

## Guide to the British Section VLE/Moodle

### TO CHANGE/UPDATE EMAIL ADDRESS

- Login to Moodle at [moodle.britishsection.fr](https://moodle.britishsection.fr)
- In your settings menu (top right of screen) select "**Edit profile**"
- Enter your personal email address in the box marked "**Email Address**"
- Scroll down to click "**Update Profile**" to save your changes
- To confirm that the email address belongs to you, Moodle will send you an email message at the new address
- Open your email account and search for an email from:  
[noreply@moodle.britishsection.fr](mailto:noreply@moodle.britishsection.fr) entitled "**Confirmation of email update at Lycée International**" - you may need to check your spam/junk mail folder
- **Click on the link** in this email to **confirm** the change/update of email
- Your email address will be updated as soon as you click on the link

### IN CASE OF LOST PASSWORD

- Click on "**Forgotten your username or password?**" on the [Moodle login page](#)
- Enter either your username or email address in the search bar
- Go to your email and look for an email from **Admin User**, entitled "**Lycée International: Password reset request**"
- If you cannot find the email, please check your **spam/junk folder**
- **Click on the link** in the email entitled "**Lycée International: Password reset request**"
- Enter a **new password** - at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s) - confirm it and then **save changes**
- Login to Moodle at [moodle.britishsection.fr](https://moodle.britishsection.fr) with your new password

### IN CASE OF LOST USERNAME

Contact Mrs Hurst at [helpdesk@britishsection.fr](mailto:helpdesk@britishsection.fr)

For all other questions, please contact Mrs Hurst at [helpdesk@britishsection.fr](mailto:helpdesk@britishsection.fr)