

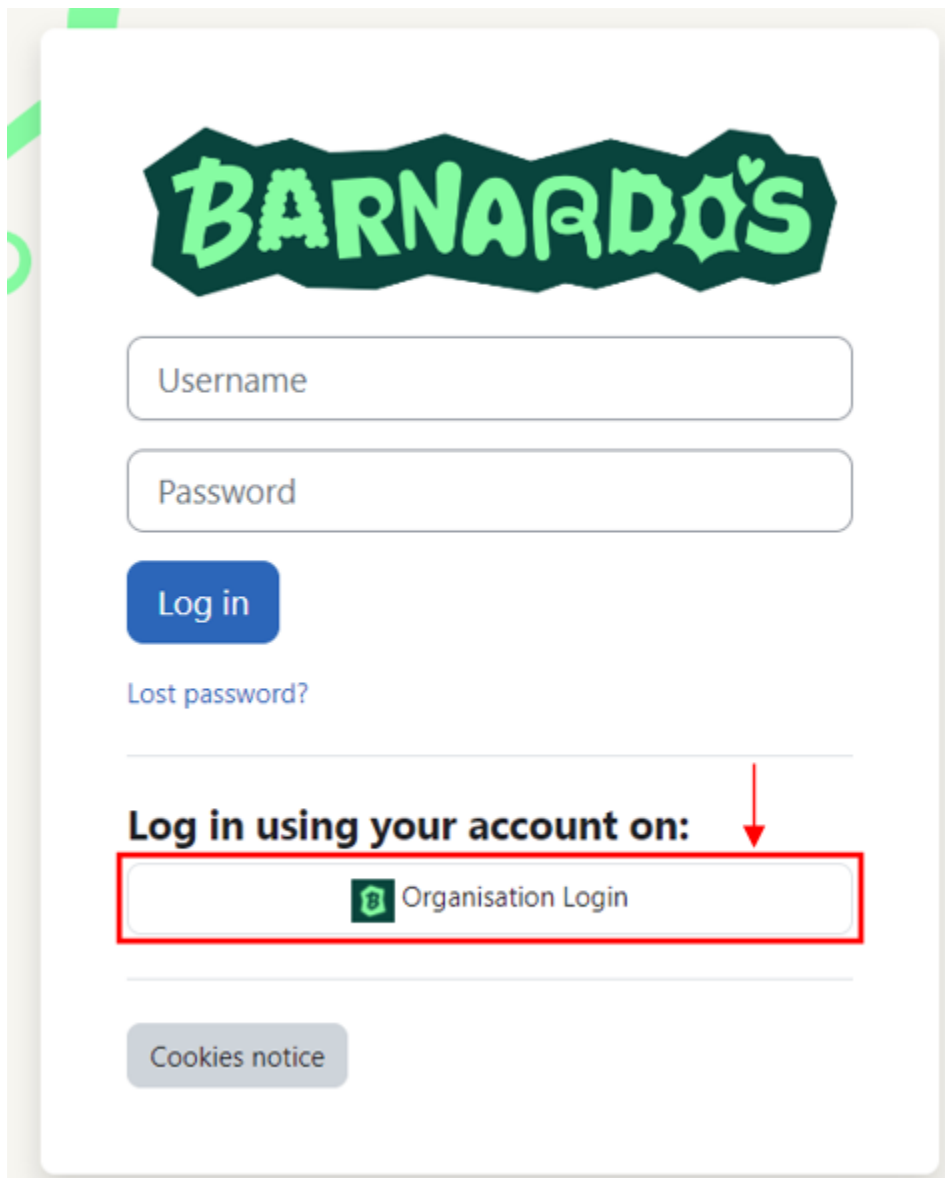
Date Last Modified: 23/05/24  
Owner: Ops Tech  
Contact: servicedesk@barnardos.org.uk

## Moodle - New Login Steps for Single Sign-on (SSO)

*The following steps outline how to access Moodle using your Barnardo's organisation credentials.*

*This is only applicable for anyone with an @barnardos.org.uk email address.*

1. Go to the Moodle login page - <https://barnardos.clcmoodle.org/login/index.php>
2. On the landing page, click **Organisation Login**:



**BARNARDOS**


Username

Password

Log in

Lost password?

