KWAME NKRUMAH UNIVERSITY

DIRECTORATE OF OPEN DISTANCE AND LEARNING

MOODLE LOGIN, CHANGE PASSWORD AND COURSE SELF-ENROLMENT STEPS
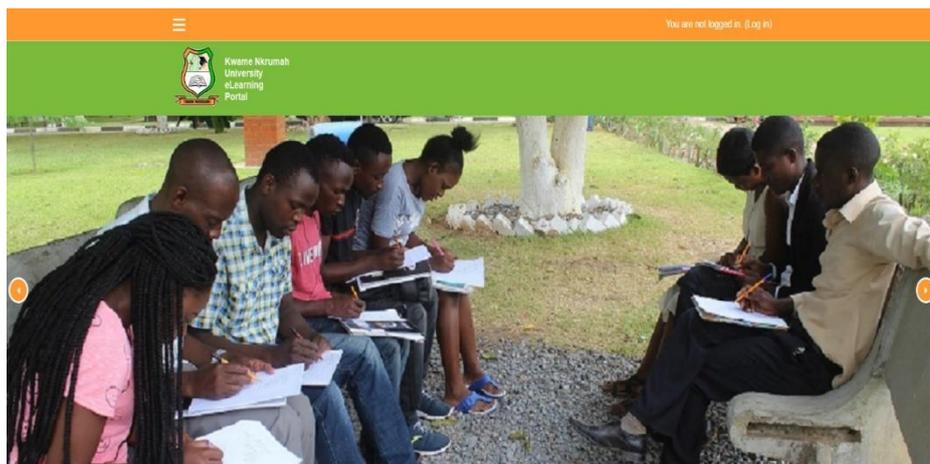
Step 1

Paste or type https://www.nkrumah.edu.zm/knuelearning in any of the browsers to access the platform.

Or

Visit www.nkrumah.edu.zm, and on the menu, "STUDENT/STAFF PORTAL", click on the "eLearning Portal" option.
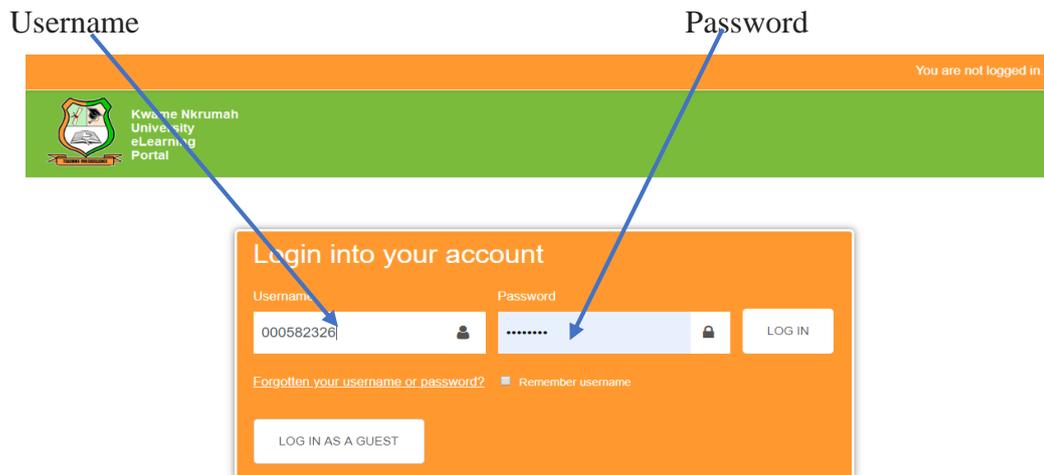

