



A QUICK INFORMATION GUIDE ON

# How To Access Your Moodle Account

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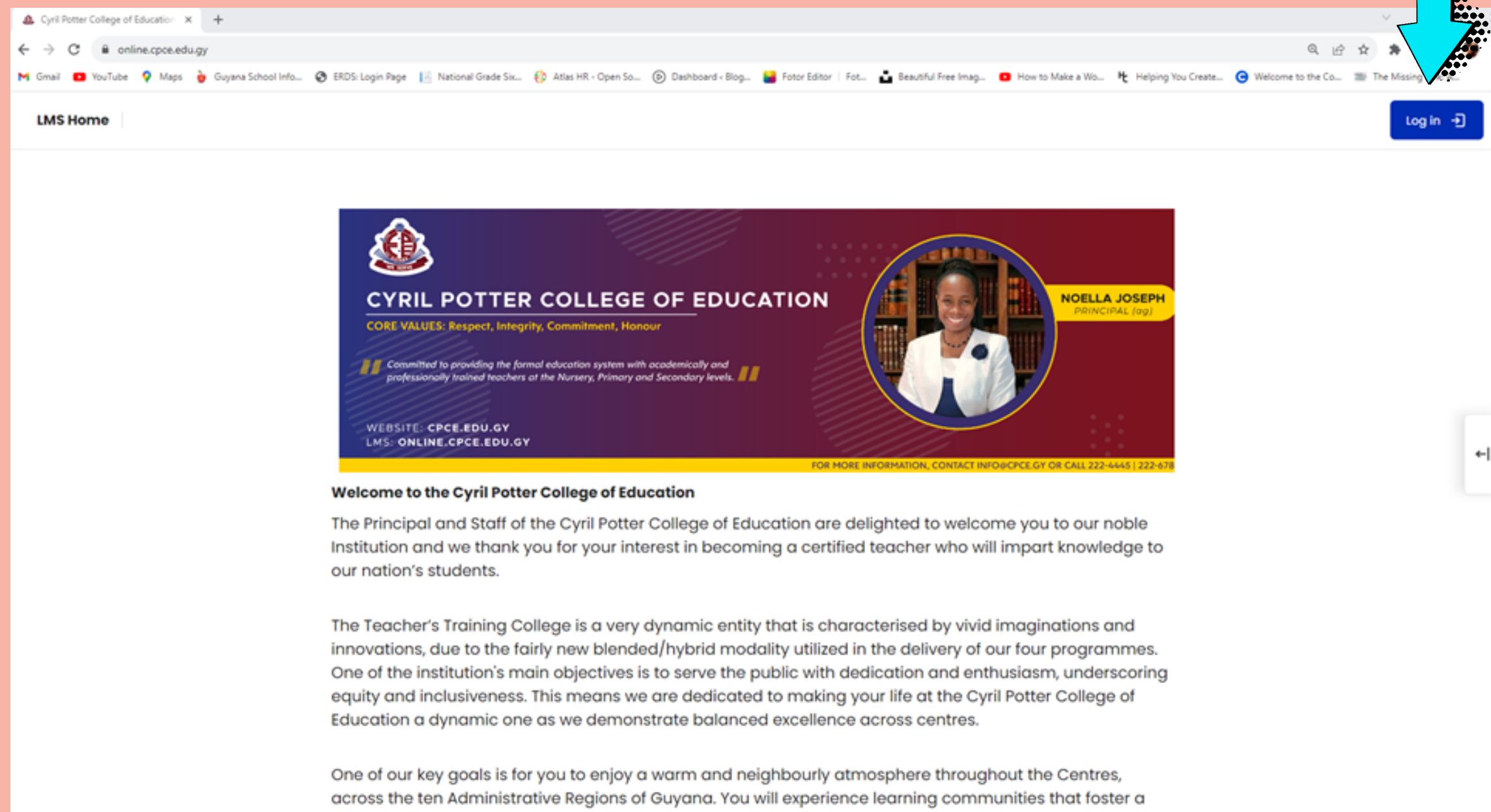
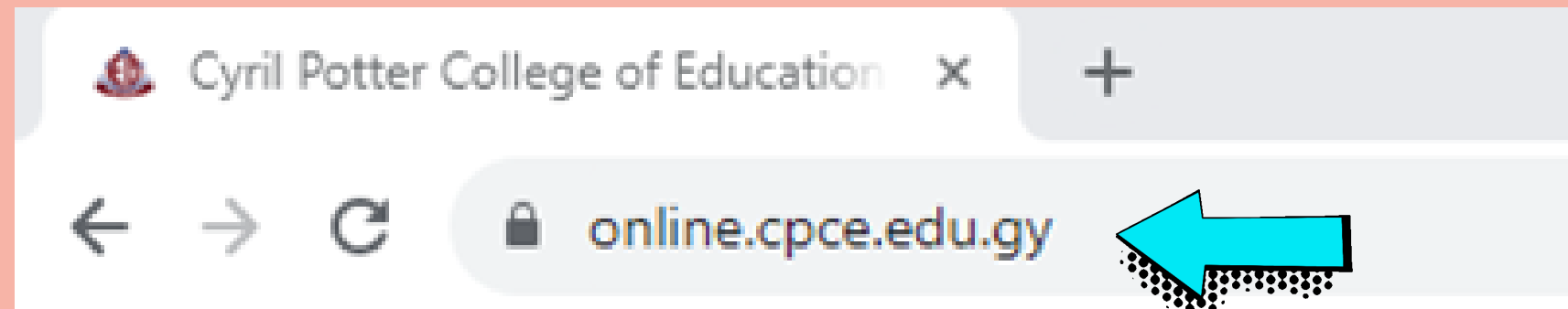
# This is a step-by-step process of signing into your Moodle Account.



- Use this link to head to your Moodle Page Landing Page.  
<https://online.cpce.edu.gy>
- Click the “login” button on the top right of the landing page. It'll then take you to this page  
<https://online.cpce.edu.gy/login/index.php>
- Enter Your CPCE Email that was given to you by the University along with the Password.
- Change the default password to a password of your likeness.
- You've successfully logged into your Moodle Account.
- Continue to see how to achieve all of the above and more!

# Know your LINKS to Moodle

## CYRIL POTTER COLLEGE OF EDUCATION LANDING PAGE



# Know your LINKS to Moodle

CYRIL POTTER COLLEGE OF EDUCATION LOGIN PAGE



 <https://online.cpce.edu.gy/login/index.php> 



 Username

 Password 

[Forgotten your username or password?](#)

**Log in**

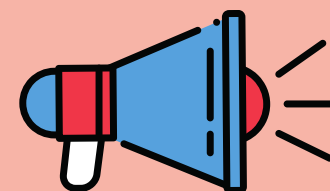
Some courses may allow guest access

[Log in as a guest](#)

**Username:** Please enter the email that was given to you. This email is a combination of your First and Last Name with the domain “@cpce.gy”.

