

I have lost my Password

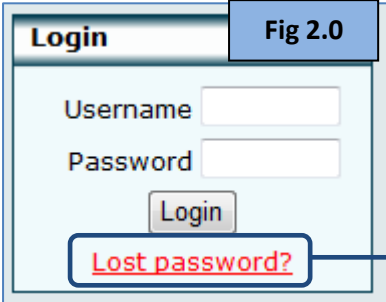


Fig 2.0

Login

Username

Password

Login

[Lost password?](#)

1

1. **Lost password** – Within the 'Login' box on the Moodle homepage, Click once on the 'Lost password' link as shown within Fig 2.0 above.

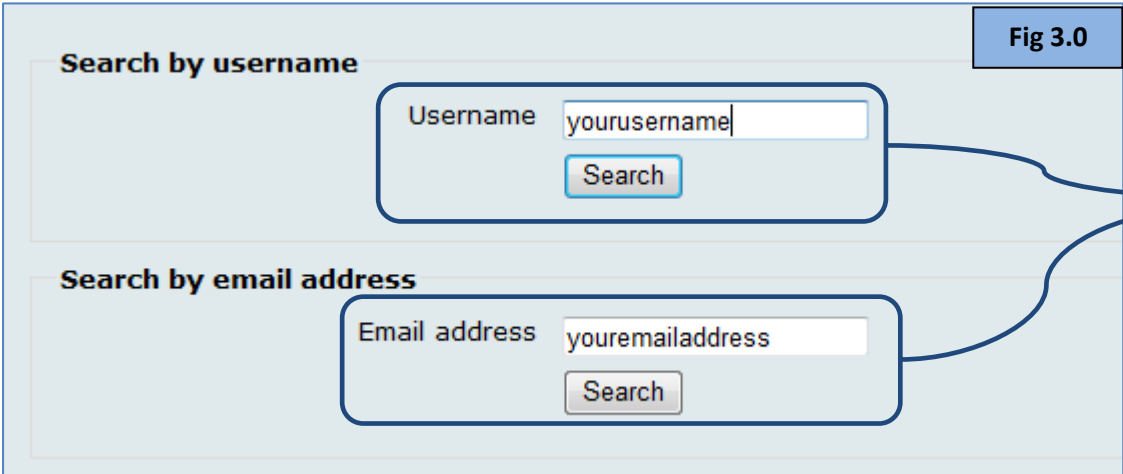


Fig 3.0

Search by username

Username

Search

Search by email address

Email address

Search

2

2. **Username or Email address** – Either type in your username or your email address. Once you have typed in your details within one of the fields above click on the 'Search' button.

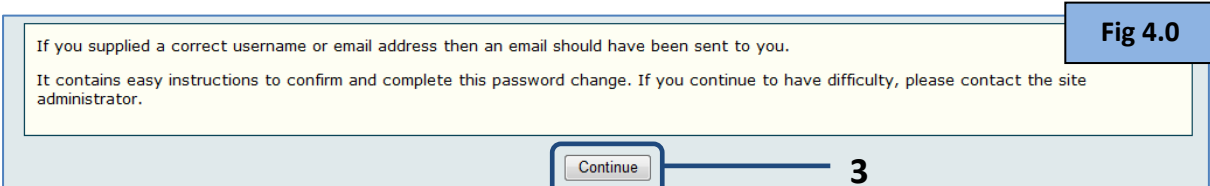


Fig 4.0

If you supplied a correct username or email address then an email should have been sent to you.
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

3

3. **Continue** – Once you have entered your details within Fig 2.0 you will be presented with the information found within Fig 3.0 above. Click on the 'Continue' button and make your way to your email account.

