27 March 2020

Dear STADIO School of Education Staff and Students

This past week has seen both School of Education CL and DL ECI servers upgraded, with all course and user data migrated to provide you with a new Learning Management System experience with new features and functionality.

In keeping with International Information Security Standards, no user passwords were transferred to these new servers when migrating your personal account details. When first accessing the new servers you will need to attempt to login using your username and password as normal, at which point the server will email your staff or student email address a link, which you will use to set a new password and access the system for the first time. This process is documented step by step below, to assist you.

Before following the step by step process, please note the following important points:

- Owing to the National Lockdown period to address and lower the Covid-19 curve, Staff and Students are working from home and may not have access to WiFi for Internet access. It is essential that you have an active Internet connection in order to receive email and access websites within your browser.
- Your mobile phone, should it have the ability to act as a data Hotspot, can assist you with getting your laptop, tablet or other computing device online. Please check the settings and documentation on your mobile phone to learn how to enable it as a Hotspot or Mobile Router.
- Please note that if you start to make use of your Mobile phone to act as a Hotspot/Router, then all Internet use by the devices you allow to access the Internet through your Hotspot/Router will affect the data usage on your mobile phone. An increase in data usage will have an impact on the cost of your data usage on your mobile phone. If you use pre-paid data, you will need to purchase additional data more often. If you use data on contract, please closely monitor your data usage – dependant on the amount of data used this will have a significant impact on your monthly data charge.
- Access to the ECI servers is best achieved through the browser on your computer.
- If you are using the Moodle Mobile App, you will first need to access the ECI server of your choice via the browser, using the link emailed to you, in order to update your password. Thereafter, access via the MOODLE App will be enabled, with the App asking you to enter and store your new password.

Step 1:
Access your ECI server (CL or DL) normally via your browser:
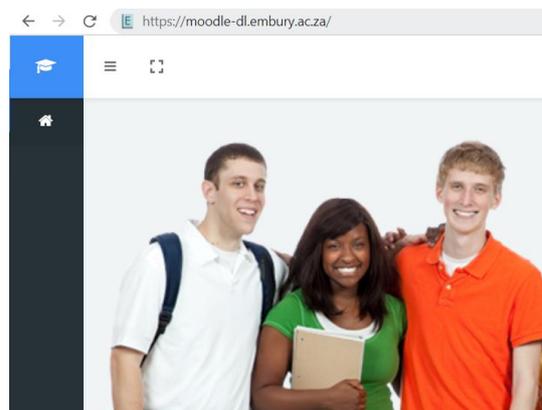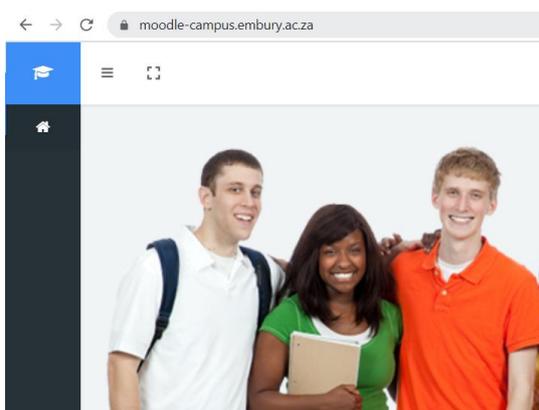
Step 2:
Use the Sign In feature to initiate your first login:

Step 3:
Type in your username (Staff username or Student number) and click the **Log in** button:

Step 4:
You will see a notification display informing you that the system has sent you an email:
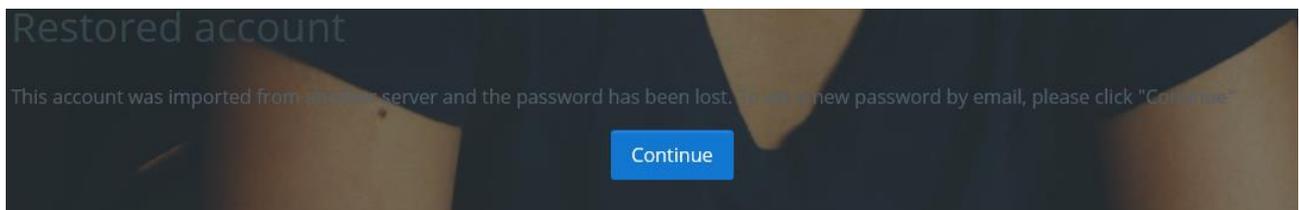
NB: Please next open your email and check for the email to appear in your inbox.

Step 5:
Once you have received the email, please click on the link within the email to access the system:

Stadio School of Education ECI DL: Password reset request

SD   SoE DL ECI Admin (via DL ECI) <noreply@moodle-dl.embury.ac.za>
      To

ⓘ We removed extra line breaks from this message.

Hi

A password reset was requested for your account 'simong' at Stadio School of Education ECI DL.

To confirm this request, and set a new password for your account, please go to the following web address:

https://moodle-dl.embury.ac.za/login/forgot_password.php?token=z5oYHrtpv50lAQtQ4nrDAk2zDp
(This link is valid for 30 minutes from the time this reset was first
requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User

NB: Please note that this link, once received, is only valid for 30 mins. If you received the link previously and did not use it within 30 mins, you will need to start from step 1 again to receive a new link.

Step 6:
NB: Please note the requirements when creating a new password – these are on the form.

Type in your new password, retype it in the next box to confirm it and click the **Save changes** button:

Step 7:
Once you have successfully updated your password, you will be logged into the system:

Kind regards,
Simon Goldstone

Head: Digitally Enhanced Learning, Teaching and Assessment