

Forgotten or mislaid your Devon ACL Moodle Password?

These step-by-step instructions below show you what to do. It looks complicated but each step should be obvious when you're actually doing it. You need to have access to your email to follow it through. If all else fails, email ralph.cullimore@devon.gov.uk or phone Graham Palfreman on 01392 386580.

1. Go to the Devon ACL Moodle site at www.dacl.org
2. Click on the '**Login**' link at the top right of the main page there.
3. Click on the '**Yes, help me log in**' button then wait for the 'forgotten password' page
4. In the 'Email address' box, type in the email address normally used by Devon ACL to contact you (assuming you have one) then click **OK**.
5. You should get a message saying:
*If you supplied a correct username or email address then an email should have been sent to you. Click **Continue**.*
6. Check your email inbox a couple of minutes later. Look for a message saying:
Someone (probably you) has requested a new password... (If the message doesn't appear in your ordinary inbox, check the 'spam' section instead.) The message should give a web-address to click. **Click the web-address**. If clicking doesn't work, manually copy it and paste it into a web browser eg Internet Explorer.
7. You should then see a message, in Moodle, saying:
Thank you for confirming the change of password. An email containing your new password has been sent to your address... Click **Continue**.
8. You will then be taken back to the Moodle login screen – but, for the moment, just **close this** screen (eg using the cross at top right).
9. Go back to you email inbox and wait for a new message containing your Moodle username and the new password.
10. Make a note of this new password (and the username, if you don't know it already).
11. In this email, just below the password, there should be a line of text saying
Please go to this page to change your password... followed by a link
Click the link.
12. You should see another login screen.
Type in your username and new password, then click the '**Login**' button
13. You should now see the 'Change password' screen.
Think of a new password you would like to use - ideally with 7 or more characters, with a mixture of letters and numbers – and make a note of this.
14. In 'Current Password', type the password you have just been sent by email.
In 'New password' type the one that you have just made up (twice).
Then click **Save changes**.
15. You should get a message saying: *Password has been changed*. Click **Continue**.
16. You should then see your 'profile' page showing details about you.
Click the letters **DACL** at top left of the screen and you should get back to the main Moodle page, now logged in as you.
17. Once you have finished looking at Moodle, remember to log out (look for the word Logout at top right or bottom centre of the page).
18. Next time you want to log in, remember to use the password you made up for yourself and NOT the one emailed to you.