Moodle Single Sign-On: New User

1. Navigate to https://moodle.greensboro.edu
2. Click on the "Microsoft" button:

Log in using your account on:

Microsoft

3. Supply your @greensboro.edu account and click Next:

Microsoft

Sign in

(1) @greensboro.edu

Can't access your account?

(2) Next

4. Supply the corresponding password and click "Sign in"

Microsoft

← @greensboro.edu

Enter password

(1)

Forgot my password

(2) Sign in

5. If asked, choose your preference here:

Microsoft

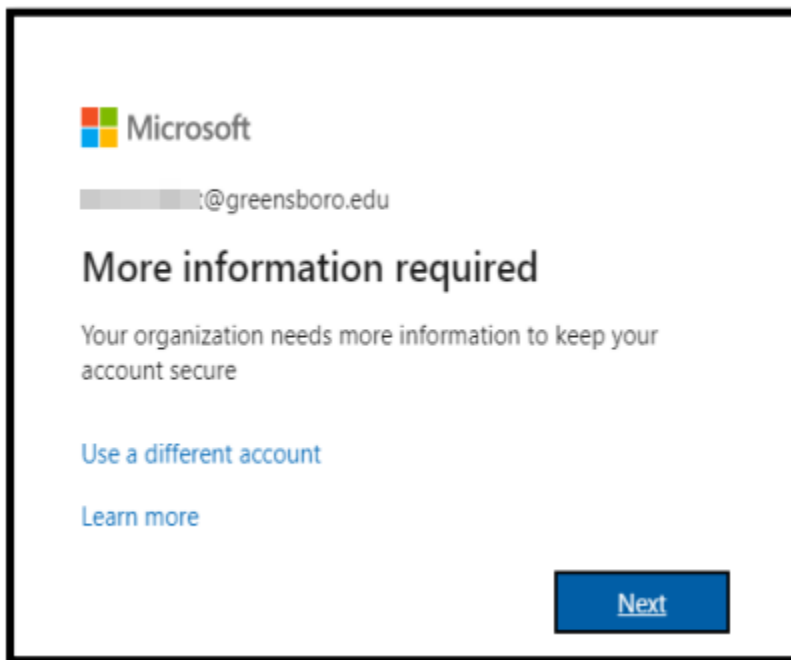moodletest@greensboro.edu

Stay signed in?

