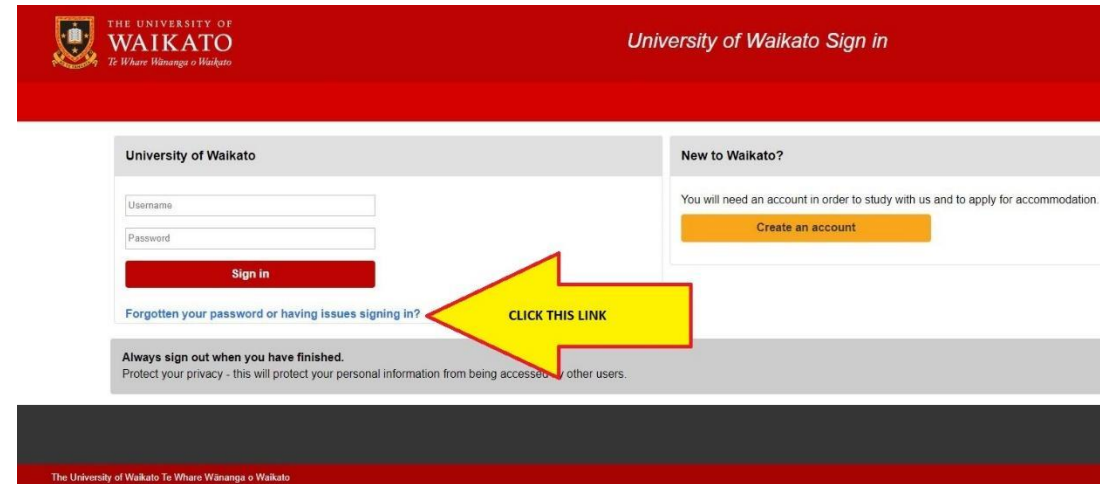


HEBUST Students Logging in to Moodle in 2023

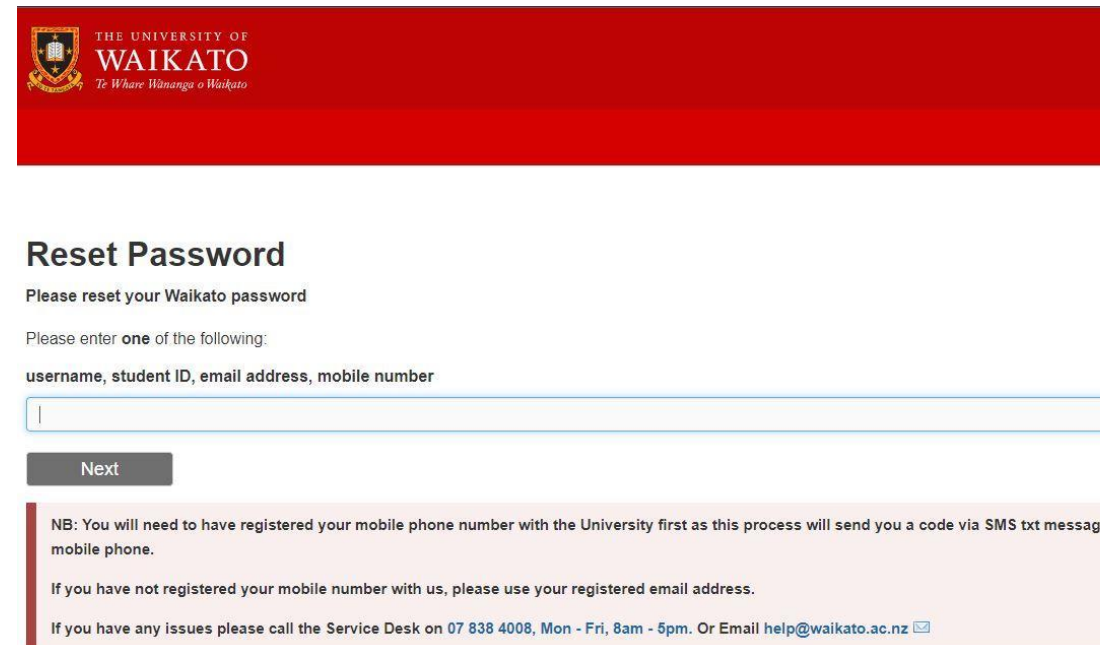
1. Go to elearn.waikato.ac.nz

2. Click on [Forgotten your password or having issues signing in?](#)



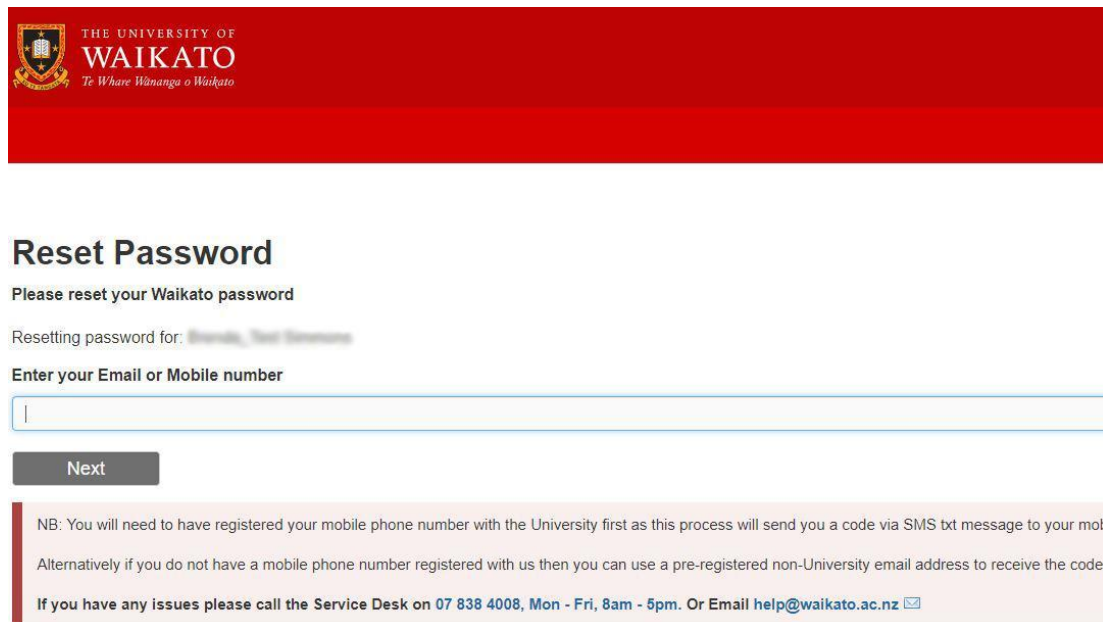
3. Enter your **username**

4. Click the **Next** button



5. Enter your **email address**
6. Click the **Next** button

7. You will receive an email with a **code:**
(subject line: Waikato password reset)



The screenshot shows the top of a web page with a red header. On the left is the University of Waikato logo, which includes a crest and the text 'THE UNIVERSITY OF WAIKATO' and 'Te Whare Wānanga o Waikato'. Below the header, the main heading is 'Reset Password'. Underneath, it says 'Please reset your Waikato password'. A line of text indicates 'Resetting password for: [redacted]'. Below that is a section titled 'Enter your Email or Mobile number' with a text input field. A 'Next' button is positioned below the input field. At the bottom of the page, there is a note: 'NB: You will need to have registered your mobile phone number with the University first as this process will send you a code via SMS txt message to your mobile phone number. Alternatively if you do not have a mobile phone number registered with us then you can use a pre-registered non-University email address to receive the code.' A footer line reads: 'If you have any issues please call the Service Desk on 07 838 4008, Mon - Fri, 8am - 5pm. Or Email help@waikato.ac.nz'.