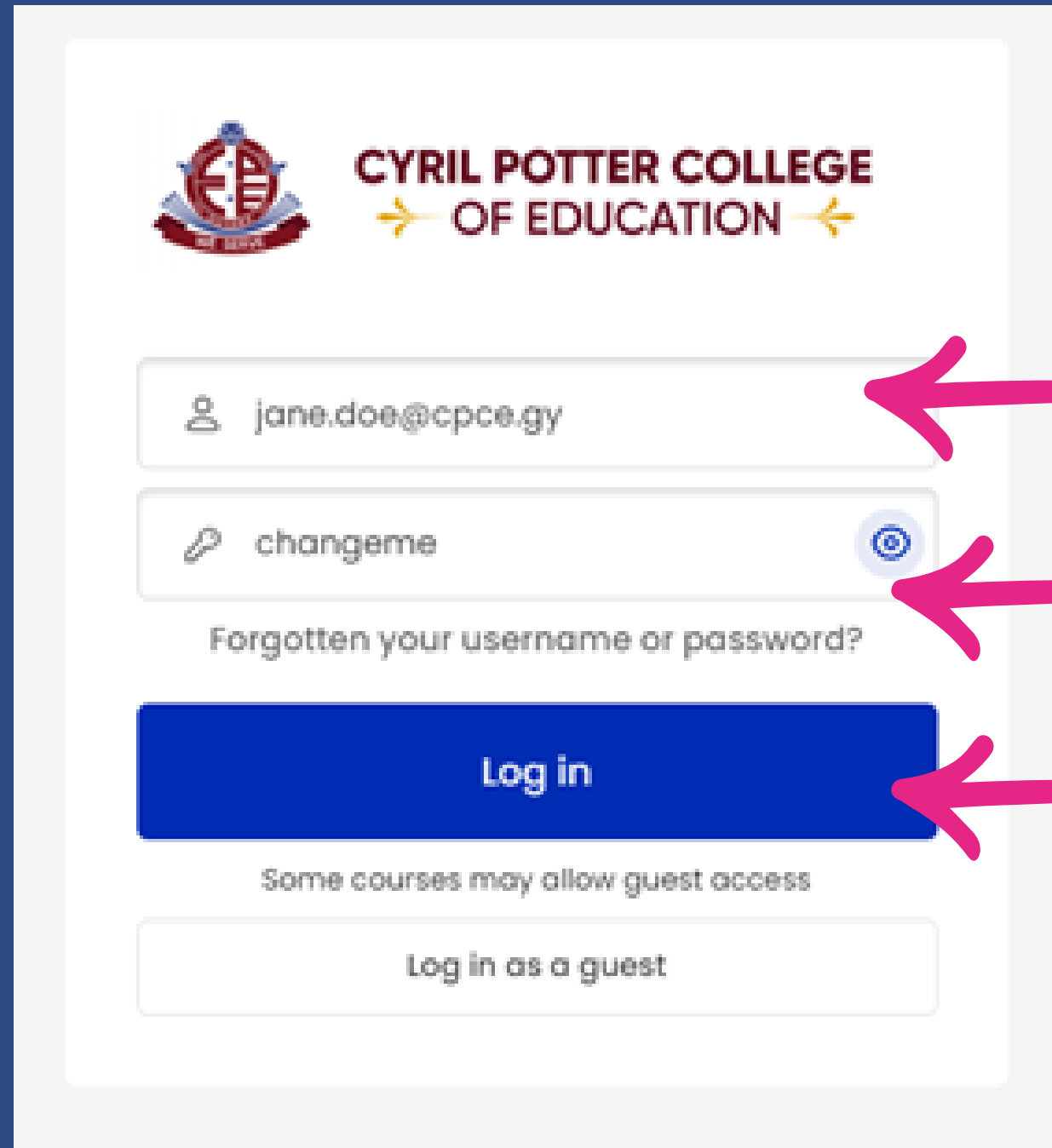
**Password:** Enter the default password that was given to you by the University.

In this demonstration, I will be using a test account by the name of Jane Doe. The email is: **jane.doe@cpce.gy**



*Please don't be alarmed if you see a **number** at the end of your last name in the email. The reason you may see this is because you and someone else share the same name. Always remember the number if this happens to you.*

# How to Login



The screenshot shows the login interface for Cyril Potter College of Education. At the top left is the college's logo, a crest with a book and a lamp, next to the text "CYRIL POTTER COLLEGE OF EDUCATION". Below the logo are two input fields: the first for email, containing "jane.doe@cpce.gy", and the second for password, containing "changeme". A blue "Log in" button is positioned below the password field. A link "Forgotten your username or password?" is located between the password field and the login button. At the bottom, there is a "Log in as a guest" button. Three pink arrows with numbers 1, 2, and 3 point to the email field, password field, and login button respectively.

## Steps:

1 Enter your email here

2 Enter default password here

3 Log in

**Tip:** Use links to go to a different page inside your presentation.

**How:** Highlight text, click on the link symbol on the toolbar, and select the page in your presentation you want to connect.

# Changing your Password after signing into Account

The screenshot shows a web browser window with the URL `online.cpce.edu.gy/login/change_password.php`. The page is titled "Change password" and is part of an LMS interface. On the left, there is a navigation menu with items like "Site home", "Dashboard", "Private files", "Calendar", and "My Courses". The main content area shows the user's profile "Jane Doe" and a breadcrumb trail: "Dashboard - Preferences - User account - Change password". A red notification bar at the top of the form area says "You must change your password to proceed." Below this is a "Change password" form with the following fields:

- Username:** jane.doe@cpce.gy
- Current password \*:** An empty text input field.
- New password \*:** An empty text input field.
- New password (again) \*:** An empty text input field.

Below the form is a blue "Save changes" button. A note below the button states "The password must have at least 6 characters". At the bottom left, there is a legend: "\* Required".

- You will be prompted to change your password when logging into Moodle for the first time or if a password reset is requested.
- Re-enter the default password in "Current Password".
- Enter your new password in the "new password" box.
- Re-enter your new password in the "new password again" box to verify and continue by clicking on " Save Changes".

**Tip:** Use links to go to a different page inside your presentation.

**How:** Highlight text, click on the link symbol on the toolbar, and select the page in your presentation you want to connect.

# Successfully Resetting Your Password



A screenshot of a web browser window. The address bar shows the URL 'online.cpce.edu.gy/login/change\_password.php'. The browser's tab is titled 'Password has been changed'. The page content includes a navigation menu on the left with items like 'Site home', 'Dashboard', 'Private files', 'Calendar', and 'My Courses'. The main content area shows a breadcrumb trail: 'Dashboard - Preferences - User account - Change password'. Below this, there is a user profile card for 'Jane Doe' with the initials 'JD'. A large blue button labeled 'Continue' is positioned on the right side of the page. The footer contains contact information for Cyril Potter College of Education, including a mobile number and email address, along with a copyright notice for 2023.

**Tip:** Use links to go to a different page inside your presentation.

**How:** Highlight text, click on the link symbol on the toolbar, and select the page in your presentation you want to connect.

# Home Page

The screenshot shows a web browser window with the URL `online.cpcs.edu.gy/my/`. The browser's address bar and tabs are visible at the top. The page content is organized into several sections:

- Left Sidebar:** Contains the logo of the Guyana Council for Educational Services (GUYANA WE SERVE) and a list of navigation links: Site home, Dashboard, Private files, Calendar, and My Courses (with a notification badge showing '8').
- Header:** Displays 'LMS Home' and user information 'JD'.
- Timeline Section:** Features a filter for 'Next 7 days' and a search bar labeled 'Search by activity type or name'.
- Recently accessed courses Section:** Shows a hand-drawn mind map centered on 'Curriculum' with branches for 'Ability', 'Articles', 'Bachelor Courses', 'Lesson', 'Knowledge', 'Practice', 'Teach', 'Science', 'Theory', 'Success', 'Study', 'Learning', 'Program', 'Discipline', 'College', 'Books', 'School', 'Student', and 'Education'. Below the diagram is a course card for 'EDU112 Introduction to Curriculum: Theory and Planning' with an 'Education' tag.
- Bottom Right:** Includes an 'Edit mode' toggle switch.