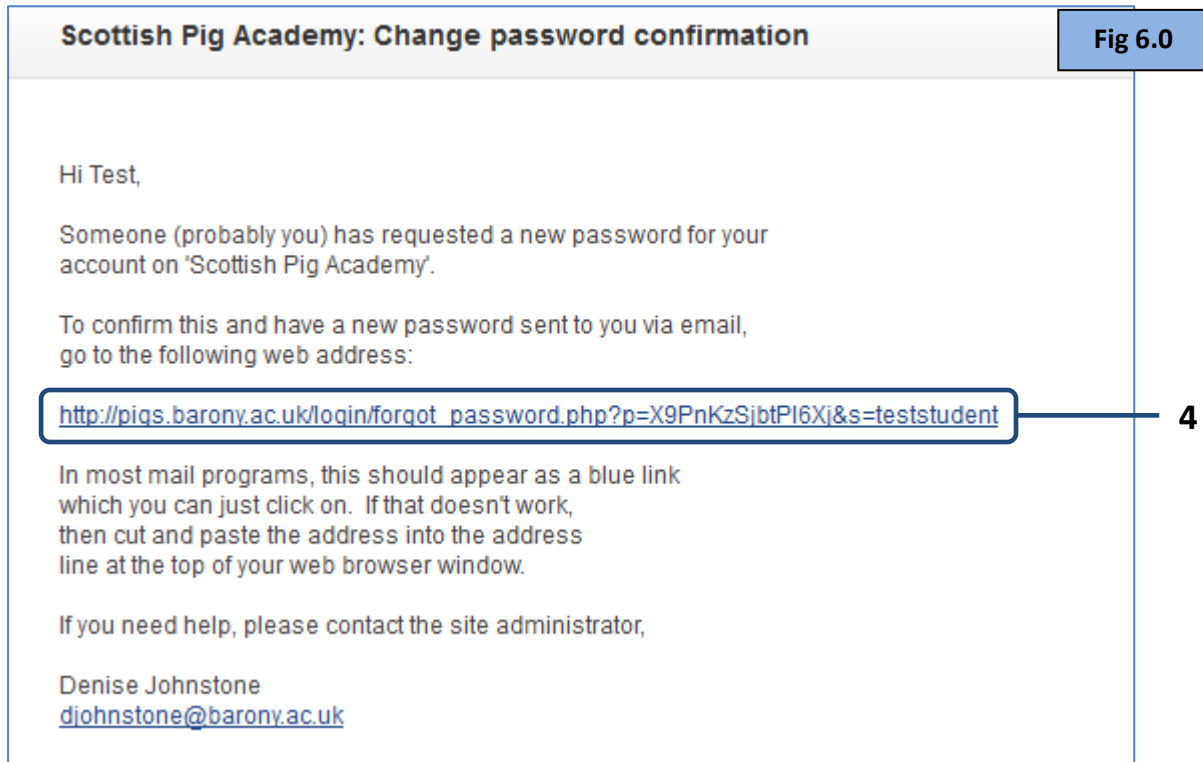
Fig 5.0

Denise Johnstone

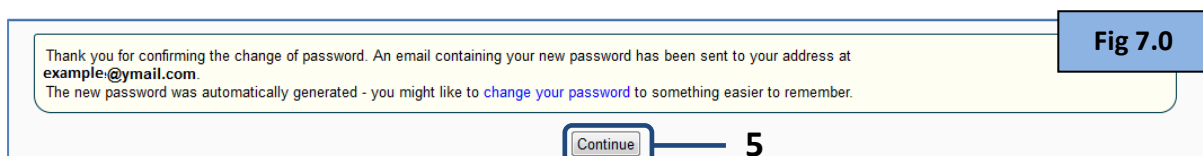
Scottish Pig Academy: Change password confirmation

The next step we need to do is login to your email account. Once logged into your email account go to your inbox and look for an email from Denise Johnstone with the subject 'The Scottish Pig Academy: Change password confirmation', as shown within Fig 5.0 above.

If you do not see the email within your inbox try looking in your 'Junk' folder.



- 4. **Hyperlink** – Read the email message (above Fig 6.0) and click on the blue hyperlink. Once you have clicked on the hyperlink a Web browser will open which will display a confirmation message, as shown within Fig 7.0 below.



