

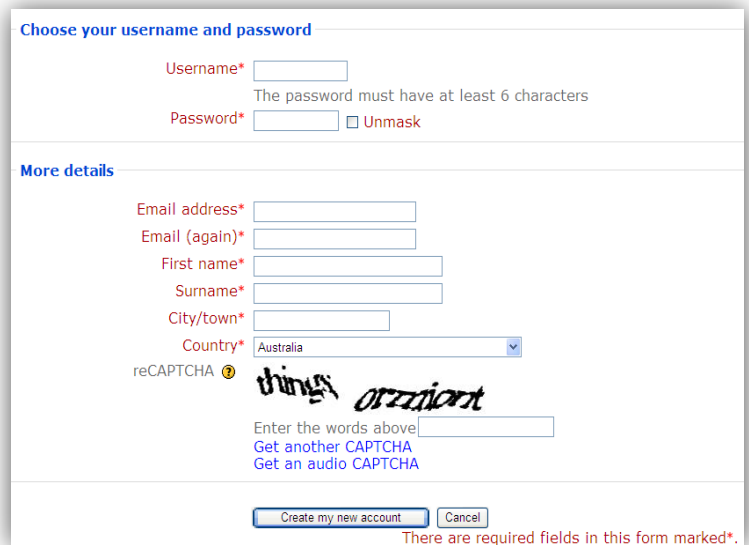
# Hunter Institute Online – Moodle

## Creating a Moodle account:

1. You will need:
  - Access to your TAFE or personal email account
  - Your DET Username and Password
  - Course Enrolment key from your Teacher
2. Go to <http://hi.moodle.com.au>
3. Click “Create New Account” on the HI Online home page.



4. Fill in your details:
  - **Username**=Your student Username
  - **Password**= Your student Password
  - Use an email address you can access at TAFE.  
*Your TAFE email address is: `username@tafensw.net.au`*
5. Click on **Create my new account**, and then **Continue** on the next screen.



**NOTE** – the Moodle login will never change, even if your student Username and Password change in the future.

**Keep a record of the Username, Password and Email address you use to login.**

6. An email will be sent to the address you used in your registration. To access your TAFE email, login to the student Portal at <http://student.det.nsw.edu>. Open your email account and open the most recent email from “admin-user”. You must click on the link in the email to activate your Moodle account.

# Accessing your Course Material

Once you have created an account you are able to enrol in your TAFE units - your teacher will provide you with the enrolment key. 🗝️

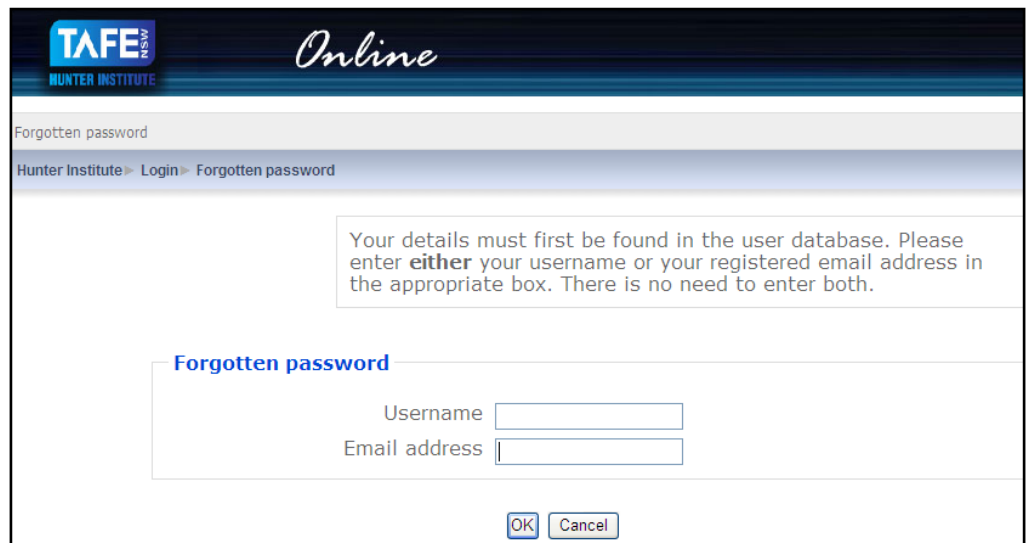
- Click on the unit and enter the key as prompted.
- You will be automatically enrolled in the unit and will be able to access all the course material. Enrolment for courses is a once only procedure

## Forgotten your password or login?

1. Click on the **Lost Password?** link at the bottom of the login screen.



2. Enter either your Username **or** email address.  
*You can ask your teacher to tell you the email address you used previously.*



3. An email will be sent to your email address with a new password (if your details are found in the user database).
4. If you can't remember any login details, you will have to create a new account. You won't be able to re-use the username or email address you used before, so will need to provide a new username and an alternate email address (eg. use a Hotmail address if you previously supplied your TAFE email address).