The screenshot shows an email interface. The sender is 'noreply@waikato.ac.nz' with a purple 'N' icon. The date and time are 'Wed 2/03/2022 11:27 AM'. The recipient is 'To: [redacted]'. The email body features a red header with the University of Waikato logo and name. The text of the email reads: 'Hello', 'Please enter this reset code in the field on the Reset Password page.', 'Waikato password reset code is: **889377**', 'NB: You have 30 minutes before this reset code expires.', and 'Ngā mihi nui, The University of Waikato'.

8. Go back to the webpage
9. Enter the **code**
10. Click the **Next** button

11. Enter a **password**

The password **MUST** meet the **criteria**:

- a. Minimum password length = 7 characters.
- b. Maximum password length = 120 characters.
- c. Must contain at least one alphabetic, one numeric, and one special character.
- d. Is a non-sequential password, or not a password that is similar to a previous password.
- e. You cannot use a password that you have used before.

12. Re-enter the same **password**

13. Click the **Next** button

Make sure you remember the password exactly for use in the future



Reset Password

Please reset your Waikato password

Resetting password for: xxxxxxxxxxxxxxx

Enter received code

Next

NB: You must enter the reset code exactly as it appears in the message. If you have not received a code after 10 minutes, or if you have already tried to reset your password 3 times on the same day, please contact the ITS Service Desk

If you have any issues please call the Service Desk on 07 838 4008, Mon - Fri, 8am - 5pm. Or Email help@waikato.ac.nz



