Annual Safety Class (ASM)
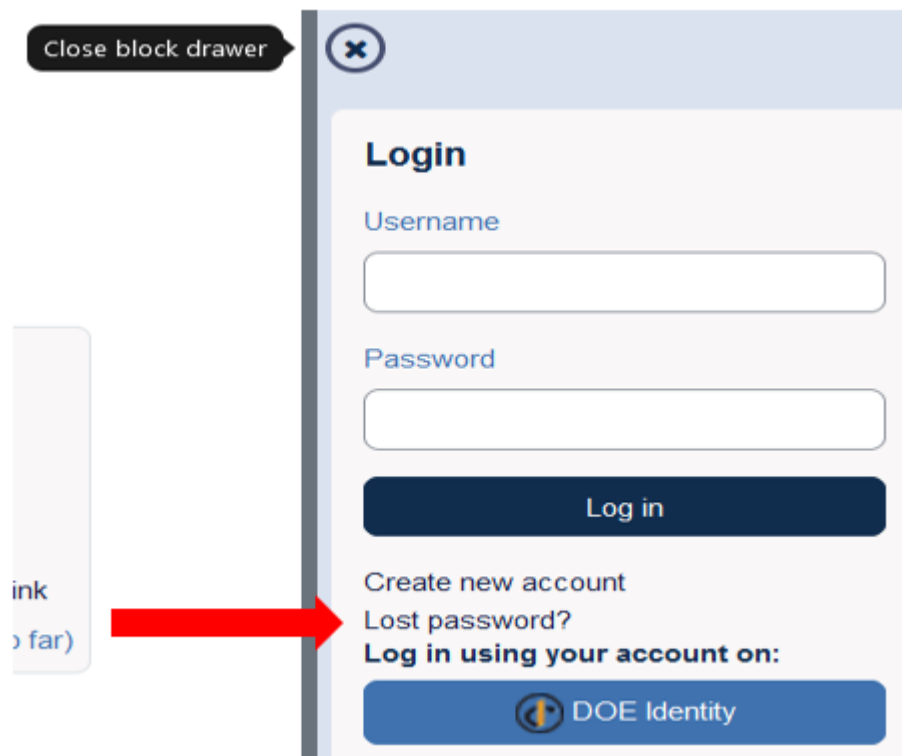
Password Reset Instructions – Moodle

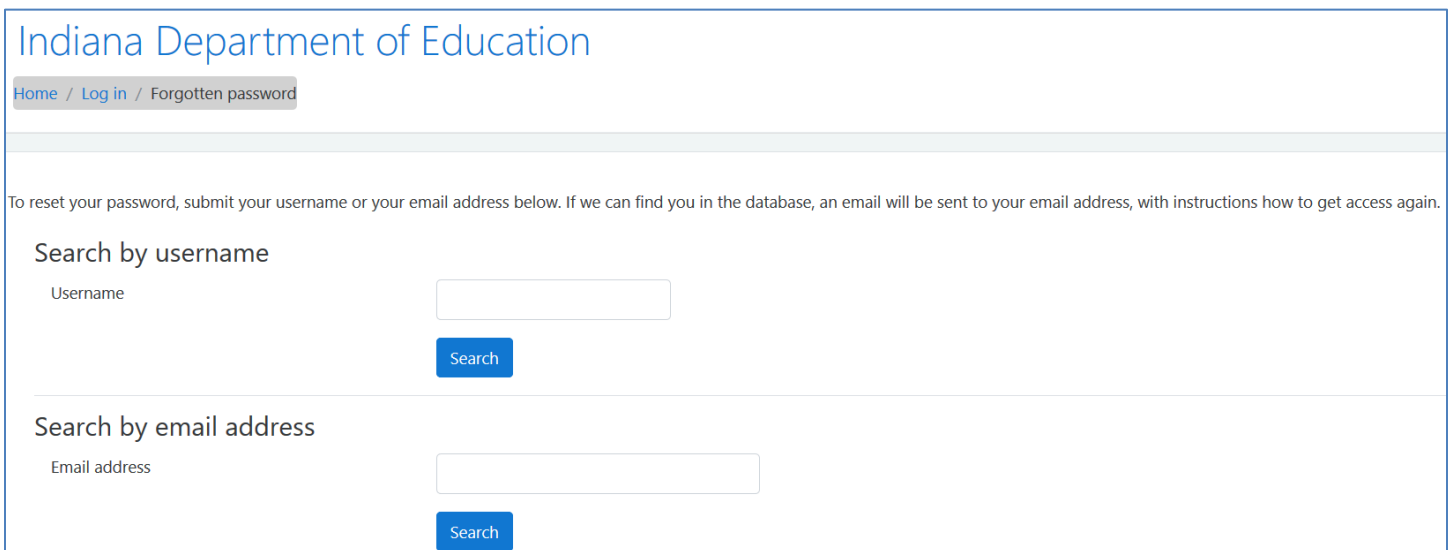Go to this web address: https://moodle.doe.in.gov/

