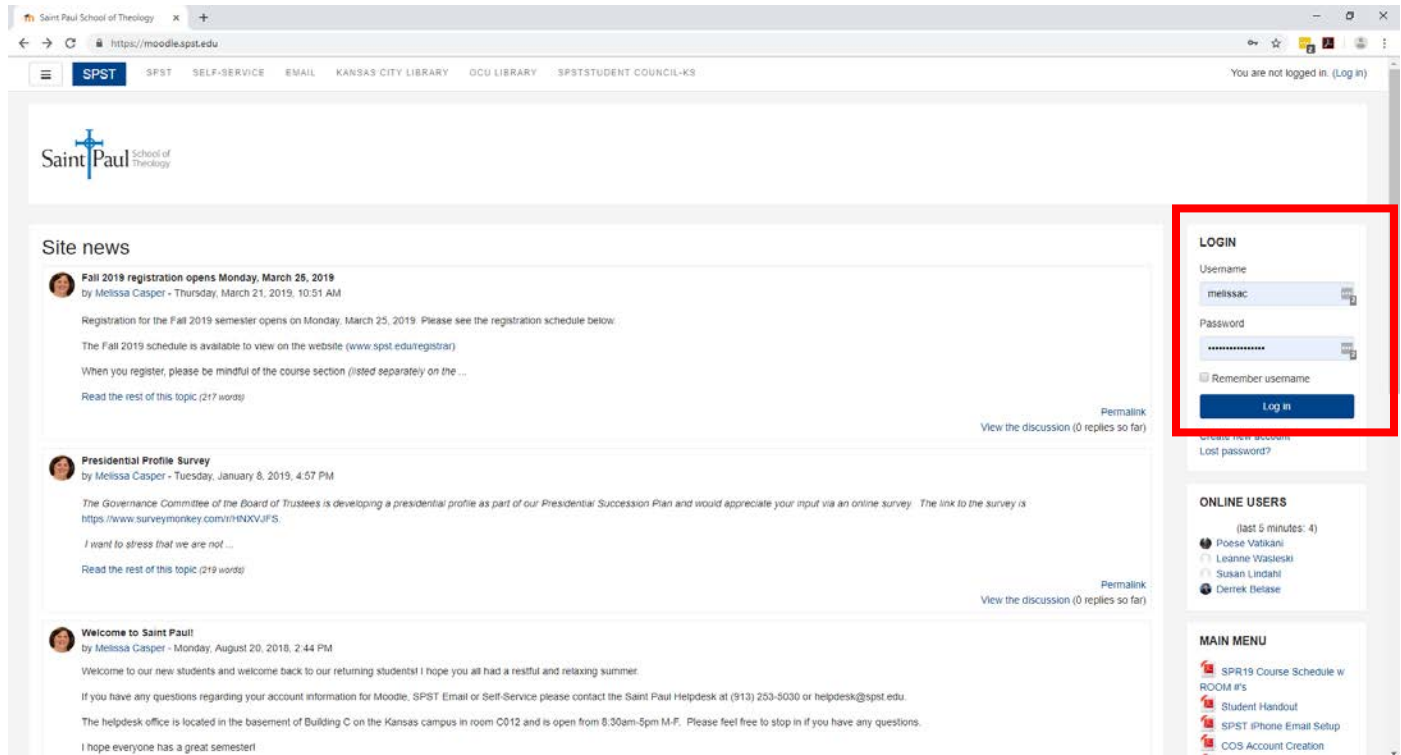
12. Once you click on the link in the confirmation email you should see this screen:



13. Send an email to [helpdesk@spst.edu](mailto: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**



The screenshot shows the Moodle login page for Saint Paul School of Theology. The page layout includes a navigation menu at the top with links for SPST, SELF-SERVICE, EMAIL, KANSAS CITY LIBRARY, OCU LIBRARY, and SPSTSTUDENT COUNCIL-KS. The main content area features a "Site news" section with three articles: "Fall 2019 registration opens Monday, March 26, 2019", "Presidential Profile Survey", and "Welcome to Saint Paul!". On the right side, there is a "LOGIN" form highlighted with a red box, containing fields for Username (pre-filled with "melssac"), Password, and a "Remember username" checkbox, with a "Log in" button below. Below the login form are sections for "ONLINE USERS" and "MAIN MENU".

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.