# How to Maneuver around the platform

## Top Menu Icons

Collapsible Menu

Dashboard/Home

Notifications

Dark Mode

Profile

Side Menu Icons

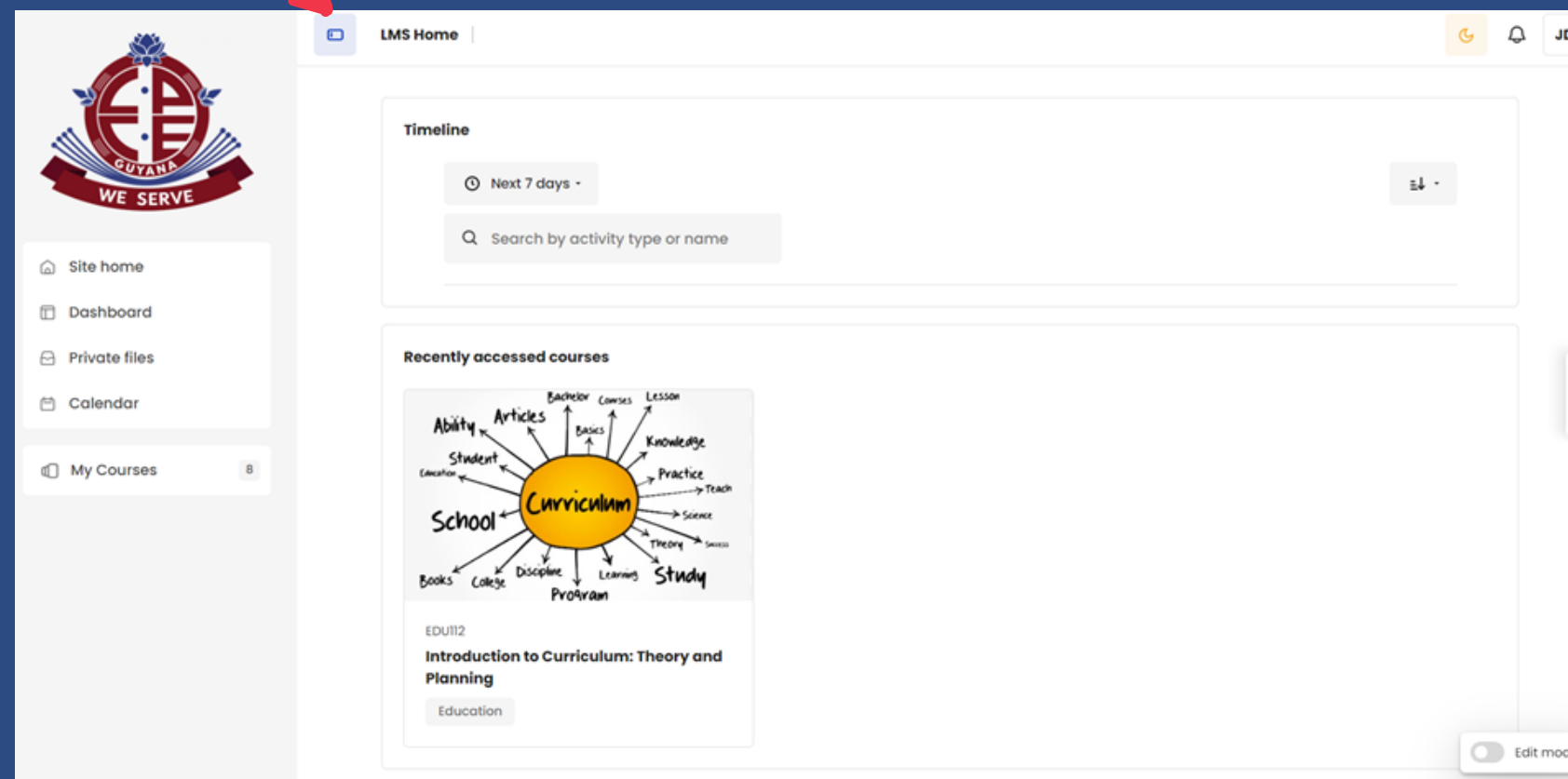
Main landing page with courses and other info.

List of your courses

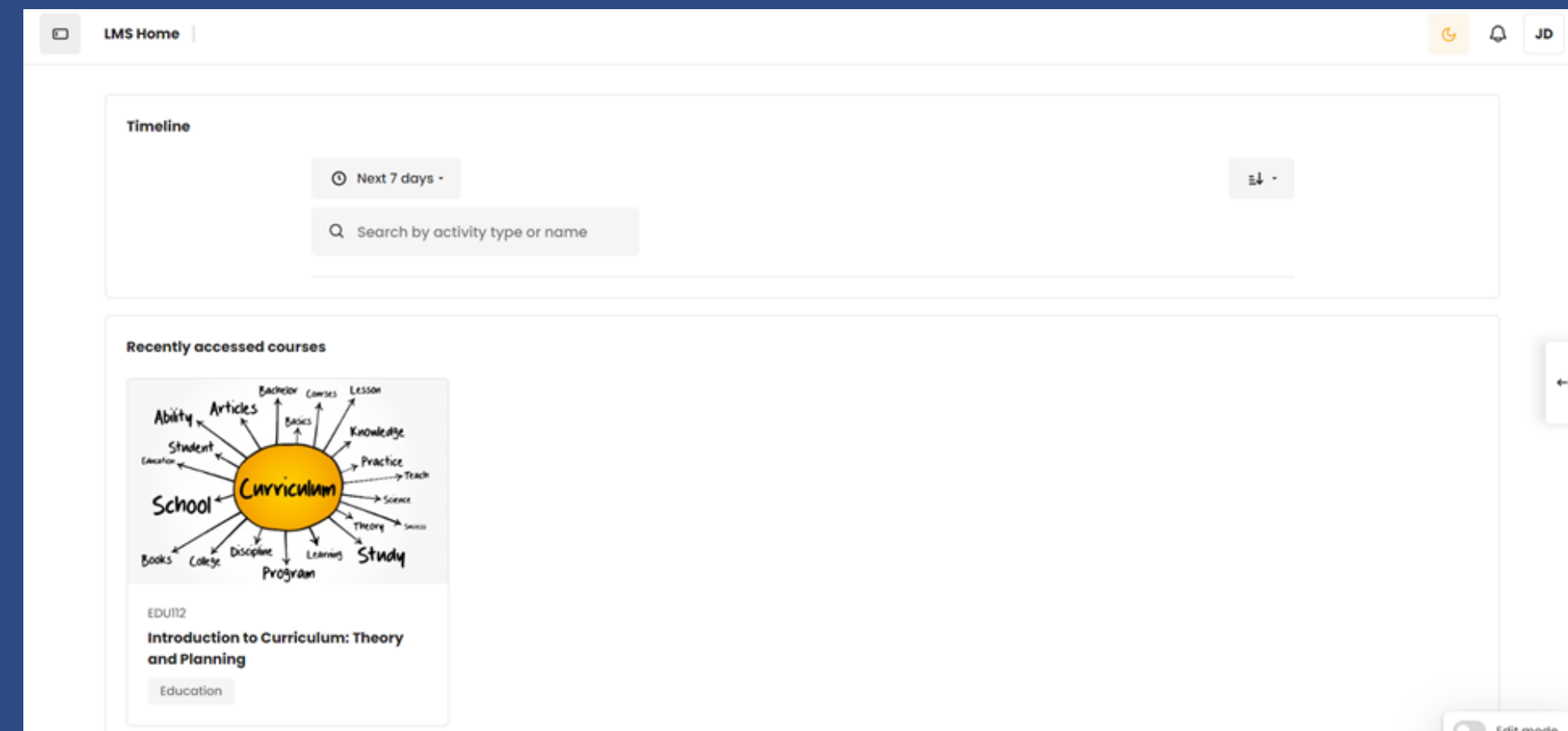
The screenshot shows the LMS Home dashboard. On the left is a side menu with the Guyana logo and the motto 'WE SERVE'. The menu items are: Site home, Dashboard, Private files, Calendar, and My Courses (with a badge showing 8). The main content area has a 'Timeline' section with a 'Next 7 days' filter and a search bar. Below that is a 'Recently accessed courses' section featuring a hand-drawn diagram of 'Curriculum' with various related terms like 'Ability', 'Articles', 'School', 'Books', 'College', 'Discipline', 'Learning', 'Program', 'Study', 'Theory', 'Science', 'Practice', 'Teach', 'Knowledge', 'Lesson', 'Basis', 'Courses', and 'Bachelor'. Below the diagram is a course card for 'EDU112 Introduction to Curriculum: Theory and Planning' under the 'Education' category. At the top right, there are icons for Dark Mode, Notifications, and a user profile labeled 'JD'. Yellow arrows point from the text labels to these specific elements on the dashboard.