Reset Password

Please reset your Waikato password

Resetting password for: xxxxxxxxxxxxxxx

Enter new password

Re-enter new password

Next

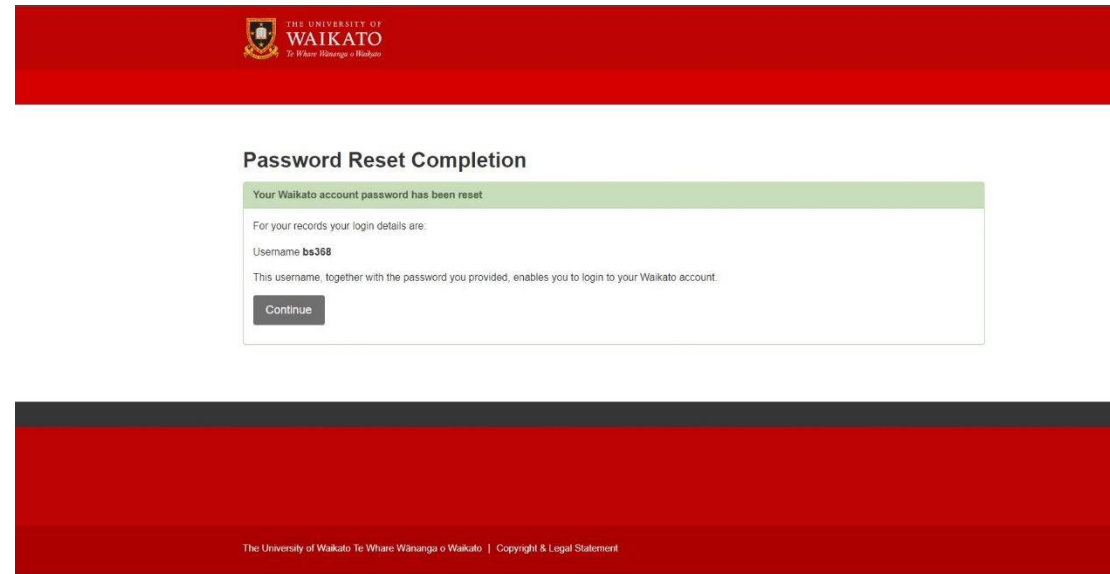
NB: You must enter a valid password that meets or exceeds the following criteria:

- a. Minimum password length = 7 characters.
- b. Maximum password length = 120 characters.
- c. Must contain at least one alphabetic, one numeric, and one special character.
- d. Is a non-sequential password, or not a password that is similar to a previous password.
- e. You cannot use a password that you have used before.

If you have any issues please call the Service Desk on 07 838 4008, Mon - Fri, 8am - 5pm. Or Email help@waikato.ac.nz



14. Click the **Continue** button



15. You will receive an email:
(subject line: Password has been reset)



16. Go to elearn.waikato.ac.nz
17. Enter your **username** in the Username box
18. Enter your **password** in the Password box
19. Click the **Sign in** button

THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

University of Waikato Sign in

University of Waikato

Username

Password

Sign in

[Forgotten your password or having issues signing in?](#)

New to Waikato?

You will need an account in order to study with us and to apply for accommodation.

Create an account

Always sign out when you have finished.
Protect your privacy - this will protect your personal information from being accessed by other users.

The University of Waikato Te Whare Wānanga o Waikato

20. You will see a Confirm screen – click **Yes** to agree to the conditions and access Moodle.

Once you click **Yes** you won't see this box again.

Confirm

To use Moodle you must agree to abide by these [Conditions](#) by clicking 'Yes' below.

Please direct any queries to the Head of Information & Technology services by contacting the ITS Service desk (email help@waikato.ac.nz or phone 07 838 4008).

I agree to these Conditions of Access when I use Moodle Yes / No

Yes

- 21. You can now see your papers on the dashboard in Moodle:
- 22. Click on your **paper name** to see that paper in Moodle.

The screenshot displays the Moodle dashboard for user Brenda Simmons. At the top, there is a navigation bar with a menu and various links like 'Student Learning & Support', 'Library', 'Useful Links', 'Archived Papers', and 'Covid-19 Information'. The user's name 'Brenda Simmons' is visible in the top right corner.

The main content area is titled 'Brenda Simmons' and features two primary sections:

- Recently accessed papers:** A horizontal row of six paper cards. The first card, 'HEBUST papers', is highlighted with a red circle.
- Paper overview:** A grid of paper cards. The 'HEBUST papers' card is circled in red. Other cards include 'Staff sandpits', 'Upgrade 2022', 'Example Courses', and 'Student Information Projects and Systems'.

The right sidebar contains several utility sections:

- MyWaikato:** Includes an 'Assessment Map' and a link to 'View my results'.
- Timeline:** Shows 'No upcoming activities due'.
- Upcoming events:** States 'There are no upcoming events'.
- Calendar:** Displays a calendar for March 2022.
- Blue Connector:** Contains 'Evaluations' information, stating 'When paper and teaching evaluations open, your own personal links will be here.' and 'You do not have any evaluations currently'.

If you have any questions please contact:
a Student Advisor, or
a Teaching Assistant (TA), or
your Class Monitor, or
Professor Ma