## PROCEDURE ON HOW TO RESET YOUR E-LEARNING ACCOUNT PASSWORD

- 1. Access the University E-learning platform through the following options:
  - University website,
  - The UoEm App or
  - via the url: https://lms1.embuni.ac.ke
- 2. On the login page, select forgot your username or password



3. This will open a page where you can type your username (your admission number in full starting with a small letter e.g. b529/1159/2017) or your email (the email used during account creation) and then press search button

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UNIVERSITY OF EMBU E-LEARNING PORTAL				
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 or instructions how to get access again.  Search by username Search by email address	address, w	ith		
Search				

4. After filling the details and pressing search, the portal will send an email to the email that was used to create the e-learning account

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UNIVERSITY OF EMBU E-LEARNING PORTAL	
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.	
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5. Open your email and confirm click the password reset link that has been sent from the UNIVERSITY OF EMBU E-LEARNING PORTAL: Password reset request

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	Inbox	11		Admin User (via UoEm Elearning Portal) <nonreply@embuni.ac.ke></nonreply@embuni.ac.ke>		11:17 AM (46 m	inutes ago	) ☆	¢	÷	ø
☆	Starred			Hi Paul,							
()	Snoozed			A password resatives requested for your account 'aithinii, paul' at UNIVERSITY OF EMBLIE							9
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$\checkmark$	More			To confirm this request, and set a new password for your account, please go to the following web address:							+
				https://lms1.embuni.ac.ke/moodle/login/forgot_password.php?token=9AvEyfOcCXCBfGPznF (This link is valid for 30 minutes from the time this reset was first requested)	RbaMJrhJ6	<u>iJGDoWR</u>					
				If this password reset was not requested by you, no action is needed.							
				If you need help, please contact the site administrator,							
				Admin User <u>noreply@embuni.ac.ke</u>							
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6. A page will open for you to fill the new password for your student e-learning account. Fill the password and confirm by filling it a second time under the new password again box

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Home Log in	Forgotten passwo	ord		
Please enter your new	password below, the	en save changes.		
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		The password must have at least 8 characters, at least 1 digit letter(s), at least 1 non-alphanumeric character(s) such as a	t(s), at least 1 lower case letter(s), at least 1s *, -, or #	t 1 upper case
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7. Once done filling the new password, click the save changes button

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Home Log in	Forgotten passwo	rd			
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Username		b529/1159/2017			
		The password must have at least 8 characters, at least 1 digit letter(s), at least 1 non-alphanumeric character(s) such as a	t(s), at least 1 lower case letter(s), at least 1 upper case as *, -, or #		
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8. The e-learning portal will log you in and you can access the resources as per the e- learning guide.



9. E-learning guide link: <u>https://departments.embuni.ac.ke/firstyears/index.php/e-</u> learning