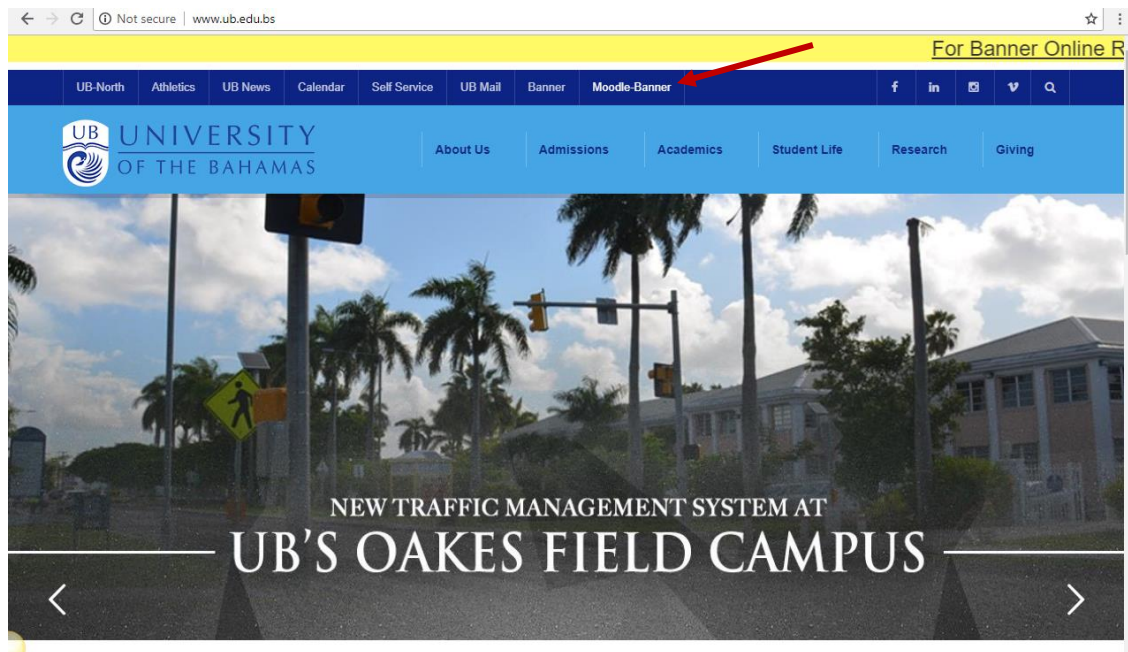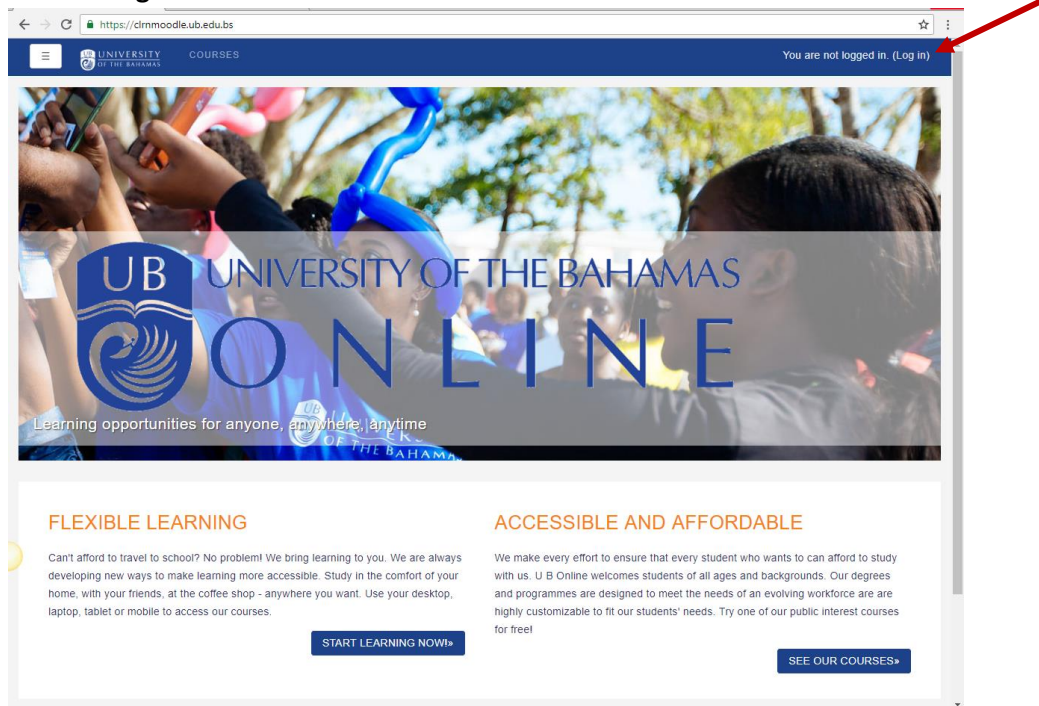# Instructions to Activate Moodle Account

1. Go to the University website at 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

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

6. Scroll down and click Update Profile

Email address	Change pending. Open the link sent to you at ecmajor750@ub.edu.bs.
	Cancel email change
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

▸ Interests

▸ Optional

Update profile

There are required fields in this form marked ❗ .

