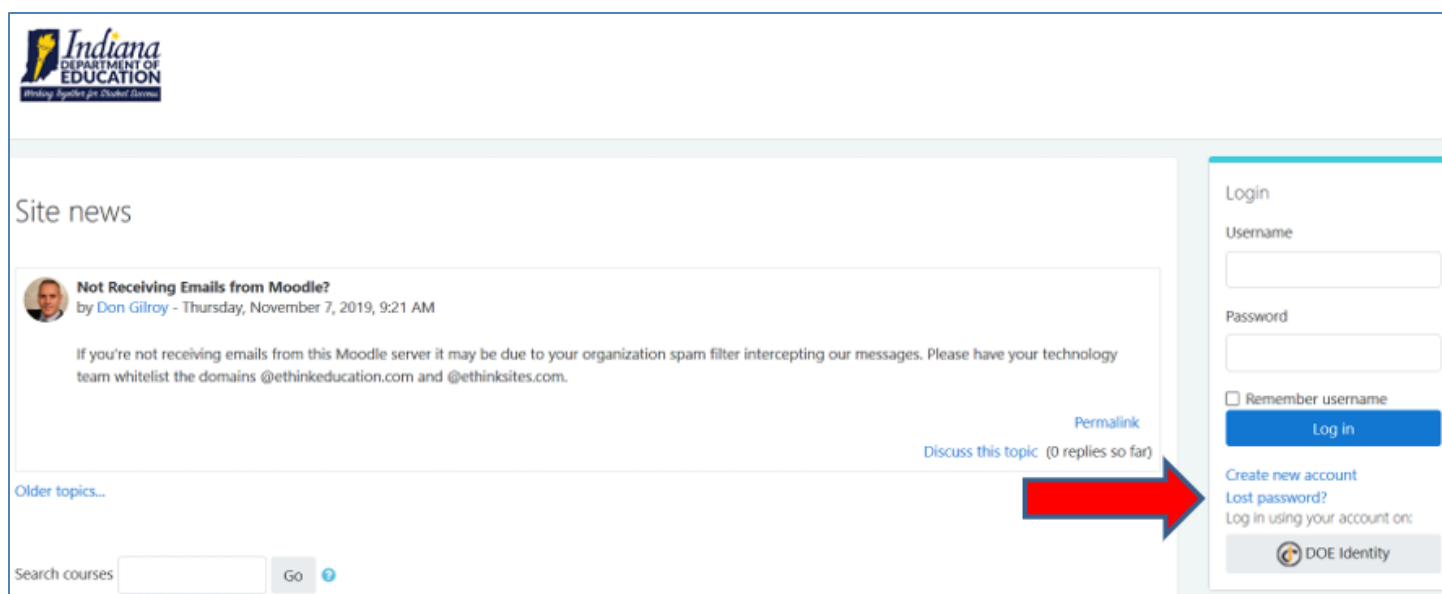


## Annual Safety Class (ASM)

### Password Reset Instructions – Moodle

Go to this web address: <https://moodle.doe.in.gov/>

This user will start with the screen below by clicking the “Lost password” button (red arrow).



The screenshot shows the Moodle login page for the Indiana Department of Education. The page includes a 'Site news' section with a post titled 'Not Receiving Emails from Moodle?' by Don Gilroy. Below the post is a search bar for courses. On the right side, there is a 'Login' section with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the login section are links for 'Create new account', 'Lost password?', and 'Log in using your account on: DOE Identity'. A red arrow points to the 'Lost password?' link.

You will then get the screen shown below. The first thing you will do is initiate a search of Moodle for either your username or email address, this means you will need **a valid email address for the password reset.**

# Indiana Department of Education

[Home](#) / [Log in](#) / [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

## Search by username

Username

Search

## Search by email address

Email address

Search

Once you enter either the username or email and click “Search” you will get the following screen. At this point you would click the continue button, which takes you back to the Moodle login screen.

# Indiana Department of Education

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If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

The email you receive should look like the one found below. Read it thoroughly and click the link within the email. If the link is not “clickable” copy and paste it into the location field of your web browser and hit “Return or Enter” on your keyboard.

**Note: If you do not find the email in your inbox check your deleted, trash, or spam folders as this email may end up in one of those folders!**



**Moodle Support (via HOME)** <noreply@ethinksites.com>

To: Michael LaRocco

Hi Michael,

A password reset was requested for your account [redacted] at Indiana Department of Education.

To confirm this request, and set a new password for your account, please go to the following web address:

[https://moodle.doe.in.gov/login/forgot\\_password.php?token=ZkhnxcRjq310TWmSWy0I6DPMRFTe26cR](https://moodle.doe.in.gov/login/forgot_password.php?token=ZkhnxcRjq310TWmSWy0I6DPMRFTe26cR)  
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Moodle Support  
moodle\_support@doe.in.gov

When you either click on the link in the or copy and paste it into of your web browser you will get the following screen.

# Indiana Department of Education

[Home](#) / [Log in](#) / [Forgotten password](#)

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Please enter your new password below, then save changes.

## Set password

Username		<input type="text" value="[redacted]"/>
New password	!	<input type="password"/>
New password (again)	!	<input type="password"/>

Enter the new password and then enter that same new password again and click the “Save changes” button and you will be logged in and taken back to the home screen in Moodle. You can then scroll down to access the Annual Safety Meeting 2021.

If you have any questions or need additional assistance, please feel free to contact any of the individuals listed below.

Lisa Callihan      [lcallihan1@doe.in.gov](mailto:lcallihan1@doe.in.gov)      (317) 232 - 1377

Mike LaRocco      [mlarocco@doe.in.gov](mailto:mlarocco@doe.in.gov)      (317) 232 – 0891

Reggie White      [rwhite@doe.in.gov](mailto:rwhite@doe.in.gov)      (317) 234 – 7215

Office of School Transportation      (317) 232 - 0890

Website with information and links:

<http://www.doe.in.gov/transportation>