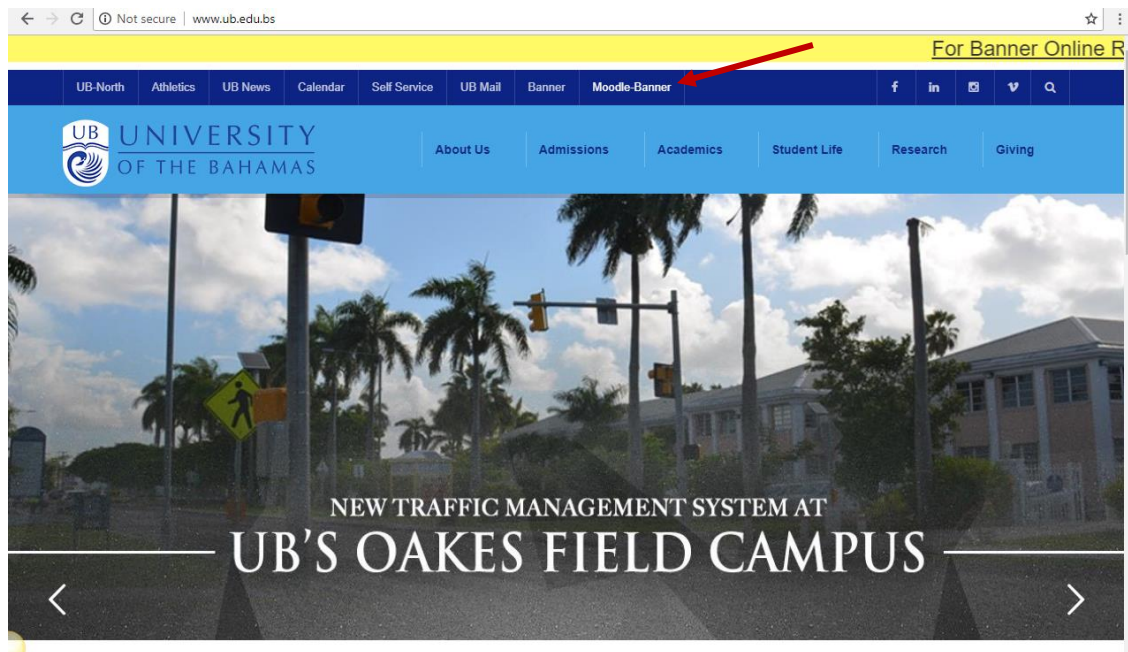
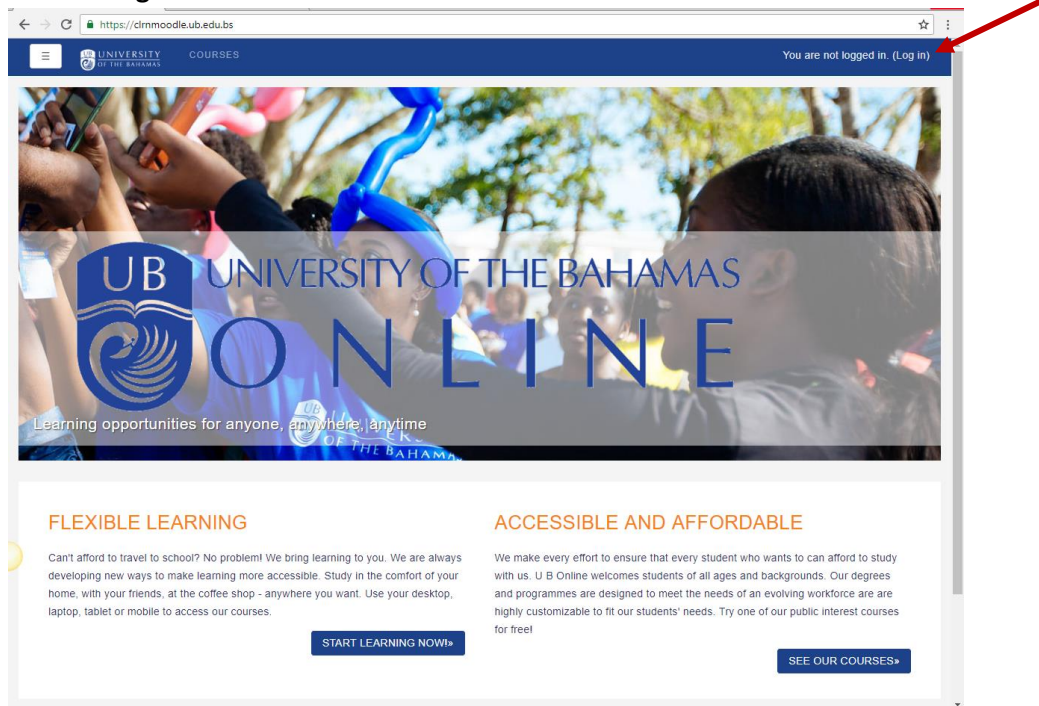