# What you should see when you click on the Menu Icons

Click the Collapse Button to hide side Menu

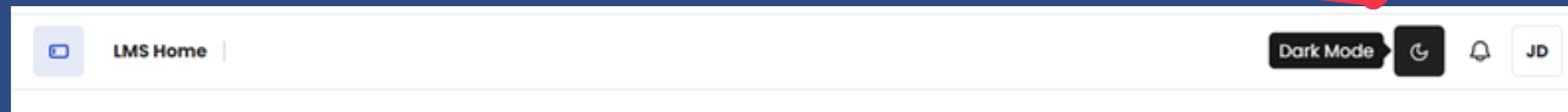


Result

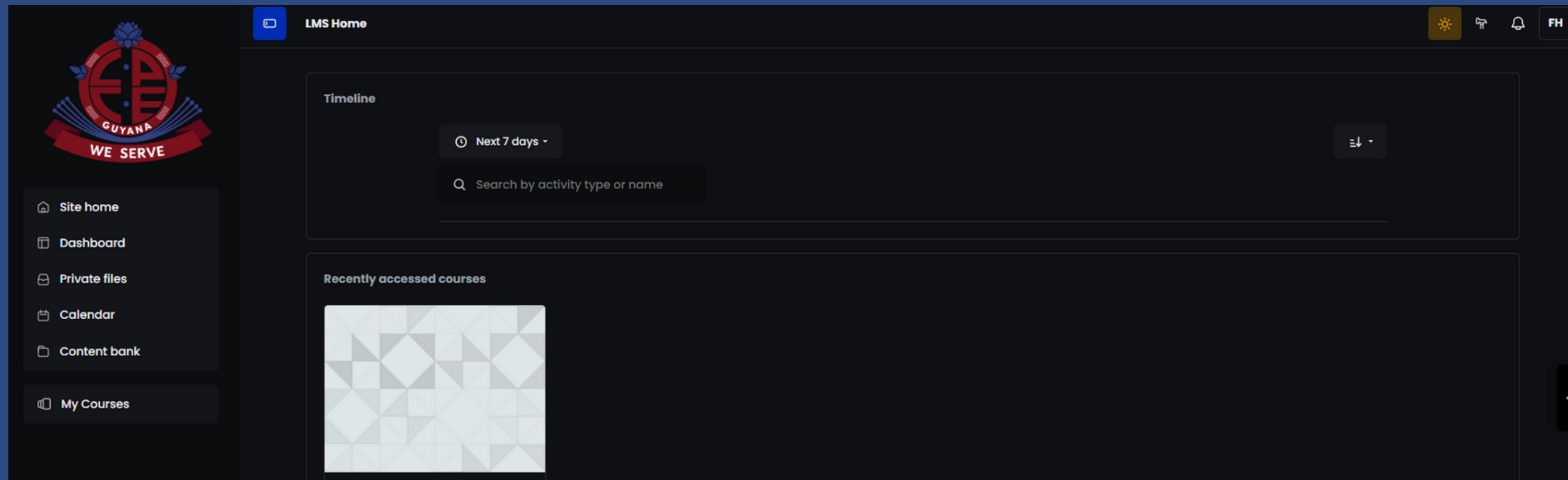


# What you should see when you click on the Menu Icons Cont.

Click on the Moon Icon (Dark Mode)

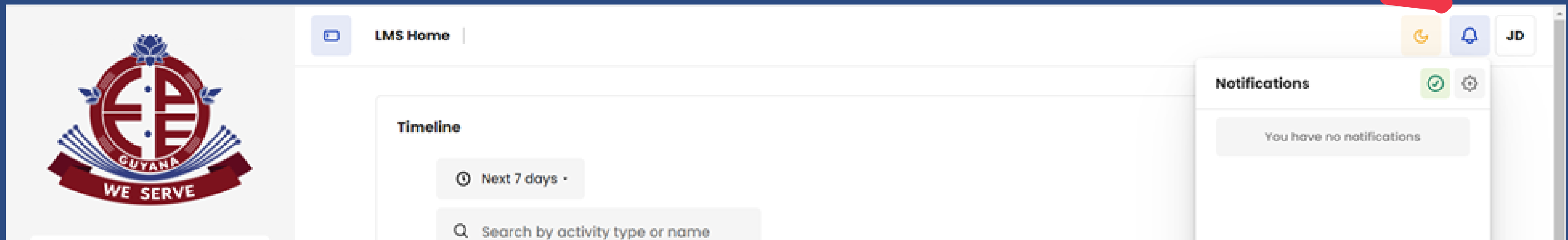


## Result



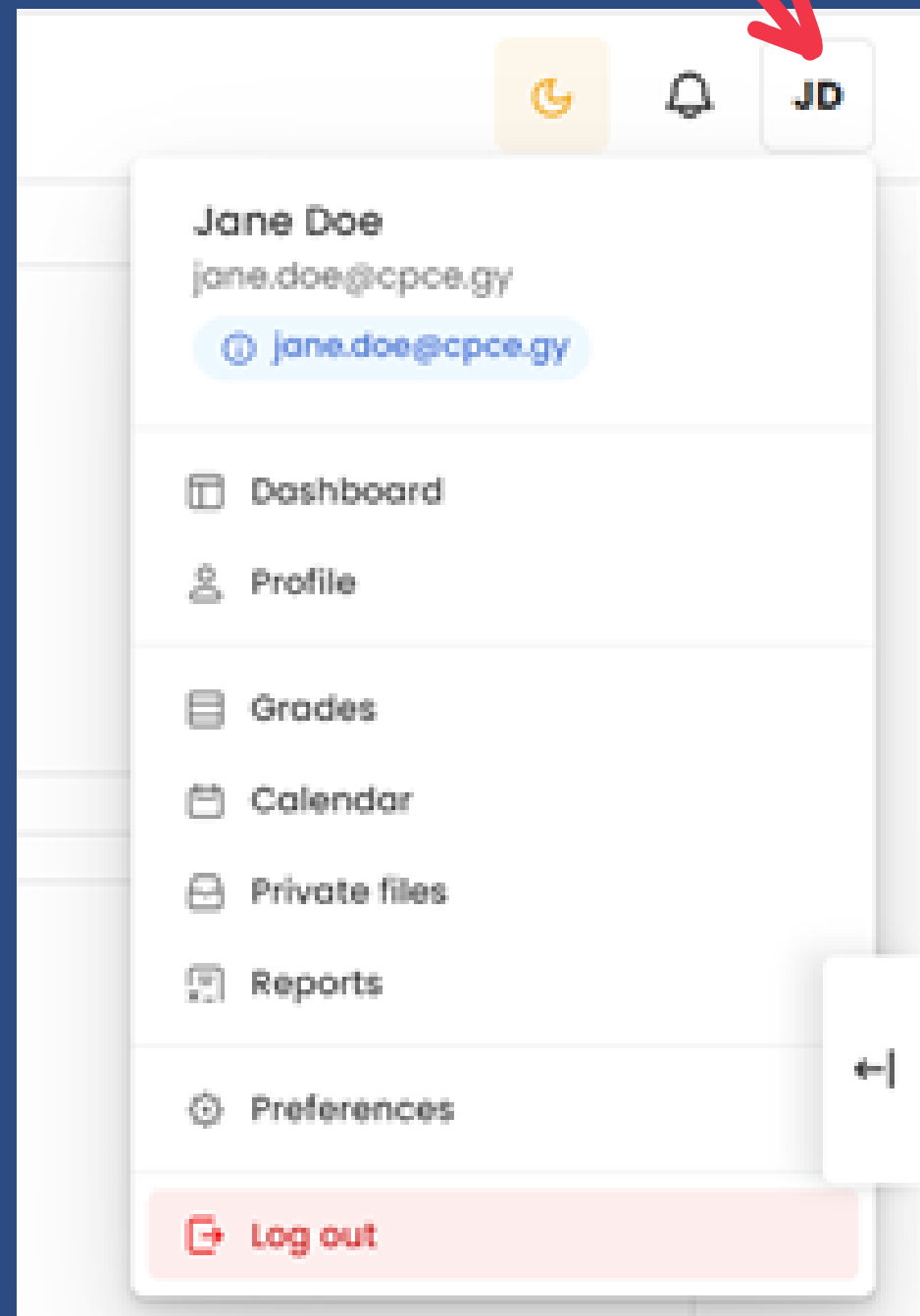
# What you should see when you click on the Menu Icons Cont.

