

## Accessing WelTec Moodle

### Login

Your login information would have been sent to you as part of the enrolment process. Your username is made up from your first and last name followed by some numbers e.g:

**firstname.lastname001**

This username can be used to login to:

- Networked computers
- WelTec Moodle
- Results system

### Office 365

Your WelTec Office 365 email address and username also follows the same convention e.g:

[firstname.lastname001@student.weltec.ac.nz](mailto:firstname.lastname001@student.weltec.ac.nz)

### Initial Password

Your initial Password is: WelTec followed by your student ID number e.g:

**WelTec2154321**

## Forgotten Your Password

### *Registration*

Go to: <https://tiny.cc/registerpass>

First, you will need to register your account with the reset password system. This will allow you to reset your password or unlock your account if you forget it. You will need to enter a mobile number or alternate email address. During the password reset process a confirmation code will be sent to either your registered mobile number as a text message or your registered email address.

### *Reset your password*

Go to: <https://tiny.cc/resetpass>

After you have registered your account with the password reset system visit the link above. Follow the onscreen instructions. A confirmation code will be either sent to your registered mobile number as a text message or your registered email address.

## Contact

### ICT Service Centre

Phone: (04) 830 3150

Email: [servicecentre@w2sharedservices.ac.nz](mailto:servicecentre@w2sharedservices.ac.nz)

### Learner Support Services:

Phone 0800 141 121

Email: [lss@wandw.ac.nz](mailto:lss@wandw.ac.nz)