**Log in using your account on:**

 Organisation Login

Cookies notice

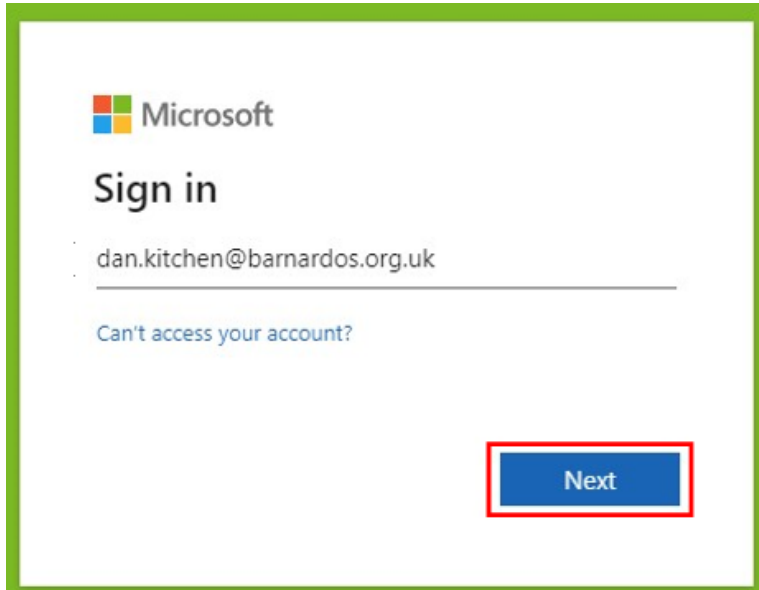
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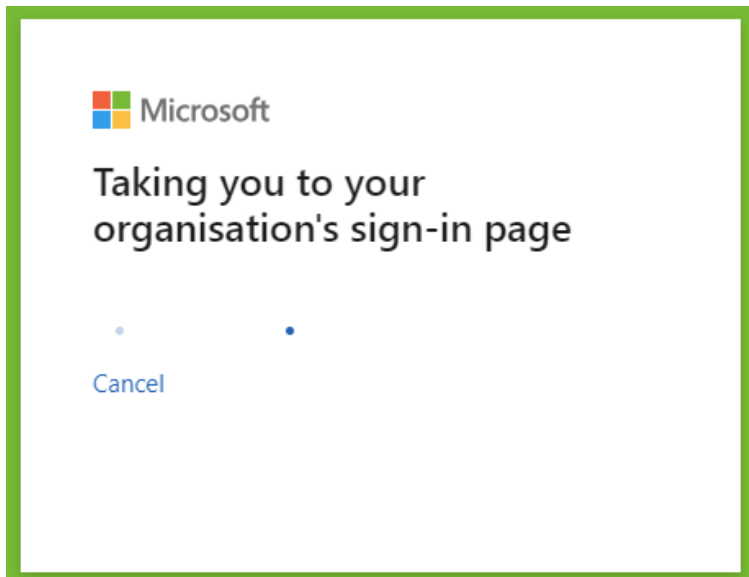
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3. If prompt, enter your Barnardo's username and click **Next**:

*The username most commonly matches your email address.*



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "dan.kitchen@barnardos.org.uk". Below the input field is a link that says "Can't access your account?". At the bottom right, there is a blue button with the text "Next" inside it, which is highlighted with a red rectangular border.



A screenshot of a Microsoft transition screen. At the top left is the Microsoft logo. Below it, the text "Taking you to your organisation's sign-in page" is displayed. There are two small blue dots on a horizontal line. At the bottom left, there is a link that says "Cancel".