This user will start with the screen below by clicking the "Lost password" button (red arrow).
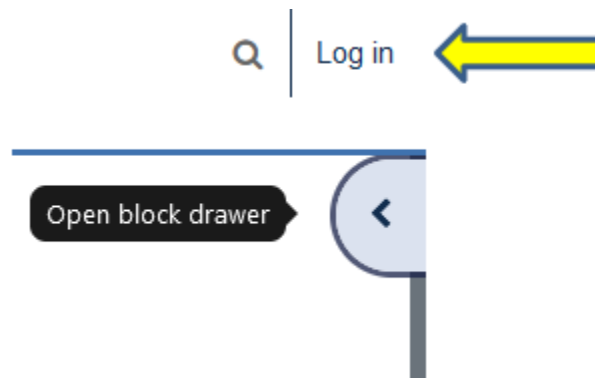
If you click on the open block drawer arrow or if you click on the Log in words (yellow arrow) you will get this screen:

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.**

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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.
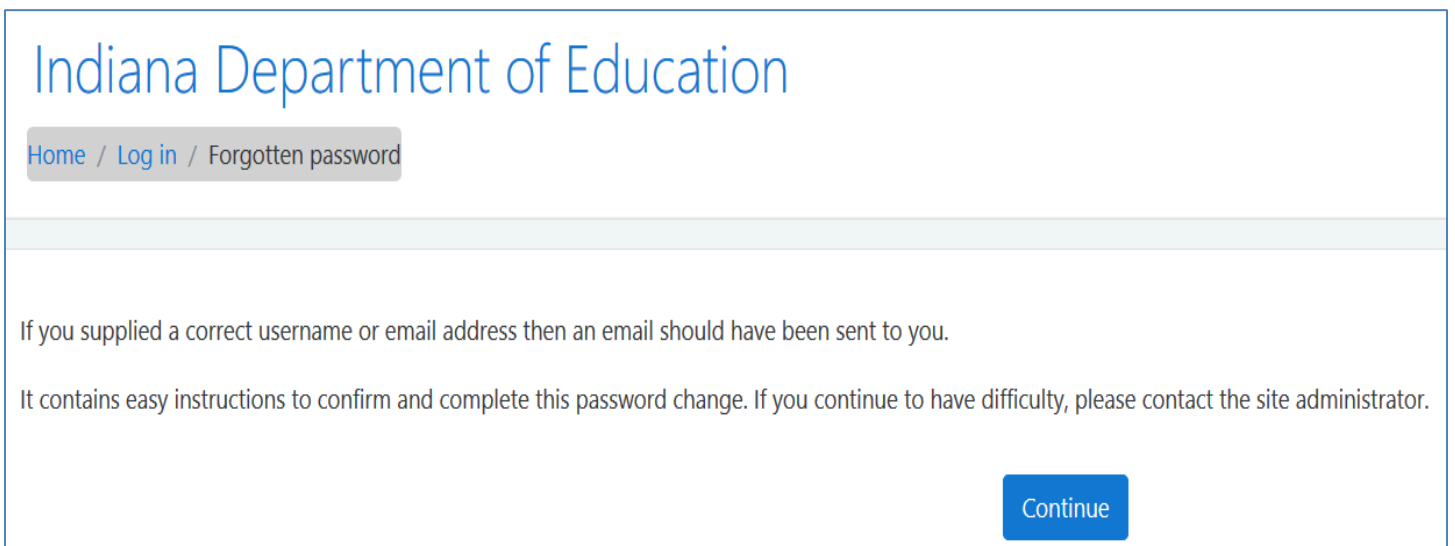
Search by username