## Instructions to Activate Moodle Account

1. Go to the University website at [www.ub.edu.bs](http://www.ub.edu.bs)
2. Click on **Moodle-Banner**



3. Click on **Log In**



4. Log in with the username and password used to access the University computers, then click Log in

https://clrmoodle.ub.edu.bs/login/index.php

UB

jdoe100

\*\*\*\*\*

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

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

5. Type in your First Name, Last Name, UB email address, City/Town (Nassau) & select Country (Bahamas)

https://clrmoodle.ub.edu.bs/user/edit.php

UNIVERSITY OF THE BAHAMAS

COURSES

Dashboard

Site home

Calendar

Private files

Dashboard / Preferences / User account / Edit profile

Expand all

General

First name John

Surname Doe

Email address jdoe100@ub.edu.bs

Email display Allow only other course members to see my email address

City/town Nassau

Select a country Bahamas

Timezone Server timezone (America/Nassau)

User picture

Current picture None

A profile picture can only be added once all required profile information has been saved.

Additional names

## 6. Scroll down and click Update Profile

The screenshot shows a user profile update interface. On the left is a sidebar with links: Dashboard, Site home, Calendar, and Private files. The main content area contains the following fields:

- Email address:** Change pending. Open the link sent to you at [ecmajor750@ub.edu.bs](mailto:ecmajor750@ub.edu.bs). Cancel email change.
- Email display:** Allow only other course members to see my email address (dropdown).
- City/town:** Nassau (text input).
- Select a country:** Bahamas (dropdown).
- Timezone:** Server timezone (America/Nassau) (dropdown).
- User picture:** Current picture is None. A message box states: "A profile picture can only be added once all required profile information has been saved."
- Additional names:** (text input)
- Interests:** (text input)
- Optional:** (text input)

At the bottom of the form is a blue button labeled "Update profile", which is highlighted by a red arrow. Below the form, a message reads: "There are required fields in this form marked ⓘ". At the very bottom, a dark bar shows the user is logged in as "Elisha Major" with a "(Log out)" link and a "Home" link.

## 7. Click on Continue

The screenshot shows a confirmation page from the University of the Bahamas. The top navigation bar includes a menu icon, the university logo, the word "COURSES", and the user's name "Dwjuan Miller" with a profile icon. Below the navigation bar, there is a large placeholder for a profile picture and the name "XXXXXXXXXX". A breadcrumb trail reads: "Dashboard / Preferences / User account / Edit profile".

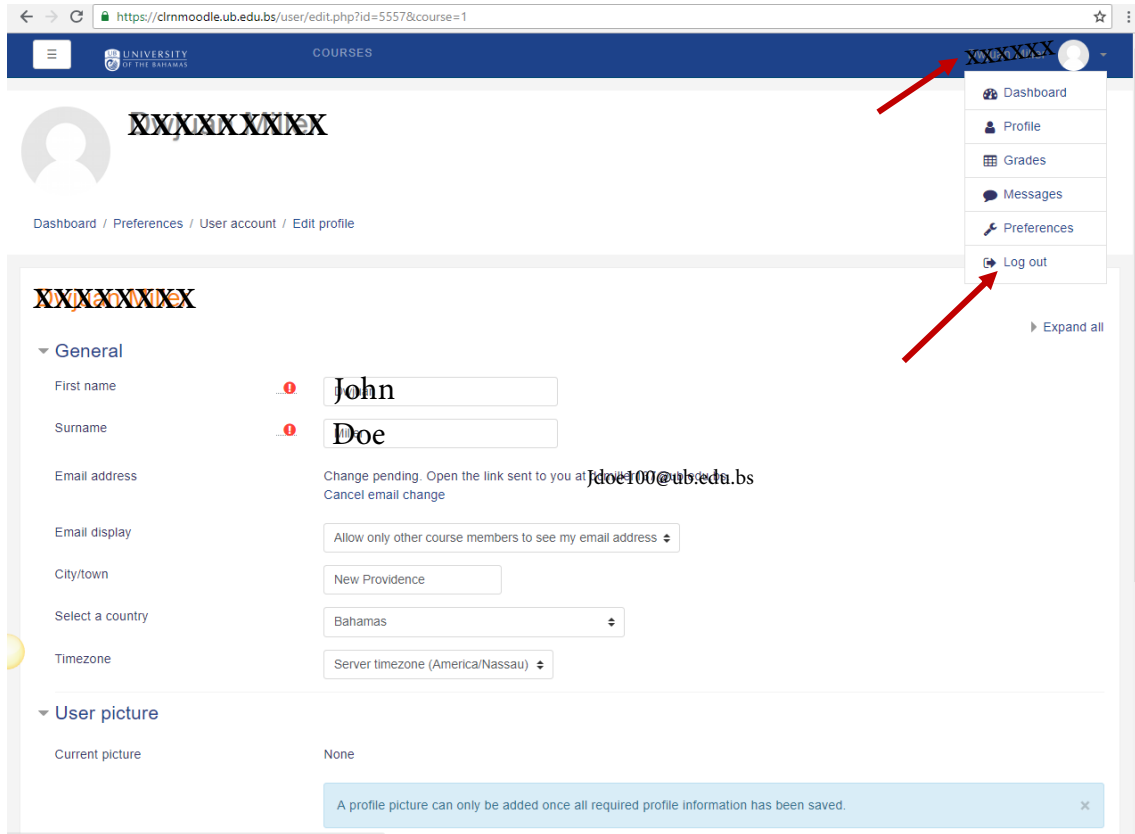
The main content area features a message from the system:

