

How to **Access** myLearning Portal

Step by Step Guide

When can I get access to myLearning Portal (Moodle)?

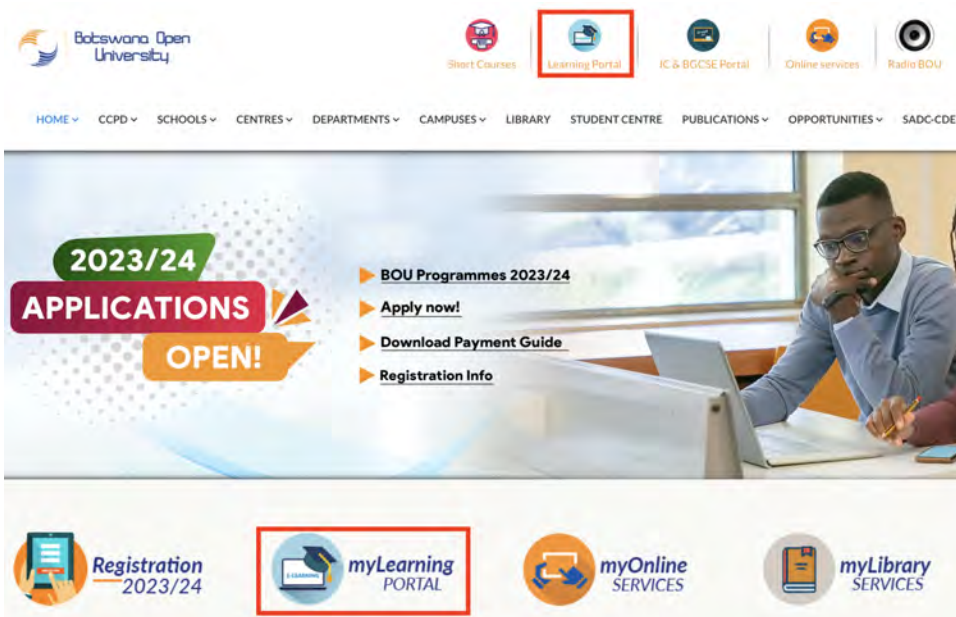
You can access MyLearning Portal as a student after completion of registration with **Botswana Open University (BOU)**. This manual is a brief guide on accessing the platform, a full version will be accessed after logging.

Click this link: <https://elearn.bou.ac.bw/moodle/>

Once you register and get accepted, you will be given a BOU MyLearning portal account which will give you access to course content.

Log in the eLearning Portal

Go to BOU website and when you land on the Home Page, Click on the highlighted area (links) as depicted below, this will take you to the eLearning Portal



To begin, type in <https://elearn.bou.ac.bw/moodle/> in the address bar or copy and paste this address into your address bar then hit enter, this will take you to the e-learning portal.



OR click use the button on the homepage, next to the Welcome note.

Welcome to BOU Learning Portal

The BOU eLearning Portal platform is the home for your online learning. The Portal provides you access to all your learning materials and guiding information on your assignments, discussion forums, examinations, and tutorials and any other important information relating to your learning. Below are a few guides worth noting to facilitate your communication with important players in your learning journey.

Contact details to remember:

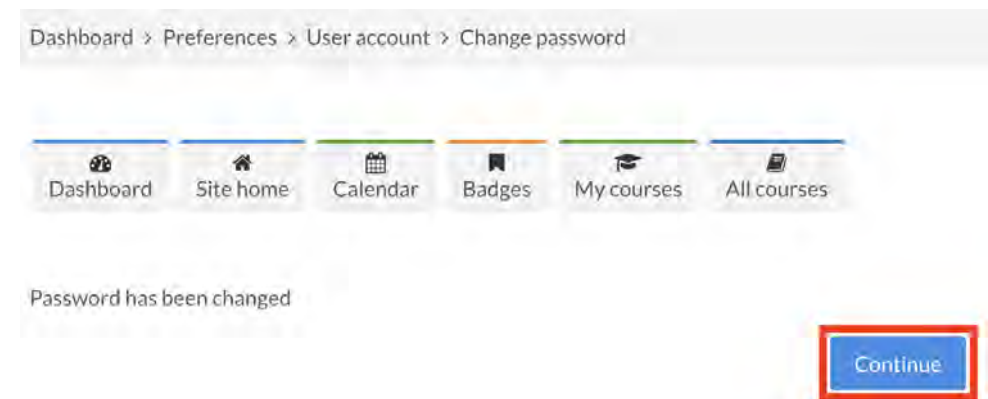
Online Services & Email Issues: These refers to issues relating to your ITS PIN and your email, for support on this platforms, please send an email to: helpdesk@staff.bou.ac.bw or helpdesk@stud.bou.ac.bw. Or communicate

To begin, click “Login block” on the top right of the page, click the login block and it will take you to the Login page, which allows you to input in your login details.

Username: e.g For Student: (201600000@stud.bou.ac.bw)
Password: qwertyui

Note: After the first login, the system will immediately prompt you to change your password (as shown below) therefore, change it to your desired ones.

After changing your password click “**Save Changes**” the system will then indicate that the password has been changed, then click “**Continue**”. This will now take you in the “Dashboard”



Who do I contact if I cannot log into myLearning Portal ?

eLearning Portal Issues: These are all matters relating to your online learning. The management of the online learning platform is the responsibility of eLearning Support Team and issues that they can assist with are only technical.

- For efficiency purposes please send communication to the eLearning Support Team at elarningsupport@staff.bou.ac.bw. Please do not send emails to individual Team members but rather to eLearning support group email as provided above or call **3646058, 3646068, 3646091**

Every time you send us an email please provide the following information:

- **Your full names, student ID number, programme of study, year of study and module/s you want to be assisted on. Always use your official student email address:** eg 201600000@stud.bou.ac.bw

The information you provide would make us to assist you efficiently

NB: Please note that Content/materials and assignments are the responsibility of the Schools not eLearning Support. So please familiarise yourself with the schools coordinators.