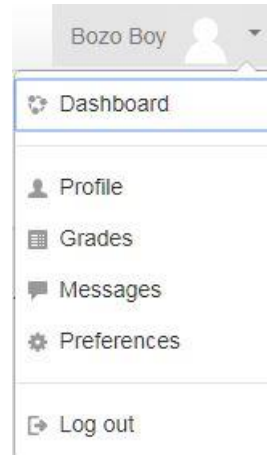


Instructions for Updating your UserName in Moodle

For some reason, Moodle sorts by FIRST name. Since most programs sort data by LAST name (surname), names will have to be entered in reverse order. (Put your FIRST name in the SURNAME box and your LAST name in the FIRST name box)

Step-by-Step instructions

1. Log on to Moodle (<http://www.springssoft.com/moodle30>)
2. Click on your name/image in top right hand corner and select Preferences.
3. From the Preference Screen, click Edit Profile



Log in

Username

Password

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Messaging](#)

4. Here you can edit your name.

First name*

Surname*

In this example, the student belongs to Doral Academy High School.
1-3029, 2-6030, 3-7009 and 4-7020

SET City/Town: Doral2023

Note: the DATE is your GRADUATION YEAR. This student will graduate in 2023

Select a country

Students NOT from the United States will be automatically deleted. Deleted Students LOSE ALL WORK!