Click on the Bell Icon for Notifications



# What you should see when you click on the Menu Icons Cont.

Click on your INITIALS to view your profile details



- You will see your Name and email address.
- You can view your Dashboard.
- You can view your profile information.
- You can view your Grades for your courses.
- You can view your Calendar for class timings, events, etc.
- You can change your password when you click on “preference” and it’ll take you to the password reset page.
- the Log-Out button can be found here.

# What you should see when you click on the Menu Icons Cont.

Click on Site Home for the Landing Page and Courses in a tab View.



**LMS Home**

**Site home**

Dashboard

Private files

Calendar

My Courses

**CYRIL POTTER COLLEGE OF EDUCATION**  
CORE VALUES: Respect, Integrity, Commitment, Honour

Committed to providing the formal education system with academically and professionally trained teachers of the Nursery, Primary and Secondary levels.

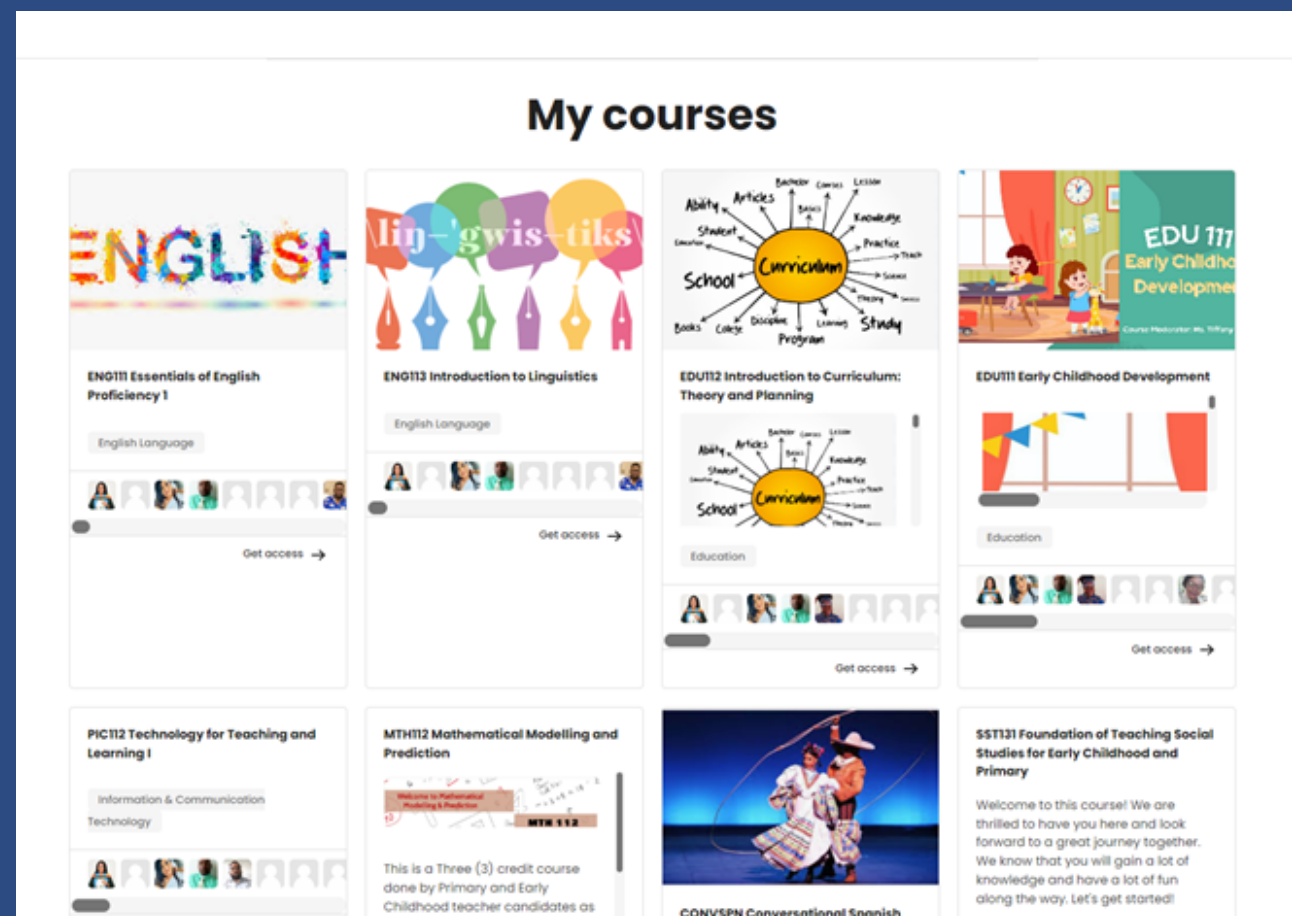
WEBSITE: CPCE.EDU.GY  
LMS: ONLINE.CPCE.EDU.GY

FOR MORE INFORMATION, CONTACT INFO@CPCE.GY OR CALL 222-4445 / 222-4378

**Welcome to the Cyril Potter College of Education**

The Principal and Staff of the Cyril Potter College of Education are delighted to welcome you to our noble Institution and we thank you for your interest in becoming a certified teacher who will impart knowledge to our nation's students.

The Teacher's Training College is a very dynamic entity that is characterised by vivid imaginations and innovations, due to the fairly new blended/hybrid modality utilized in the delivery of our four programmes.



### My courses

**EN0111 Essentials of English Proficiency 1**  
English Language  
Get access →

**EN0113 Introduction to Linguistics**  
English Language  
Get access →

**EDU112 Introduction to Curriculum: Theory and Planning**  
Education  
Get access →

**EDU111 Early Childhood Development**  
Education  
Get access →

**PIC112 Technology for Teaching and Learning I**  
Information & Communication Technology  
Get access →

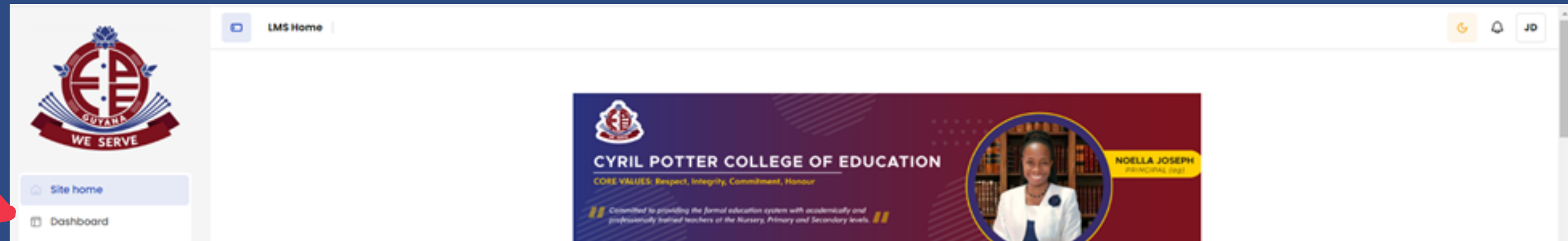
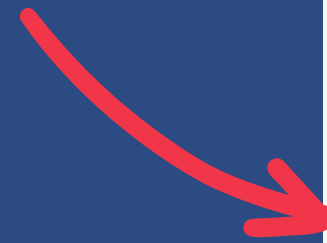
**MTH112 Mathematical Modelling and Prediction**  
This is a Three (3) credit course done by Primary and Early Childhood teacher candidates as...