You are logged in as Eltisha Major (Log out)
Home

7. Click on Continue

≡   UNIVERSITY OF THE BAHAMAS   COURSES   Dwjuan Miller ⬍

XXjXXX XXix

Dashboard / Preferences / User account / Edit profile
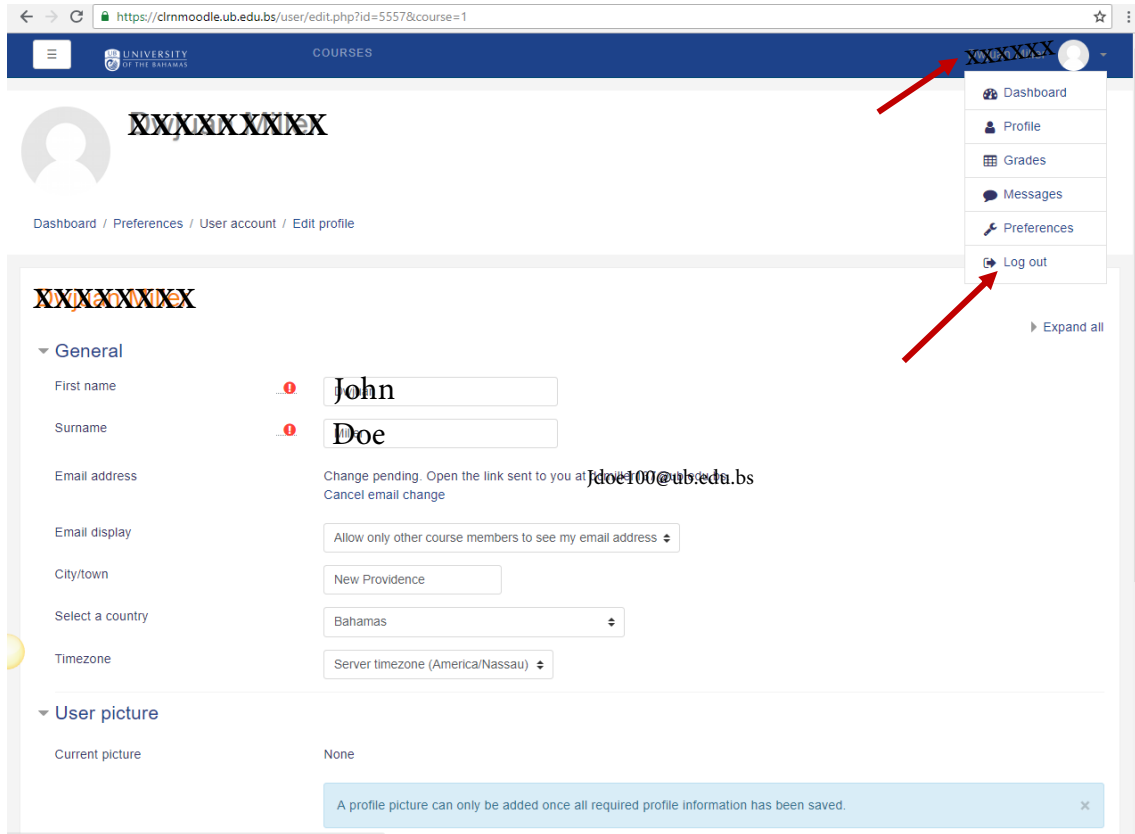
XXjXXX/Xix

You have requested a change of email address, from to dcmiller137@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.
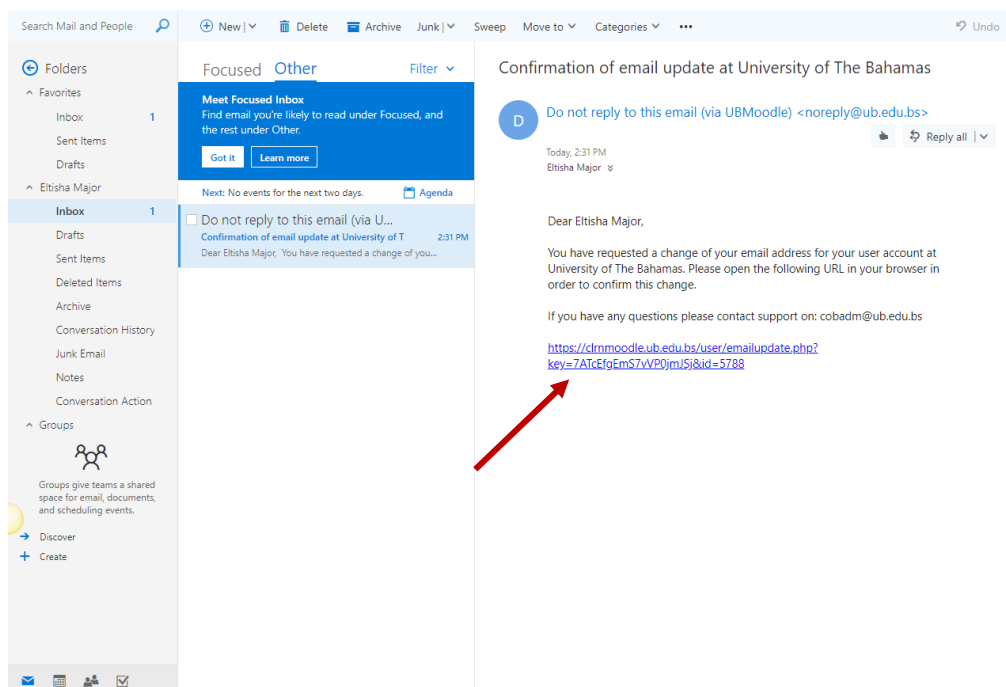
Continue

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

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.

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.