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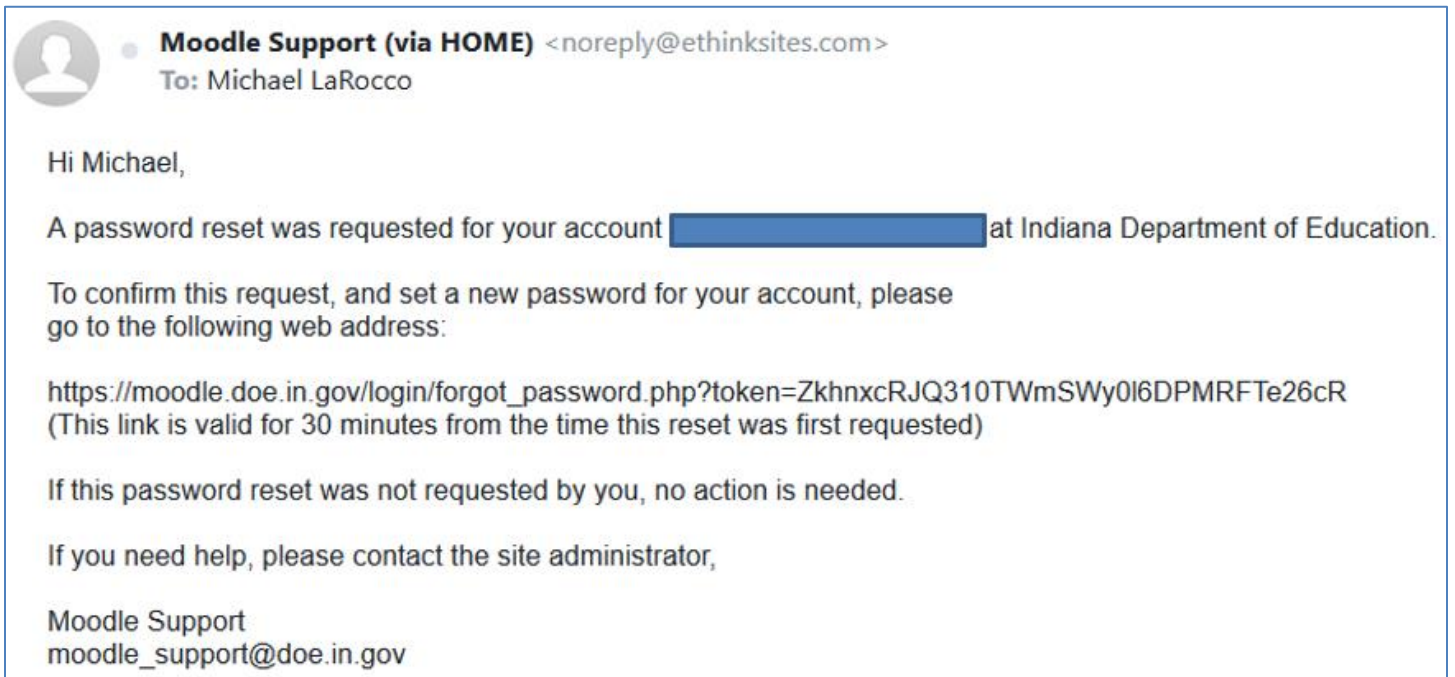
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If you supplied a correct username or email address then an email should have been sent to you.

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!

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.

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Please enter your new password below, then save changes.

Set password

Username		
New password	❗	
New password (again)	❗	

Save changes **Cancel**

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 2022.

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	(317) 232 - 1377
Mike LaRocco	mlarocco@doe.in.gov	(317) 232 – 0891
Reggie White	rwhite@doe.in.gov	(317) 234 – 7215

Office of School Transportation   (317) 232 - 0890

Website with information and links:

https://www.in.gov/doe/school-operations/transportation/