

VLE – Creating a New Account

When you click on the **VLE** link you should see the screen below – the **Moodle** welcome screen

Cullybackey High School Moodle

Username
 Password

[Cullybackey High School Website](#) [C2k Email](#) Monday 28 February 2011

[CHS](#) [Login to the site](#) English (en)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)

Username
 Password

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enro" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

You are not logged in. ([Login](#))

- Click on **Create new account** – the following screen should appear:

Cullybackey High School Moodle

Username
 Password

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[CHS](#) [Login](#) [New account](#) English (en)

Choose your username and password

Username*
 Password* Unmask

More details

Email address*
 Email (again)*
 First name*
 Surname*
 City/town*
 Country*

There are required fields in this form marked*.

You are not logged in. ([Login](#))

Aardvark v1.5 created by [Shaun Daubney](#).

- Complete the form as follows:

| | |
|------------------------|---|
| Username: | This should be your usual C2k username |
| Password: | This should be your usual C2k password |
| Email address: | School email address eg username123@cullybackeyhigh.ballymena.ni.sch.uk |
| Email address (again): | Copy and paste your email address |
| First name | Use the first name that teachers know you by |
| Surname | Use the surname that teachers know you by |
| City/town | eg Gracehill, Cullybackey |
| Country | United Kingdom |

- Once complete click on **Create my new account**
 - Now, open you email account
 - Open the email from **Admin User**
 - Click the link which should take you into your **Moodle**
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