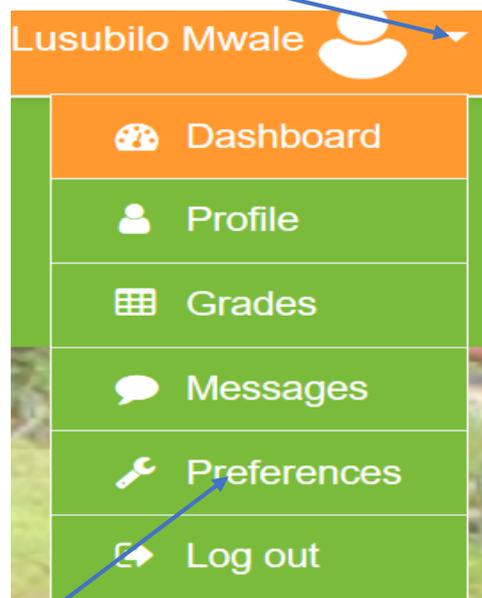
Step 2

Click on the Log in link

Step 3

Enter username and password (Username is the student number (e.g. 20200987) and the default password is the surname of a student, starting with a CAPITAL letter, in the following format: Moodle2019?). Students are required to change their default passwords immediately after logging into the platform.

Username   Password
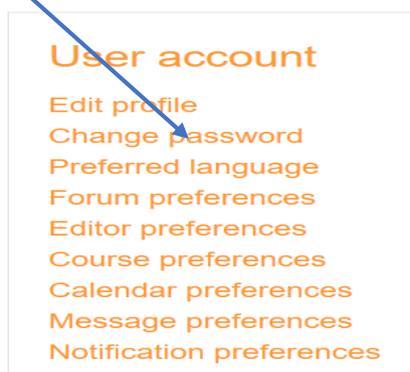

Step 4

Change user password

a. Click on the 'Arrow' pointing downwards after logging into the platform.

b. Click on Preferences

c. Click on 'Change password'

Preferences

User account

Edit profile
Change password
Preferred language
Forum preferences
Editor preferences
Course preferences
Calendar preferences
Message preferences
Notification preferences

d. Enter the current password, New password and New password (again)

Change password

Username	lulu
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
Current password ❗	••••••••
New password ❗	
New password (again) ❗	

SAVE CHANGES   CANCEL

Enter Current Password   Enter New Password   Enter New Password (again)

The password should be in the alphanumeric format and must have at least 8 characters e.g. Moodle2019? (uppercase, lowercase, numbers and a special character).

e. Click on SAVE CHANGES   **SAVE CHANGES**   button

f. Click on the CONTINUE button to complete the changing password process.
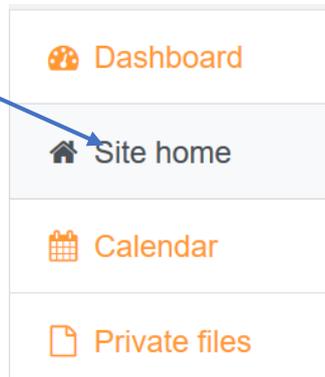
Password has been changed

CONTINUE

The changed password will come into effect after a user logs out of the system
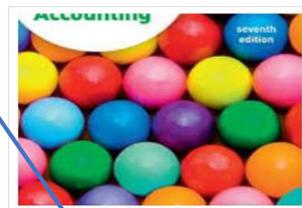
Step 5

Click on 'Site home' and scroll down to view the available courses

Step 6

Select a course on the available courses to perform Self-enrolment to a particular course.
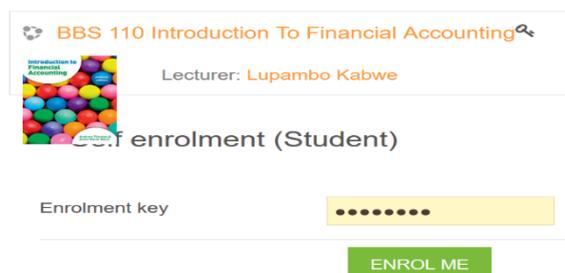
a. Click on the Course

BBS 110 Introduction To Financial Accounting

b. Enter the enrolment key provided by the respective lecturers and click on the 'ENROL ME' button.

A student will only be able to view Assignments, Quizzes, any other material, etc. after enrolling themselves in a particular course.