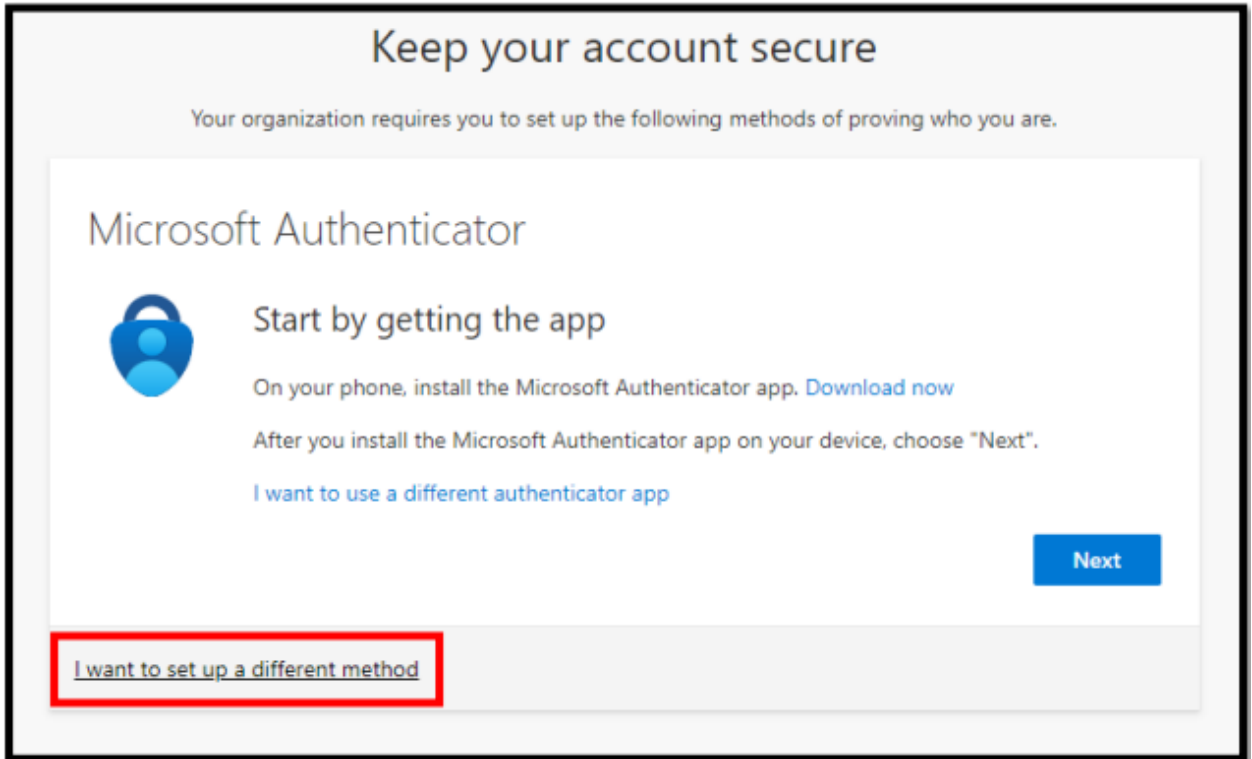Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

| No | Yes |

6. If you see the screen below, stating "More information required," please click "Next" to setup Multifactor authentication

Microsoft

:@greensboro.edu

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

7. Click "I want to setup a different method"

8. From the drop down menu, select "Phone" and click "Confirm." Although phone is **preferred**, if you do not have a phone, select "Email" from the drop down menu and complete accordingly **using a personal email address** – not your @greensboro.edu account:
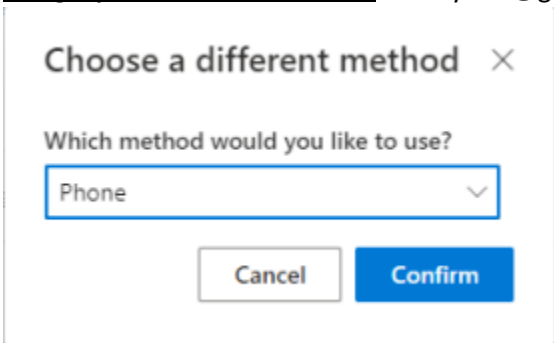
9. Enter your phone number in the text box and click next:

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

| United States (+1) ⌄ | 555-▓▓▓▓ |

(●) Text me a code

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

10. Enter the 6-digit code that was received on your phone through a text message, then click next. This will verify and successfully complete your phone registration:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 555-▓▓▓▓ Enter the code below.

