



Moodle – How to: *Create an account*

1. Create an account

1. In order to use Moodle, an account needs to be created. To create an account, please visit:

<https://ucaqld.moodlesite.pukunui.net/>

2. Click on the top right-hand corner which says (Log in)

3. You will see a box with:

'Is this your first time here?'

4. Click on the light grey box which says **Create new account**

New account

Choose your username and password

5. Follow the instructions

More details

1. Please provide your email address that will be used to set up your Moodle account, your first and last name. Use Australia as the country.
2. Please remember to add the name of your **congregation** in your profile, in the section provided.
3. You must choose a presbytery from the list provided, in order to create an account. Please make sure that you choose the correct presbytery. The presbytery ensure that you are enrolled in the correct course/s and also issues you with your certificate of completion.
4. Please fill in the reason for your account – eg need to do training.
5. Click on **Create my new account**
6. If you receive an email from:

Uniting Church in Australia, Queensland Synod: New user account

Then this is the link to confirm and access your account.

7. Check your junk/ spam folder if you can't find this email. It is important to provide a **personal/ or only-owned-by-you email address** so that you will have your own account set up in Moodle.



2. Confirm account

The next step is to have your account confirmed, so that you can use it. Your presbytery administrator will confirm your account. This is why it's important to make sure that you fill in the details about your congregation and your presbytery. Contact details for each presbytery are located on the Moodle home page, and have also been provided below:

Bremer Brisbane Presbytery: office@bremerbrisbane.org.au

Carpentaria Presbytery: office@ucacarpentaria.com.au

Central Queensland Presbytery: cqsecretary@centralqldpresbytery.org.au

Mary Burnett Presbytery: secretary@maryburnettpres.org.au

Moreton Rivers Presbytery: adminsupport@moretonriverspresbytery.org.au; or office@mrpres.org.au

South Moreton Presbytery: compliance@southmoreton.org.au; or office@southmoreton.org.au;

The Downs Presbytery: admin@downspresbytery.org.au; or tdpresb.safe@gmail.com

3. Access your account

To log in to Moodle, visit

<https://ucaqld.moodlesite.pukunui.net/>

4. Site Tour

On the first time that you log in to Moodle, you will be taken on a brief tour. This tour will give you some instructions on how to access your courses and use Moodle. You can also take some time to familiarise yourself as follows:

https://docs.moodle.org/38/en/User_quick_guide

5. Practice site

Moodle has 2 practice sites which can be used to familiarise yourself with using Moodle. The link is provided below:

<https://moodle.org/demo/>

Choose 'Student' as your role on this practice site.

6. Course Enrolment

If you have created your account with the correct presbytery details, then you will be enrolled in courses once your account has been confirmed. You cannot access any courses until you have been enrolled in that course. If you are having difficulty, please contact your presbytery office.