**CONVSPN Conversational Spanish**

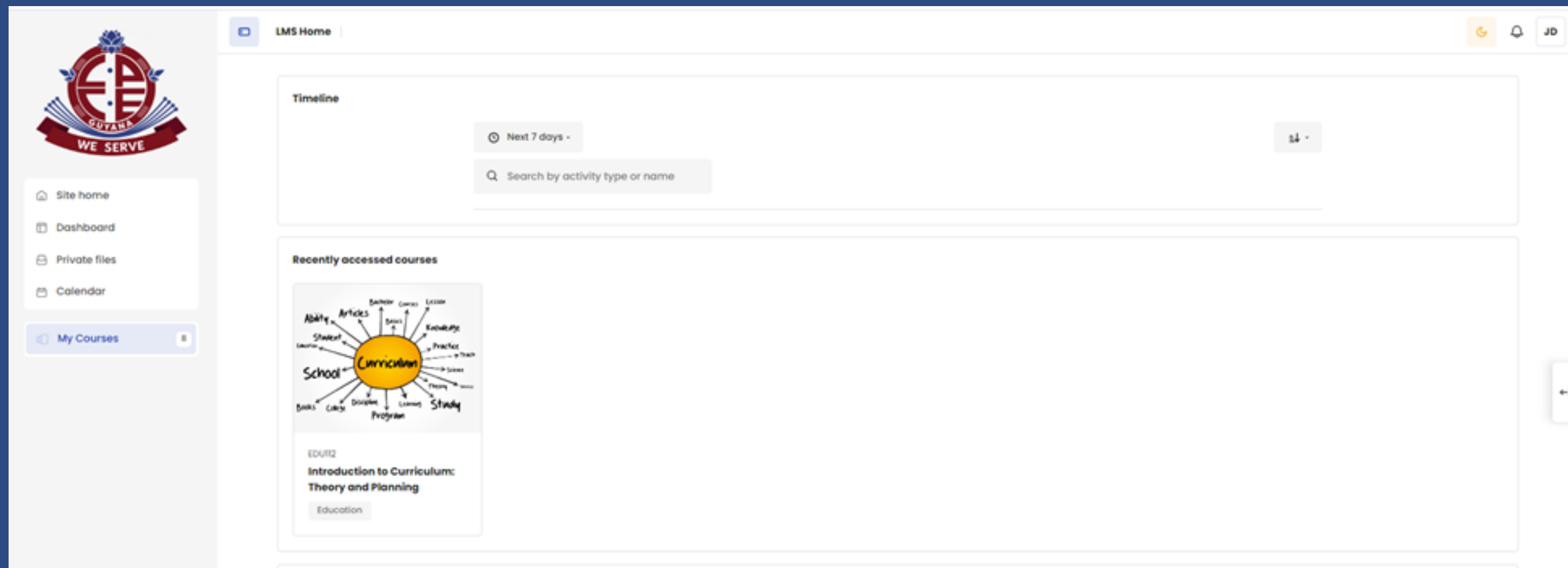
**SST131 Foundation of Teaching Social Studies for Early Childhood and Primary**  
Welcome to this course! We are thrilled to have you here and look forward to a great journey together. We know that you will gain a lot of knowledge and have a lot of fun along the way. Let's get started!

# What you should see when you click on the Menu Icons Cont.

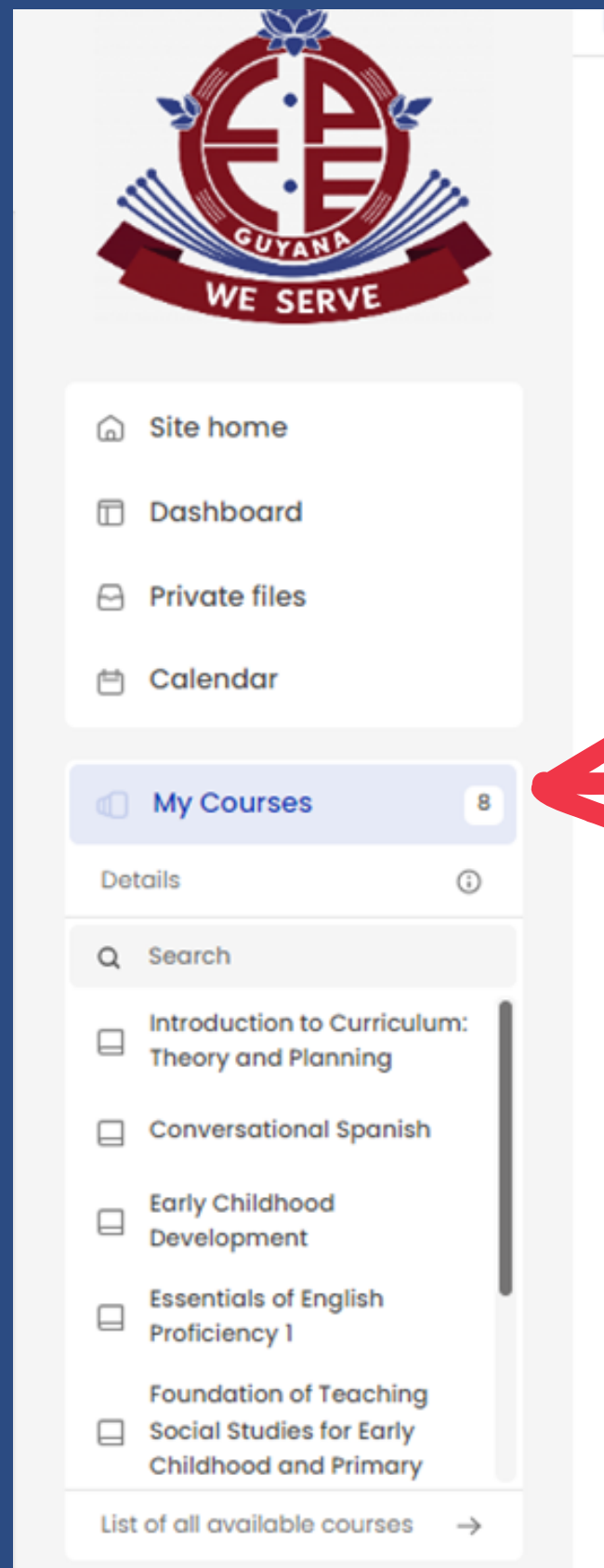
Click on Dashboard to return to the Dashboard



