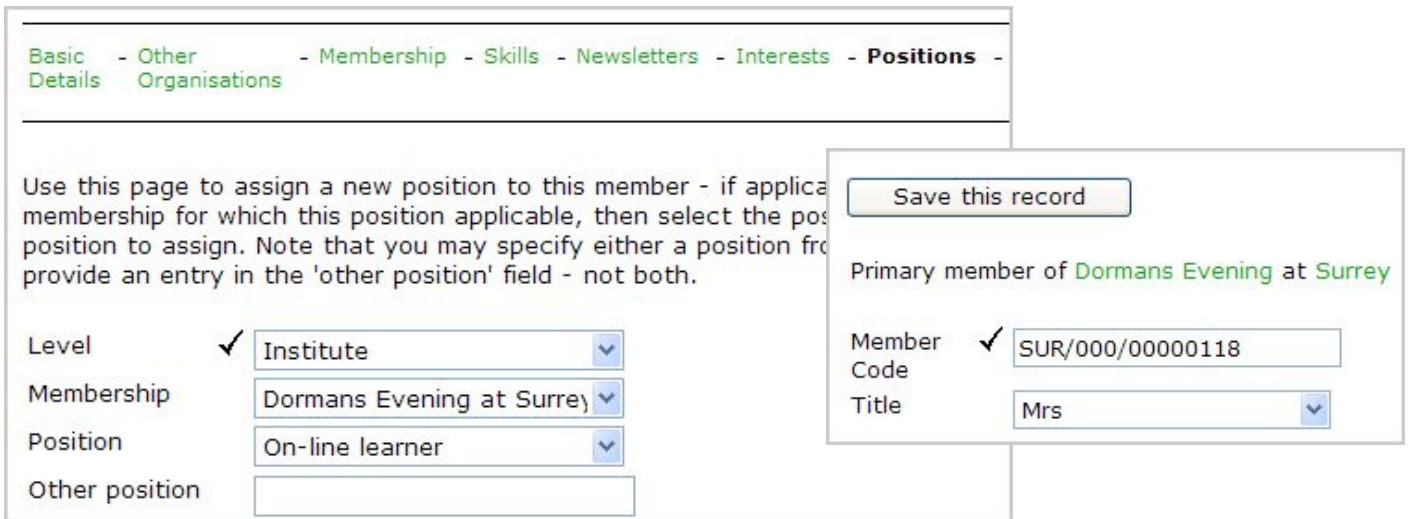


# The WI Moodle

**Step 1:** To become a registered user of the WI Moodle you have to initially express your interest to your local Membership Communication System (MCS) representative. She will issue you with your Member Code - keep this information safe as you will need the information to access the WI Moodle.

Don't forget to check that your e-mail address is correct within the system and that your MCS rep has ticked to say that you're interested in being an online learner. This is an important action to take.



Basic - Other - Membership - Skills - Newsletters - Interests - **Positions** - Details Organisations

Use this page to assign a new position to this member - if applicable membership for which this position applicable, then select the position to assign. Note that you may specify either a position from the list or provide an entry in the 'other position' field - not both.

Save this record

Primary member of Dormans Evening at Surrey

Level ✓ Institute

Membership Dormans Evening at Surrey

Position On-line learner

Other position

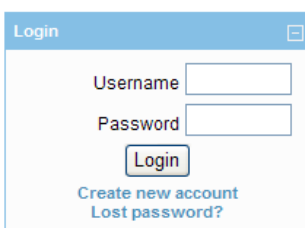
Member Code ✓ SUR/000/00000118

Title Mrs

Within a short period of time (approx 2 weeks) you will be added to the Moodle area.

**Step 2:** Return to this website <http://www.witraining.org.uk/>.

**Step 3:** You need to login.



Login

Username

Password

Login

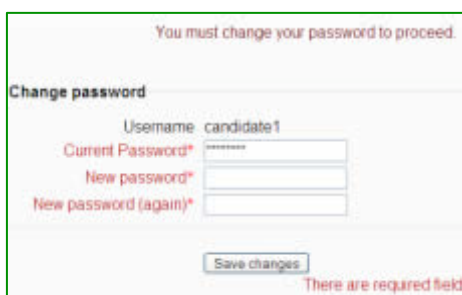
Create new account  
Lost password?

Your username is your WI Member code – **for example** LAN82109999999 (*you will note that there are no symbols or spaces within the user name*) Don't forget that your MCS rep should have given you your Member Code.

You then enter the word **password**. Click on Login.

Your browser may prompt to remember your login details. It can be useful to confirm 'Yes' so it makes it easier the next time you visit the site.

You will be prompted to change the password - please do so and save the changes. *It is a good idea to use at least 6 characters in a password but do not include any spaces.*



You must change your password to proceed.

Change password

Username candidate1

Current Password\*

New password\*

New password (again)\*

Save changes

There are required field

**Step 4:** Once you have logged in you will see the General Information area. Click on the words 'General Information' to enter the area.