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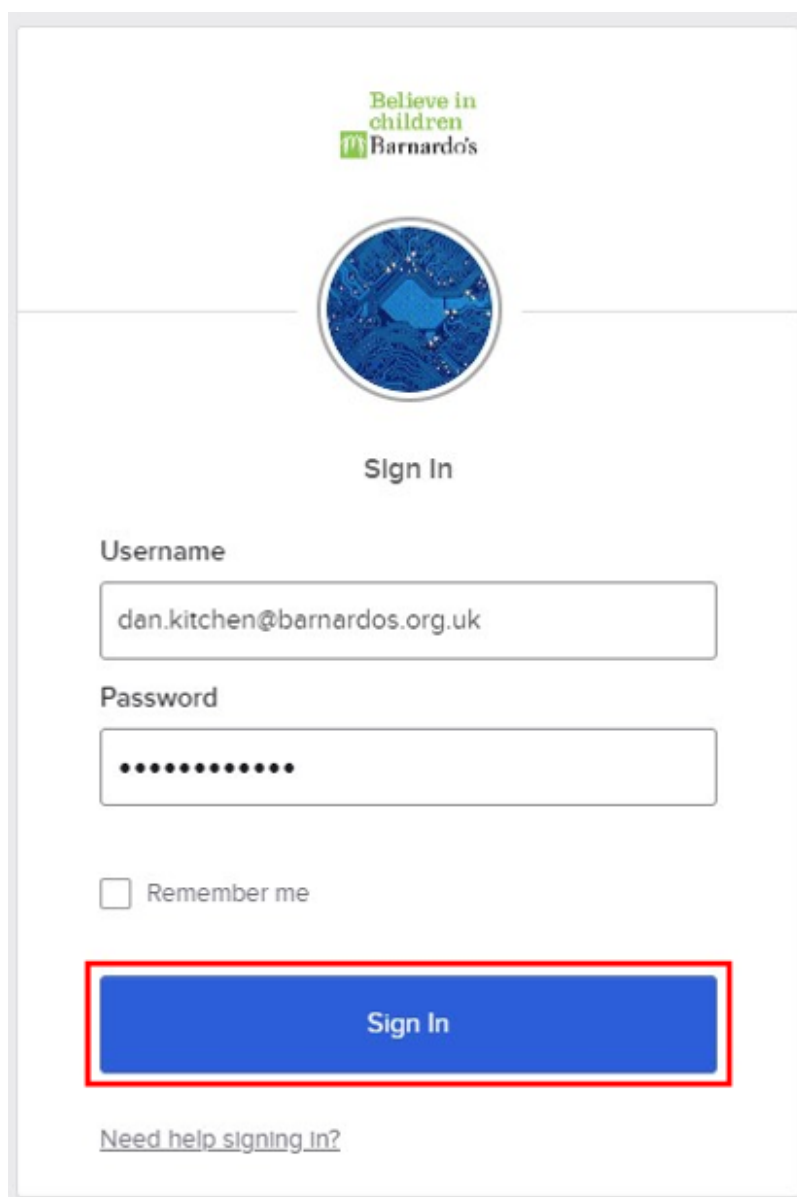
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4. At this stage you will be redirected to OKTA for authentication. However, if you are using a Barnardo's device, you may not see the OKTA login screen and instead, be taken directly to Moodle.

a) If you are presented with the OKTA login screen, enter the same Barnardo's username as in step 3, followed by your Barnardo's password and then click **Sign In**. **This is the same password you use to log into your Barnardo's Desktop/Laptop:**