**XXXXXXXXXX**

You have requested a change of email address, from [dcmliller137@ub.edu.bs](mailto:dcmliller137@ub.edu.bs). For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.

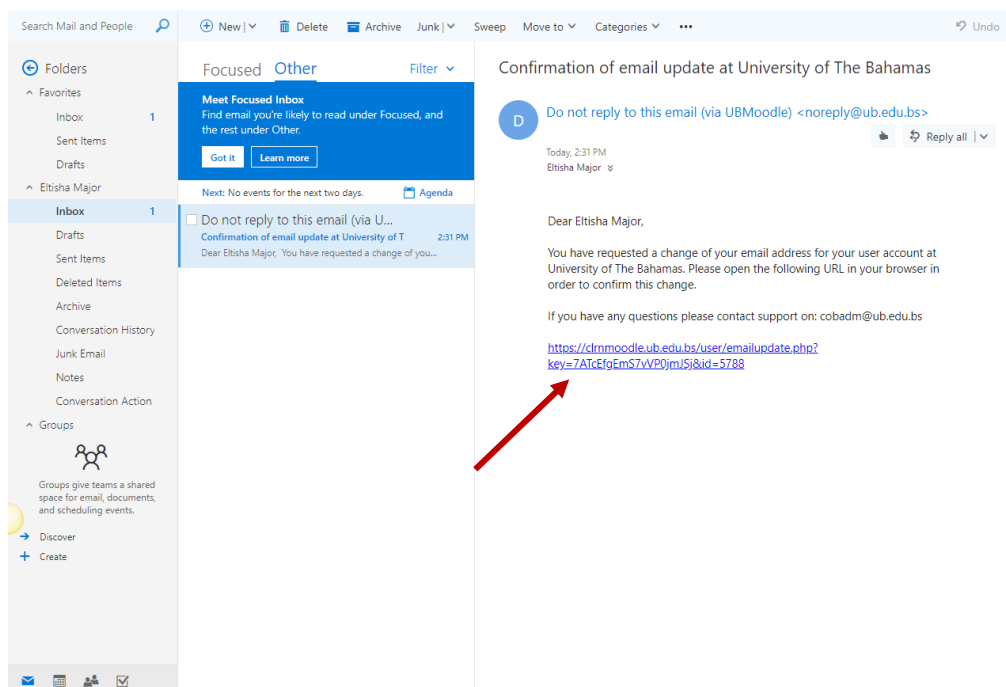
At the bottom of the message is a blue button labeled "Continue", which is highlighted by a red arrow.

8. Click on your name in the top right corner of the page, then select Log out



The screenshot shows a Moodle user profile page for 'John Doe' (username: John, surname: Doe, email: John.Doe100@ub.edu.bs). The page is titled 'Edit profile' and includes sections for 'General' and 'User picture'. A red arrow points to the user's name 'John Doe' in the top right corner of the page. Another red arrow points to the 'Log out' button in the user menu dropdown.

9. Log into your UB email account to complete the Moodle activation. You should receive an email similar to the one below, click on the link at the bottom of the message.



The screenshot shows an email inbox with a confirmation email from the University of The Bahamas. The email is titled 'Confirmation of email update at University of The Bahamas' and is from 'Do not reply to this email (via UBMoodle) <noreply@ub.edu.bs>'. The email content includes a greeting 'Dear Eltisha Major,' and a message stating: 'You have requested a change of your email address for your user account at University of The Bahamas. Please open the following URL in your browser in order to confirm this change.' A red arrow points to the activation link: <https://clrmoodle.ub.edu.bs/user/emailupdate.php?key=7ATgEfgEmSZvVP0jmJSI&id=5788>.

10. You will be redirected back to the Moodle log in page. Log in again with the username and password used to access the University computers, your account is now activated.

