Getting Started in Moodle:
Logging in and Self-Enrolling in your Course Sites.

1. Log in with your **BardMail username** (everything before the "@bard.edu" in your email address) and your **BardMail password**.

If you've forgotten your Bard Moodle username or password, contact:

**Bard Helpdesk at (845)-758-7500**
**or helpdesk@bard.edu**

2. Click the **Login** button.

3. Your **Profile page** will open.

4. Complete your profile.
   - Enter your *preferred* email address.
   - Enter your city/town
5. Once you are logged in, locate your course site(s). Courses are listed on the main page by:

- Semester and Year
  - then by Division
    - then by Course Title

6. Once you’ve located your course, click on its title.

7. To enroll in a course you’ll need the course’s Enrollment Key. Contact your professor if you do not yet know the key.

**NOTE:** enrollment keys are case sensitive and may include the semester code and year. Example: habitusF13

8. Enter the enrollment key in the space provided and click the Enroll me in this course button. Moodle will ‘register’ you in that course and bring you to that course's main page.

**Note:** When you go back to Moodle’s main page after completing this final step, you’ll find a direct link to the course (or courses) you’ve added in your My Courses block in the top left area of your screen.

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