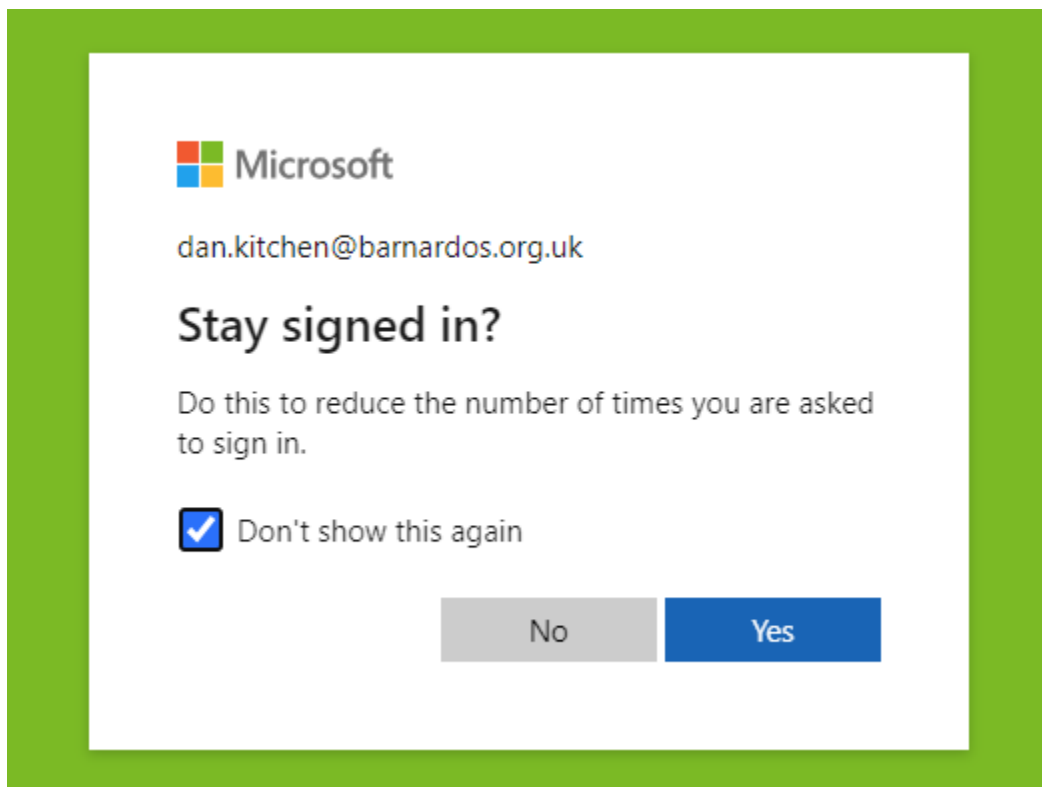
*You may be prompt for additional Multi-factor authentication after clicking Sign In.*



The image shows a login page for Barnardo's. At the top, there is a logo with the text "Believe in children" and "Barnardo's" next to a green square icon. Below the logo is a circular profile picture placeholder with a blue, abstract pattern. Underneath the profile picture is the text "Sign In". Below this, there are two input fields: "Username" with the text "dan.kitchen@barnardos.org.uk" and "Password" with a series of black dots. Below the password field is a checkbox labeled "Remember me". At the bottom, there is a large blue button with the text "Sign In" inside, which is highlighted with a red rectangular border. Below the button is a link that says "Need help signing in?".

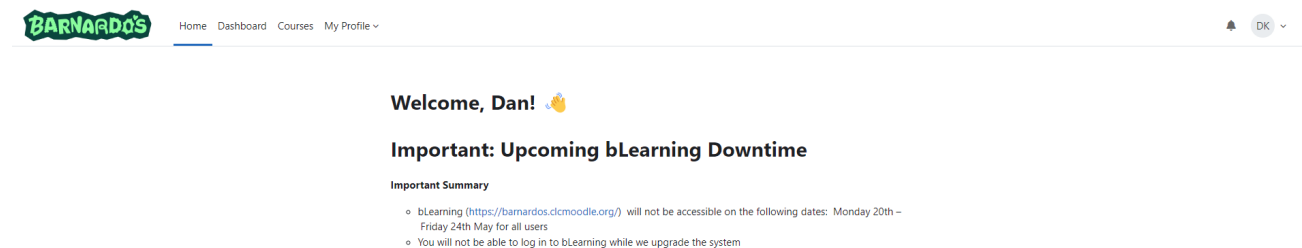
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5. The following prompt will appear when you sign-in for the first time:



- a) If you are accessing from a Barnardo's device, select **Yes**.
- b) If this is a temporary or shared device, it is advised to select **No**.

6. You have now logged into Moodle:

A screenshot of the Moodle user interface. At the top left is the 'BARNARDOS' logo. To its right are navigation links: 'Home', 'Dashboard', 'Courses', and 'My Profile'. On the top right, there is a user profile icon with the initials 'DK'. The main content area displays a welcome message: 'Welcome, Dan! 🍌'. Below this is a section titled 'Important: Upcoming bLearning Downtime'. Underneath is an 'Important Summary' with two bullet points: 'bLearning (https://barnardos.dcmoodle.org/) will not be accessible on the following dates: Monday 20th - Friday 24th May for all users' and 'You will not be able to log in to bLearning while we upgrade the system'.

If you are experiencing any issues accessing Moodle, please contact the Service Desk - [servicedesk@barnardos.org.uk](mailto:servicedesk@barnardos.org.uk).