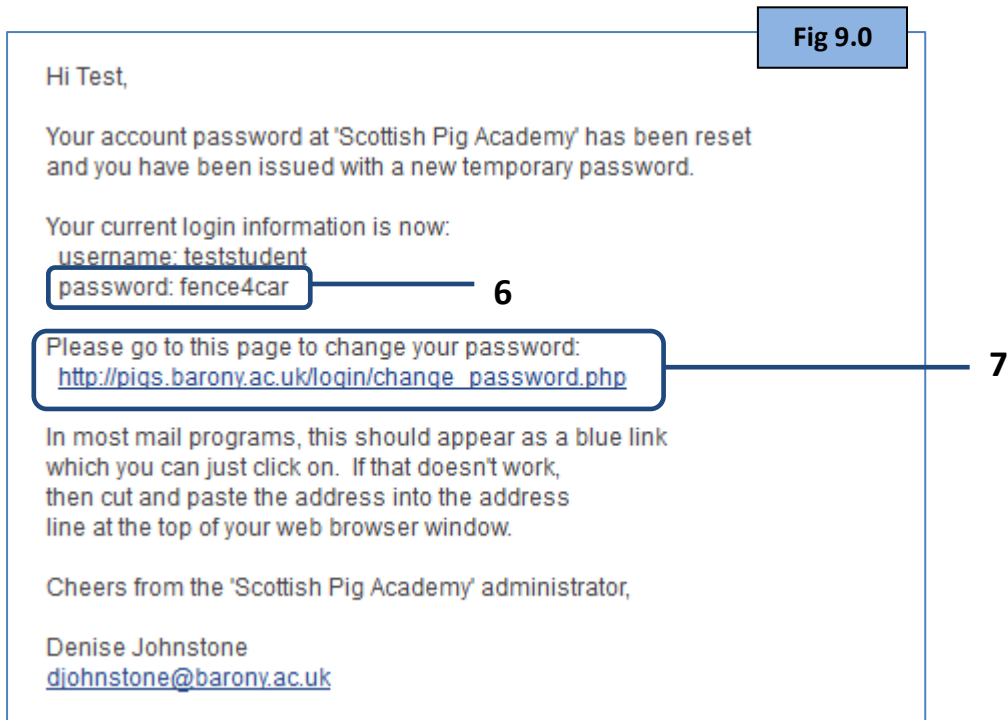
- 5. **Continue** – Read the message (above Fig 7.0) and click on the 'Continue' button, which will take you to the Pigs Moodle.

The next step is to basically go back to your email account and look for 'The Scottish Pig Academy: Changed Password' message, as shown within Fig 8.0 below.

Fig 8.0

Denise Johnstone

Scottish Pig Academy: Changed password



6. **Password** – Within your email message is a temporary password, this is the password you will use in order to access Moodle to create a new password, as shown within Fig 9.0 above.
7. **Hyperlink** – Again, we need to click on the hyperlink, which will take you to a login page, as shown within Fig 10.0 below.



8. **Username** – Type in your username.
9. **Password** – Type in the temporary password which was provided within the email.
10. **Login** – Click on the 'Login' button.

The image shows a 'Change password' form with the following elements:

- Username:** testuser
- Current password*:** A text input field containing seven dots, highlighted with a blue box and callout 11.
- New password*:** A text input field containing six dots, highlighted with a blue box and callout 12.
- New password (again)*:** A text input field containing six dots, highlighted with a blue box and callout 13.
- Buttons:** 'Save changes' and 'Cancel' buttons at the bottom. The 'Save changes' button is highlighted with a blue box and callout 14.

Fig 11.0

11. **Current password** – Carefully type in the temporary password which was provided to you within the email.
12. **New password** – Carefully type in your new password.
13. **New password (again)** – Again, carefully type in your new password, which you typed within the 'New password' field.
14. **Save changes** – Click on the 'Save changes' button which will save your new password.

NOTE: Next time you login to the Pigs Moodle, you will need to use your new password which you entered within Fig 10.0 above.

If you have any problems email Denise Johnstone at: djohnstone@barony.ac.uk