

Login to IBS Moodle using a browser

• Login to see the various resources such as courses, grades, announcements and more.

Roles

• All authorized users.

Pre-condition

- 1. You must have secured a valid username and password from ICT Department. See <u>Securing your</u> <u>login credentials</u> for details.
- 2. You must login first to IBS computer at IBS premises. For new IBS staff consult ICT. For students, consult a DL officer to perform this.
- 3. You must have logged in to IBS email once. See *Login to IBS email* for details.
- 4. A browser installed in the user's computer.

General Notes

- 1. The username convention is firstname.lastname eg. For example John Doe, his username is john.doe@students.ibs.ac.pg if he is a student. John.doe@ibs.ac.pg if he is a staff.
- 2. Default password must be changed. For online students, consult a DL officer.

Procedure

- 1. Open an internet browser
 - a. Find the browser application of choice in your computer and open it.

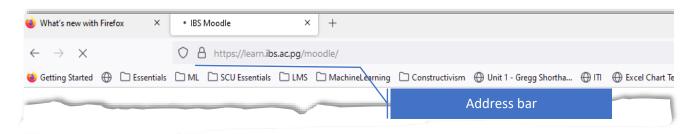






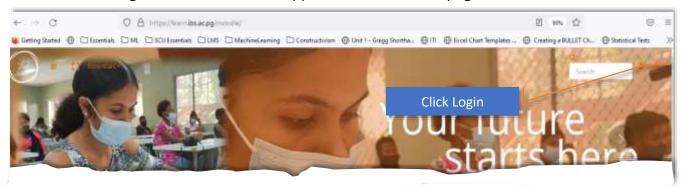
2. Enter the IBS Moodle URL.

a. In the address bar type <u>https://learn.ibs.ac.pg</u>, then press enter.



3. Login to IBS Moodle

a. Click the Login link located on the upper left corner of the page.



b. Click the OpenID Connect button, then the Microsoft Login page appears.

	Sign In	
	Username	
	Password	
	Remember username	Forgot Password?
E	Log	in
	Log in as	a guest
	Log in using your account on:	
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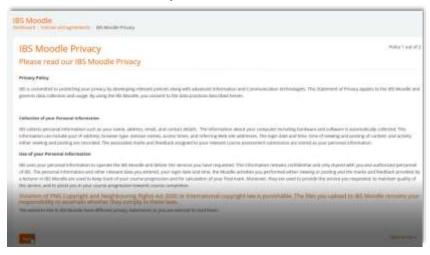
c. Enter username, then click Next

Microsoft	4
Sign in marcus@ibs.ac.pg	
No account? Create one! Can't access your account?	
Next	

d. Enter password, then click Sign in.

← marcus@ibs.ac.pg	
Enter password	
Forgot my password	

- e. Respond on other choices based on your preference.
- 4. Accepting Moodle Terms of Use (This appears only when there is a new policy.)a. Read the Policy Statement, then click next.



b. Tick I agree to the Policy Statement, then click next.



Refore continuing you need to acknowledge all these policies.	
Consent Please agree to the following policies	
BS Moodle Privacy	
IN is committed to protecting your privacy by developing relevant publies along with allow pverns data collection and usage. By using the IBS Moodle, you consent to the data practi	need information and Correnantation Includingles. This Materiaet of Powers applies to the UTC Moothe an ces described herein.
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- 5. Updating Profile (This only appears when there is a new required information you need to provide.)
 - a. In the Profile page, **scroll** to the bottom of the page.
 - b. Enter the required information.
 - c. Click Update profile button.

Additional names				
Interests				
Optional				
Other fields				
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Outcome

You're in your IBS Moodle Dashboard

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