

# How to use MyMoore

MyMoore is the student portal where you can update contact details, check enrolment status, change password, provide paper exam supervisor details and print your transcript.

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## Logging into my.moore.edu.au

1. Go to [my.moore.edu.au](http://my.moore.edu.au)
2. Using your student log-in details, enter your student number and password, then click **Log in**.

Please Log In

Log in to My Moore

100xxxxx

\*\*\*\*\*

Remember me

Log in

## Checking your username or password

1. Click on **Can't access your account?**



Can't access your account?

IP Address: 27.111.0.11

2. Choose your reason for not being able to access your account and click **Next**.

Assistance

Why can't you sign in?

I have forgotten my password

I have forgotten both my login and password

Next Back

Revised on: 8/8/2018

3. Enter your email address, and click **Reset**.

## Forgot Login and Password

Email my login

person@gmail.com.au

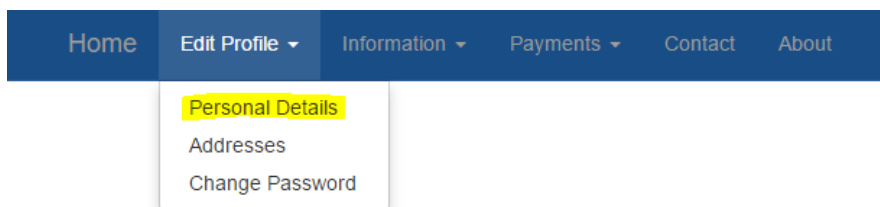
Reset

Cancel

An email will be sent to you with instructions on how to update your log-in details.

## Changing your contact details

1. In the **Edit Profile** menu, choose **Personal Details**.



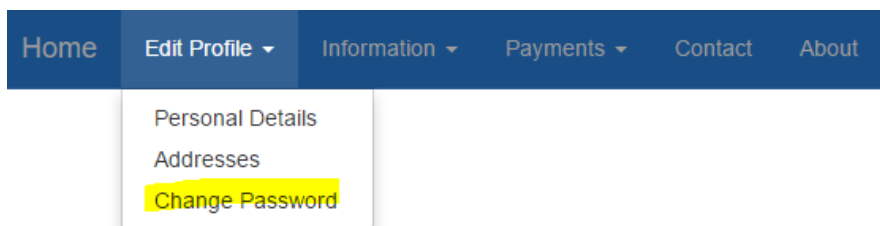
2. Update any incorrect fields, then click **Save**.

Save

Cancel

## Changing your password

1. In the **Edit Profile** menu, choose **Change Password**.



2. Enter your old password, then enter your new password twice.

Old Password

New Password

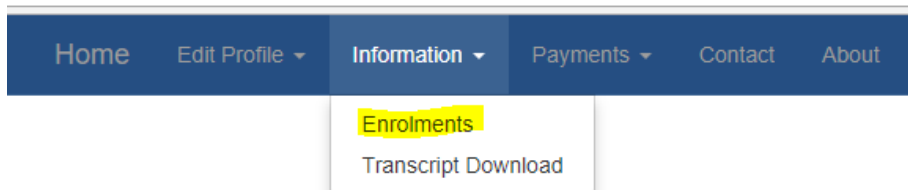
Confirm New Password

3. Click **Save**.



## Checking your enrolment status for your units

1. In the Information menu, choose **Enrolments**



2. Click on the arrow next to your course and you will see the units you are enrolled in the lower half of the window, including your results (if completed).

A screenshot of a web interface showing a table of courses. The 'Information' menu is open. A note states: "Note: The selected course is represented by the ► icon. To change to another course please click on the arrow icon." The table has columns: Select, Course, Category. The row for 'NPTC' (Student) has a red circle around the right-pointing arrow in the 'Select' column. Below the table is a section titled 'NPTC Units' with a table showing enrollment details. The 'Term' '3/17' and 'Unit' 'Old Testament 3 (OT3)' are circled in red.

Select	Course	Category
>	PTC	Student
>	PTC	Super Leader
>	NPTC	Supervisor
>	DBS	Student
►	NPTC	Student
>	DBS	Supervisor
>	MA	Student

**NPTC Units**

Date	Term	Unit	Group
27/09/2017	3/17	Old Testament 3 (OT3)	

3. Click on the arrow next to your unit

NPTC Units

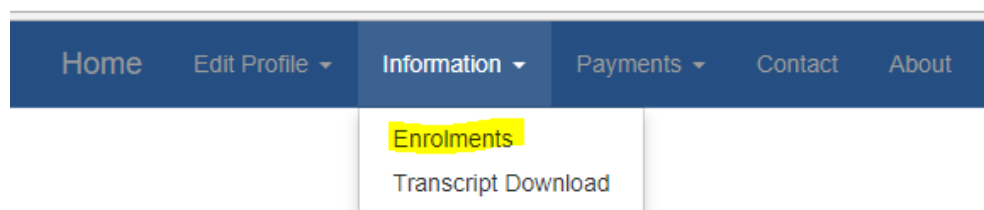
Date	Term	Unit	Group	Due	Paid	Mark	Select
27/09/2017	3/17	Old Testament 3 (OT3)		\$0.00	\$0.00	TBA	►

4. You can add your supervisor details if you are doing a paper exam.

**Note: The deadline to order a paper exam is the end of week 5 of term.**

## Updating your paper exam supervisor (if relevant)

1. In the **Information** menu, choose **Enrolments**.



2. Choose the course you are currently enrolled in – the units you have enrolled in in that course will be listed below, including your results (if completed).

### Courses

	Course	Category	
>	PTC	Student	
▶	NPTC	Student	
>	DBS	Student	
>	NPTC	Supervisor	

### NPTC Units

Date	Term	Unit	Group
19/05/2015	2/15	Introduction to the Bible (ITB)	
10/01/2017	1/17	Promise to Fulfilment (PTF)	

3. Click on the pointed finger next to your current enrolment.

Mark	
0	

4. Click on **Lookup Supervisor**.

#### Exam Supervisor

Current Supervisor (Not Selected)

Select a new supervisor

[Lookup Supervisor](#)

5. Enter the name and contact details of your exam supervisor.

**Note:** You must include at least a name and email address of your supervisor. If you are sitting a paper exam, you must include their postal address.

**Personal Details**

Title  Gender

**First Name**

**Surname**

**Address** Australian Address  Non-Australian Address

Address Line 1

Address Line 2

Suburb  State

**Contact Details**

Phone  02

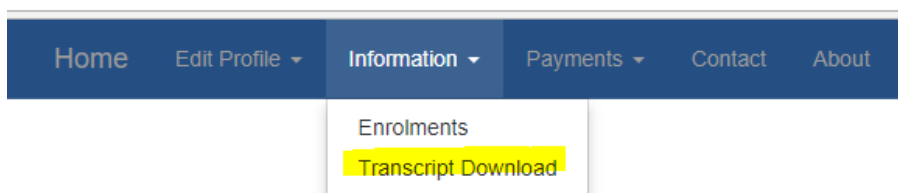
Mobile

**Email**

6. Click **Save**.

## Printing your transcript

1. In the Information menu, choose **Transcript Download**



If you have any questions about using the my.moore.edu.au website, please email [distance@moore.edu.au](mailto:distance@moore.edu.au)