Enter code

Resend code

Back   Next

I want to set up a different method

11. Click "Next" on the verification screen, and then "Done" on the final screen to complete your MFA setup:
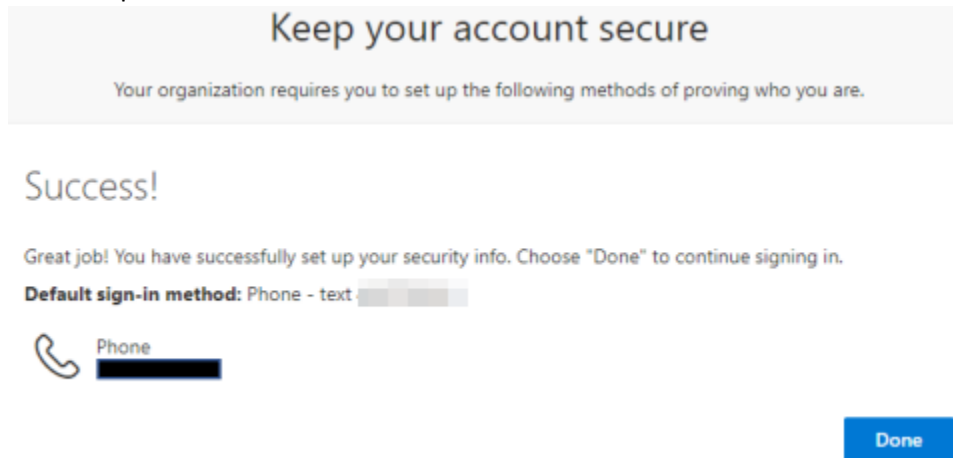
12. You will be directed into Moodle and placed on 'hold' until you complete your registration. Please check your email for registration instructions:
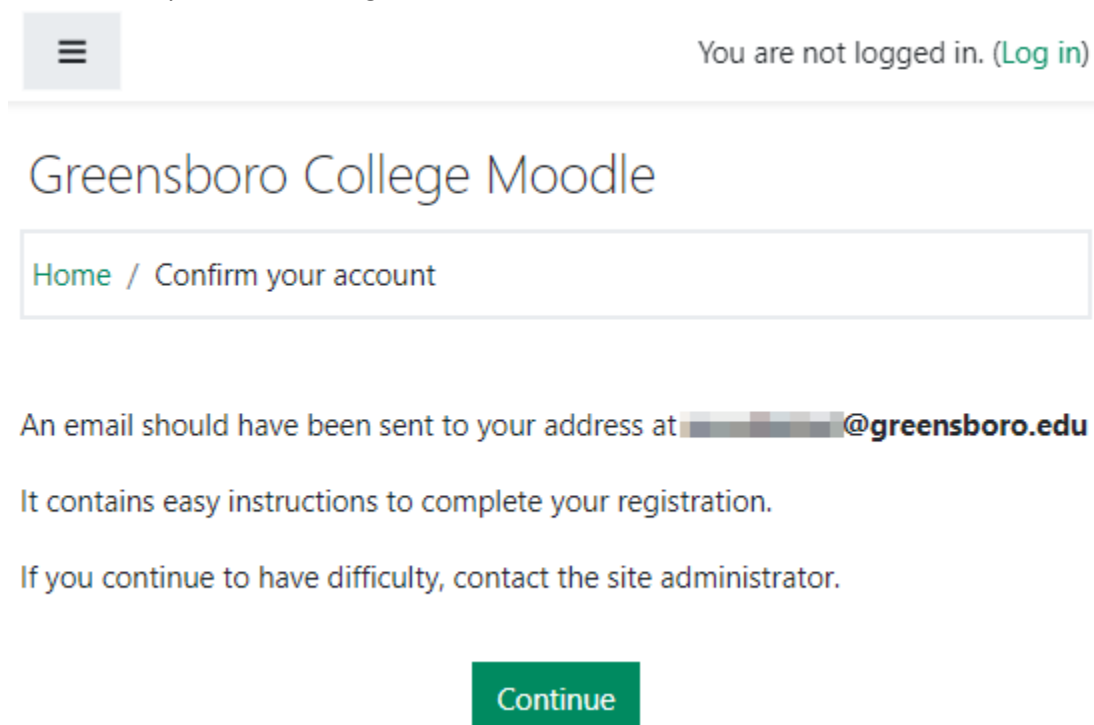
Clicking on "Continue" will take you back to the main Moodle login screen.

13. In your email inbox, you'll see a message that looks like this:

Either click on the link, or copy/paste the link into your browser, to proceed. This is a one-time setup procedure and will not have to be repeated in the future.

14. If successful, you will be logged into Moodle:

15. Moving forward, simply sign in using the "Microsoft" button outlined in step 2 of this document.