



**MOODLE @ NILAI UNIVERSITY**

**USER MANUAL: RESET PASSWORD  
(STUDENT)**

**VERSION 1.0**

**2017**

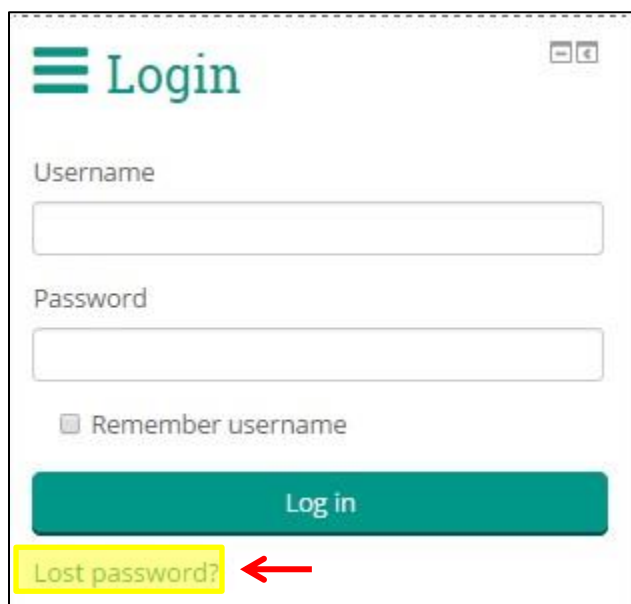
## RESET MOODLE PASSWORD (STUDENT)

### STEP 1:

Kindly ensure your **student email** –Office365 (nxxxxxxx@students.nilai.edu.my) is active. Contact IT SUPPORT if you want to activate/reset email password.

### STEP 2:

Click "Lost Password?" link.

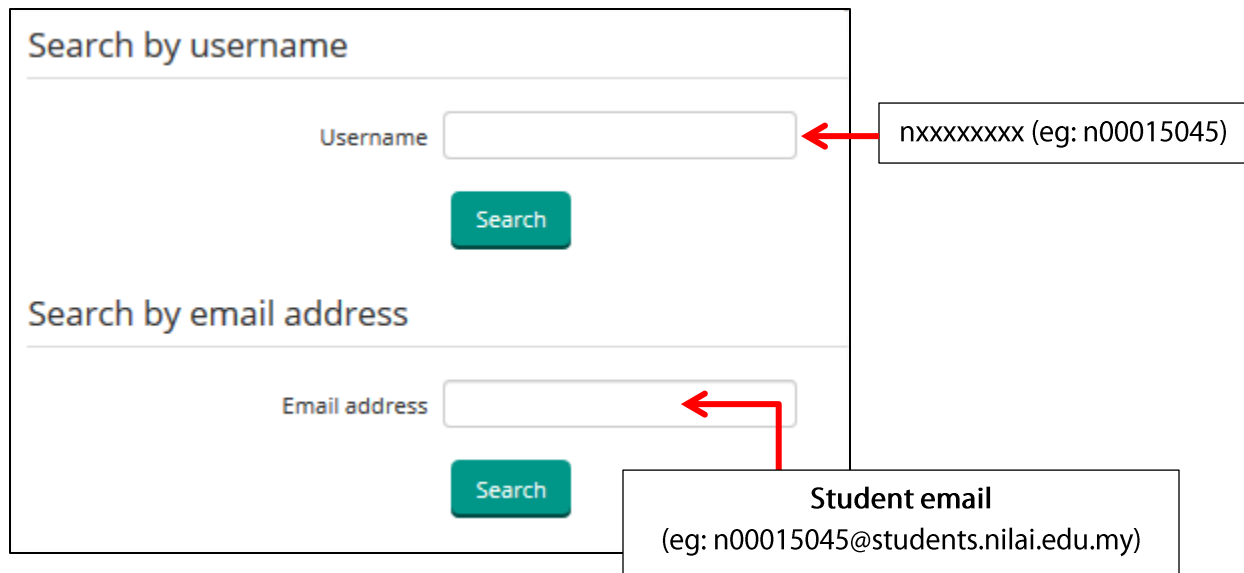


The screenshot shows the Moodle Login page. At the top left is the Moodle logo (three horizontal lines) and the word "Login". Below this are two input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Remember username". A large teal button labeled "Log in" is positioned below the input fields. At the bottom left of the login form area, the text "Lost password?" is highlighted in yellow, with a red arrow pointing to it from the right.

**STEP 3:**

Fill in your **username OR student email (office 365)**. Click "Search".

*\*\*If you insert the right username or email, an email will be sent to your email address (student email - Office365), with instructions how to get access again.*



**Search by username**

Username  ← nxxxxxxx (eg: n00015045)

**Search**

**Search by email address**

Email address  ← Student email (eg: n00015045@students.nilai.edu.my)

**Search**

Hi Student,

A password reset was requested for your account 'n00015045' at NILAI UNIVERSITY.

To confirm this request, and set a new password for your account, please go to the following web address:

[http://moodle.nilai.edu.my/login/forgot\\_password.php?token=njbbGRBQaQ9ZnX1uG73QDr6t0K43Rbl](http://moodle.nilai.edu.my/login/forgot_password.php?token=njbbGRBQaQ9ZnX1uG73QDr6t0K43Rbl)  
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User