Result



# What you should see when you click on the Menu Icons Cont.

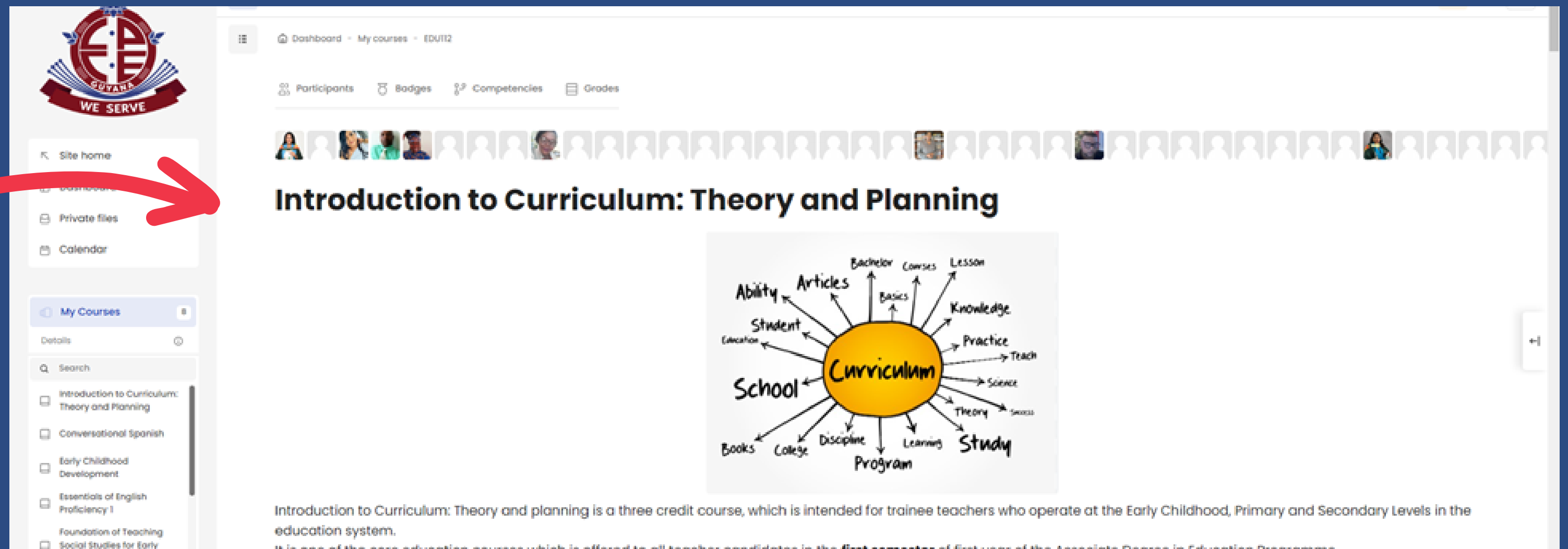
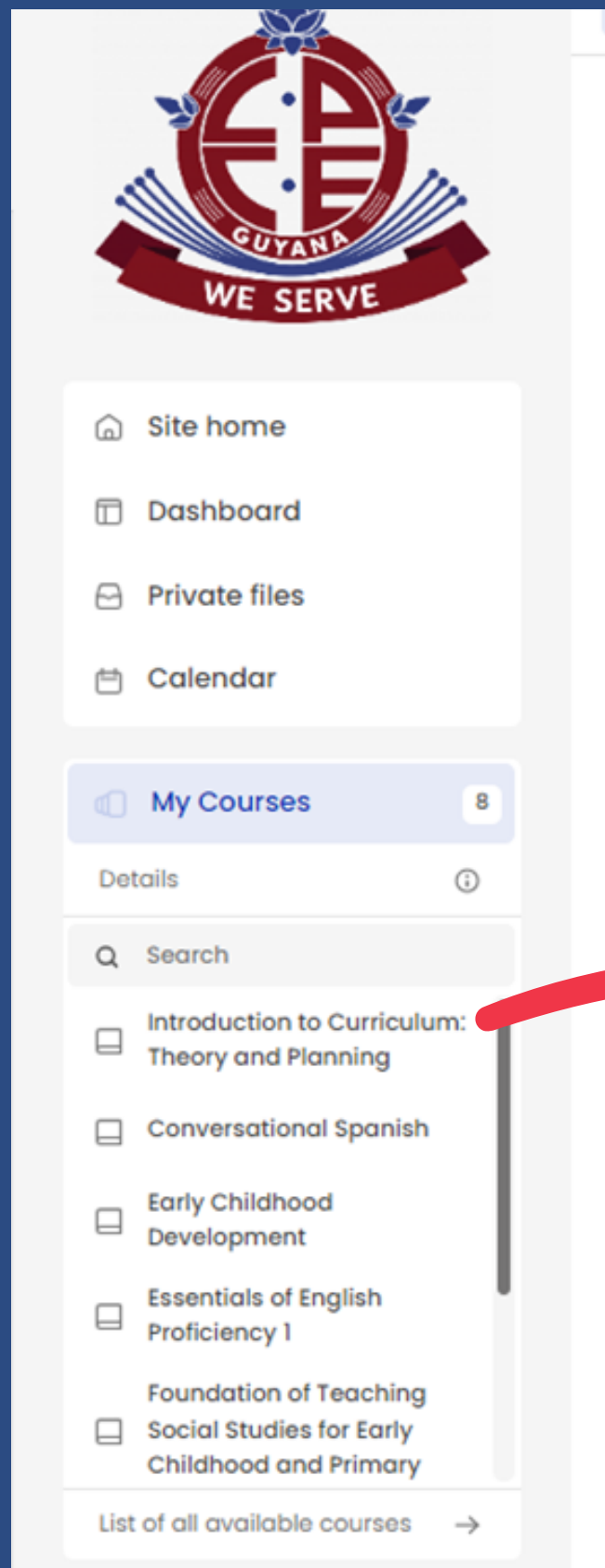


Click on “ My Courses” to see all your courses in a list view. You may see a number that indicates how many courses you are currently enrolled in



# What you should see when you click on the Menu Icons Cont.

You may click on a course to view its content. This is where you will find your course notes, assignments, quizzes, grades, etc.



# Note to Student

Remember to keep a record of your email address and password, particularly your email, as it's possible for you and another student to have the same name.

Make sure you are enrolled in the appropriate groups for each of your courses. You can contact your lecturer, Head of Department (HOD), Deputy Head of Center (DHOC), or Head of Center (HOC) to assist you with this process.

If you're having an issue with your Moodle Account, Please contact us via our HelpDesk. It can be found on the Ministry of Education Website. You can reach the Helpdesk by submitting a ticket using this link:

<https://www.education.gov.gy/helpdesk/>

# How to Submit a Ticket to the HelpDesk

Link: <https://www.education.gov.eg/helpdesk/index.php>

The screenshot shows the MOE Help Desk interface. At the top, it says "MOE Help Desk" and "Ministry of Education > MOE Help Desk". Below this is a greeting "Hello, how can we help?". There is a search bar with the placeholder text "Search for articles". Below the search bar are two buttons: "Submit a ticket" (with a red circle around it) and "View existing tickets". The "Submit a ticket" button has the subtext "Submit a new issue to a department". Below these buttons is a "Knowledgebase" section with the heading "Top articles". There are three articles listed:

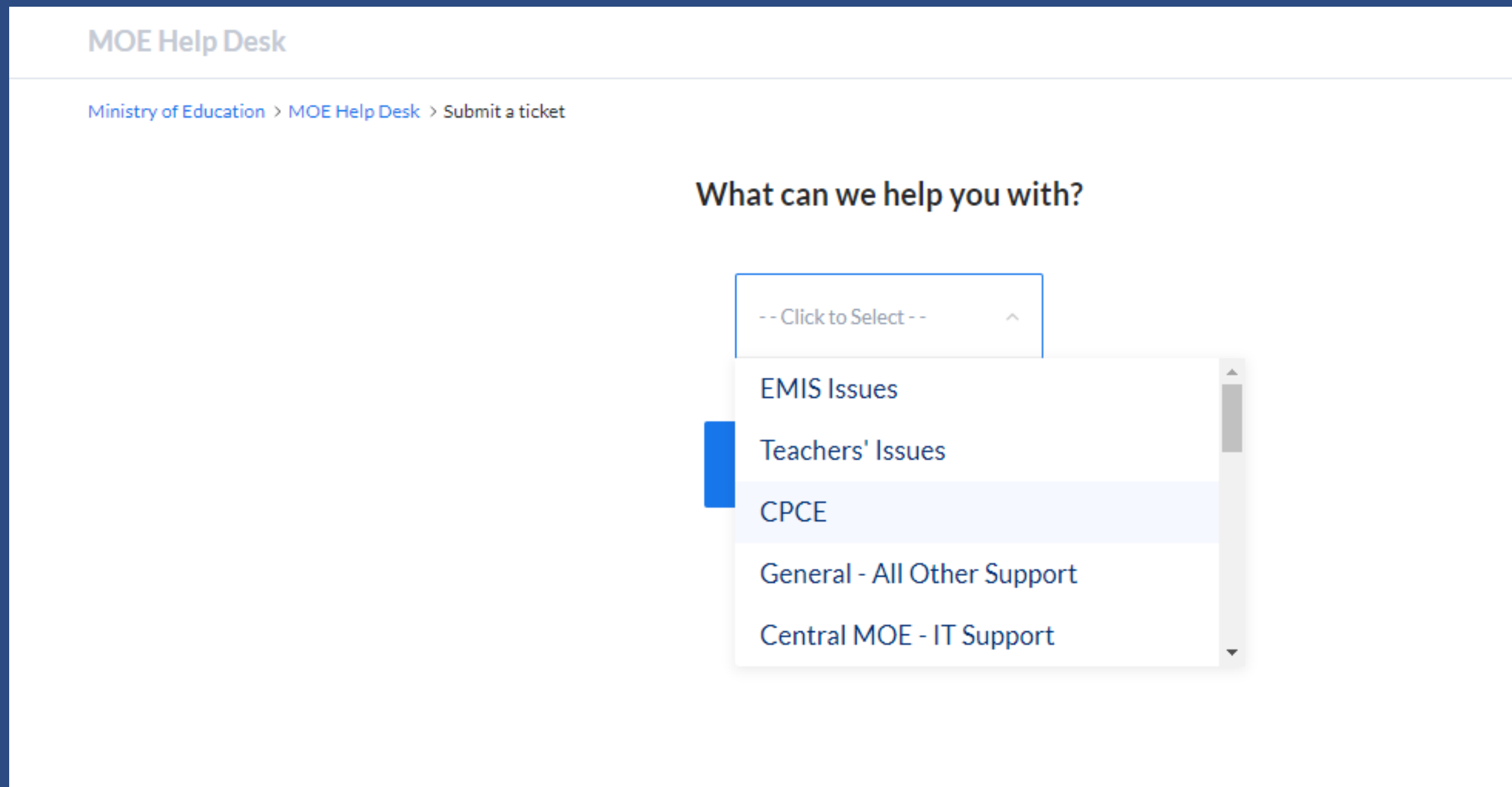
- Difficulty logging in to my MOE email account** (Category: Email Support, Rating: 4 stars)
- Standard - Device Specification for Students and Teachers** (Category: Policies, Procedures and Standards, Rating: 1 star)
- How do I report a problem?** (Category: Knowledgebase, Rating: 4 stars)

