Welcome to "moodle@NovaSBE"!

… the Nova SBE CMS Platform available to Faculty and Students to supplement face-to-face classes.
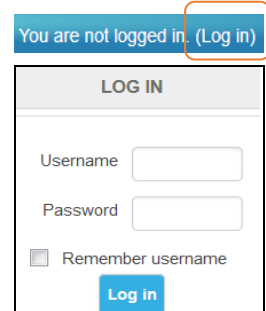

1. **To login**, open your browser (Firefox is **moodle** recommended):

   - **Go to**…
     - **this Platform:** http://moodle.novasbe.pt, or
     - **the School Site,** http://www.novasbe.pt and click the "moodle@NovaSBE" link, under "Useful links" at the bottom of the screen;

   - **and enter your Login information.**
     Click the **"Log in"** link, top right of the Front Page, and enter your **personal Nova SBE account** information (the usual Username and Password).
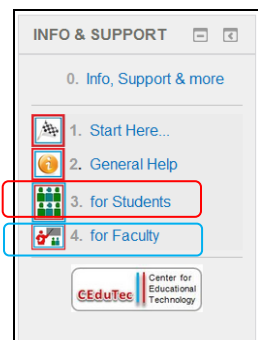
     ➢ *Problems logging in?*
       - **Did you forget your Username, Password or eMail address (or want them changed)?**
       - **Is your name misspelled?**

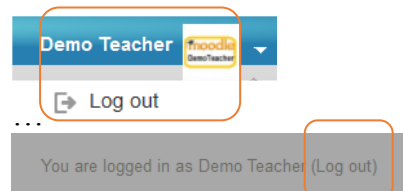   Please **contact NovaSBE ITHelpDesk** (helpdesk@novasbe.pt)**.**

2. **Start by**

   - going to the "**Info & Support**" block, in the Front Page left column, and get acquainted with the startup information there, with the links:
     - "**Start Here…**" - with the Platform´s "*Policies and Rules*", …;
     - "**General Help**" - with "*How to configure My moodle HomePage and Profile"* and quick manuals with generic help;
     - "**for Students**" - with mini-manuals that will help Students get started, namely **"*My Courses startup info*"**, …;
     - "**for Faculty**" - with mini-manuals that will help moodle-Teachers get started, namely "*My Courses startup info*", "*Faculty Procedures*" and more;
     - among others.

3. **At the <u>end of your Moodle working session</u>*, and for security reasons*:**

   - make sure that <u>all</u> **popup windows** with open documents are **closed**;

   - "**Logout**" to quit your moodle session
     (click your Name, upper right corner of the screen, and in the "User Menu" the "Log out" link, or
     click the "Log out" link at the bottom of the screen)

   - **exit the Browser**, so that all sessions and links to external sources are closed.

Have a great moodling with moodle@NovaSBE !