



Contact: Tammy K. Bitsilly in Mod#2

1. Open a web browser
2. Type in the URL / Address bar
3. [www.navajotech.edu](http://www.navajotech.edu)
4. You will be prompted with the College website
5. From the top tabs ... click on "online"
6. You will be prompted with a new white page "Online Environment"
7. Click "login" ... There are two links that you could use to login 1) upper top right hand corner 2) near the bottom of the page, center area.
8. The page will display two fields

User name: first four digits of your last name ...  
Followed by your six digit ID number.

For example: (\*note all letters are lower case)

Last name is Yazzie = yazz123456

Last name is Joe = joe123456

9. Type in your password, upon your first time logging in "everyone's" password is the same
10. Type changeme in the password field, all one word, and all lower case.
11. You should be prompted with a new page: (with three fields)  
Current Password: changeme  
New Password: \_\_\_\_\_ (\*note: the new password should be at least six characters and two numbers)  
Confirm New Password: \_\_\_\_\_ (\*type in the same new password here)
12. If your password is successful you will be prompted with a new page that says "successful" or "denied" IF it is denied you must try again to create a new password.
13. Upon creating a successful password, you may continue.
14. In the window in front of you; you should be able to see your course list in view  
For example: **FA11-ENG-98-1 \*\*ONLINE COURSE\*\***  
**FA11-MTH-121-1 \*\*ONLINE COURSE\*\***  
**FA11-NAV-101-1 \*\*ONLINE COURSE\*\***
15. Click on the name: (for example) FA11-ENG-98-1 Reading & Writing Skills II (high lighted in blue and clickable)
16. You should be prompted with a new page, up at the top of the page you should be able to see  
(for example) FA11-ENG-98-1 Reading & Writing Skills (in big blue letters)
17. Once you see that you should be able to scroll down the middle of the page and view the course outline by weeks... you will be able to see assignments by week.

Message the instructor:

1. in the class page click on "participants" (Participants lists all the people in the class including your instructor)
2. From the list find "your instructors name"
3. Click on his/her name
4. You should be able to view his/her profile, at the bottom of her profile (bottom of that page)
5. Click on "Send Message"
6. In the small window opened, type your instructor a message.

For example: Hello, I have participated in a moodle training and I have my moodle account activated.

**IT IS YOUR RESPONSIBILITY AS THE STUDENT TO READ YOUR ASSIGNMENTS IN THE MOODLE ENVIROMENT.**  
**ALL STUDENTS SHOULD PARTICIPATE IN A MOODLE TRAINNG. DURING THE FIRST WEEK OF SUMMER**  
**CLASSES. SEE TAMMY BITSILLY IN MOD#8 TO ARRANGE A TRAINING SESSION..**