The "How do I report a problem?" article includes the following steps:

- Step 1 Use your Browser to go to [www.education.gov.eg/helpdesk](https://www.education.gov.eg/helpdesk) You will see the MOE Help Desk page
- Step 2 Click on Submit a Ticket
- Step 3 Select the Type of Support
- Step 4 Enter details of the problem...

# How to Submit a Ticket to the HelpDesk Cont.

Select the Area of Support. Since you're a student, you will click on "CPCE". So that the ticket will be sent to the relevant department to answer your ticket.



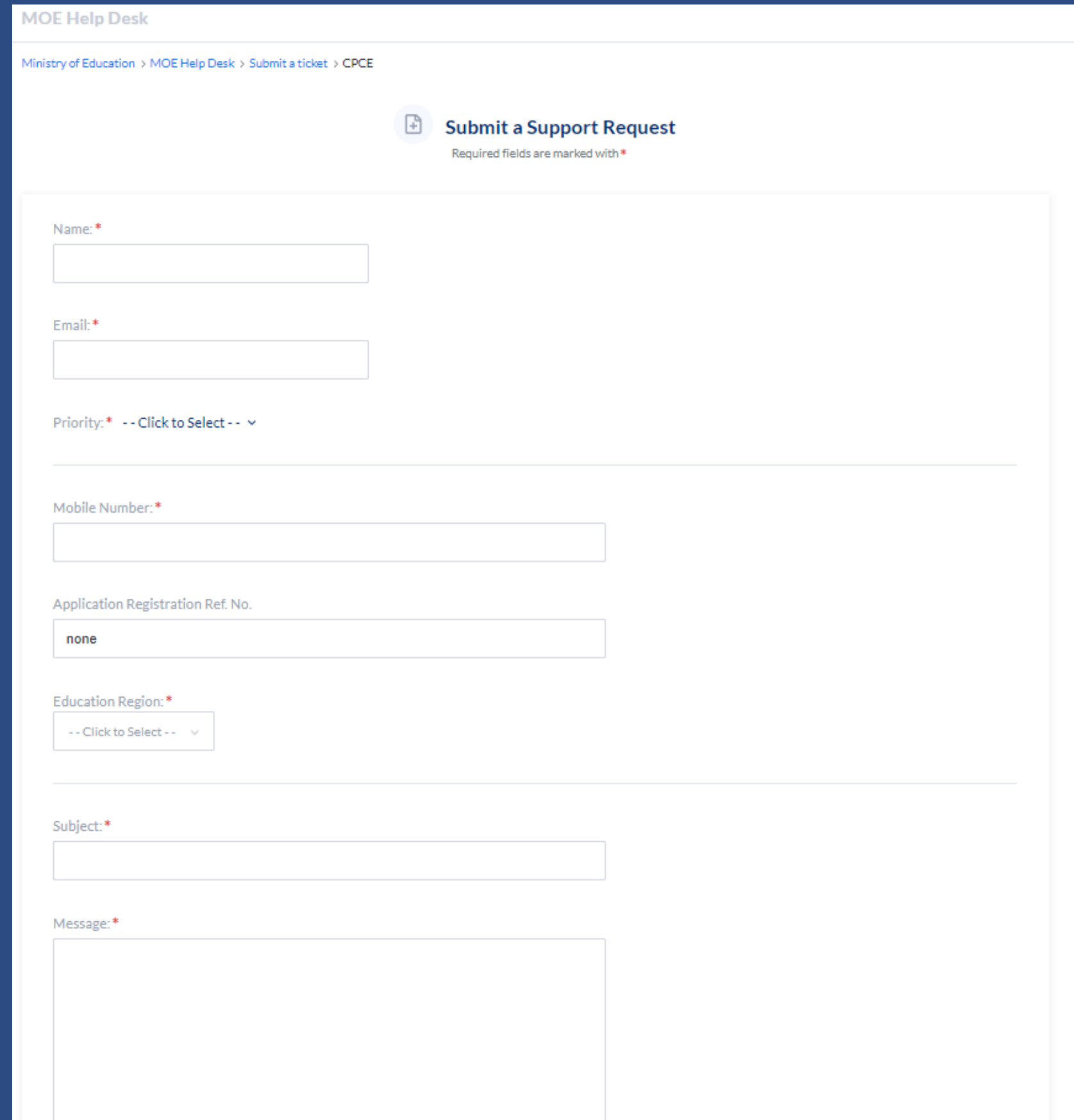
The screenshot shows the MOE Help Desk interface. At the top, it says "MOE Help Desk". Below that is a breadcrumb trail: "Ministry of Education > MOE Help Desk > Submit a ticket". The main heading is "What can we help you with?". Below this is a dropdown menu with the placeholder text "-- Click to Select --". The dropdown is open, showing a list of options: "EMIS Issues", "Teachers' Issues", "CPCE", "General - All Other Support", and "Central MOE - IT Support". The "CPCE" option is highlighted with a blue bar on the left side of the dropdown menu.

# How to Submit a Ticket to the HelpDesk Cont.

Once you've chosen the Area of Support, you will be directed to the ticket page where you can provide additional information. Please make sure to include your contact number so that the HelpDesk can make contact with you if needed.

Click "Submit Ticket" and await a response.

Whenever a ticket receives a reply, you'll receive a notification in your email. Please remember to check your junk folder if you don't see it in your inbox.



The screenshot shows the 'MOE Help Desk' interface for submitting a support request. The breadcrumb trail is 'Ministry of Education > MOE Help Desk > Submit a ticket > CPCE'. The main heading is 'Submit a Support Request' with a note that 'Required fields are marked with \*'. The form includes the following fields: 'Name: \*' (text input), 'Email: \*' (text input), 'Priority: \*' (dropdown menu with '-- Click to Select --'), 'Mobile Number: \*' (text input), 'Application Registration Ref. No.' (text input with 'none' selected), 'Education Region: \*' (dropdown menu with '-- Click to Select --'), 'Subject: \*' (text input), and 'Message: \*' (text area).

# All for your information!!

I trust that this demonstration was straightforward and effectively helped you become familiar with your Moodle platform.

We trust you gained some new knowledge.

