



User accounts are created each Friday if your application status has changed to registered. If there are delays due to paperwork etc then the accounts will not yet exist.

To get started:

- Get your login ID and password from your course coordinator.
- In a web browser – open the CarlowIFET homepage <https://www.carlowifet.ie>
- Click on the CIFET Email Link at the top right.
- For the Sign-In enter your ID with @cifet.ie on the end. E.g. 20189997@cifet.ie
- Enter the password that was given to you by the course coordinator and click the Sign-In button
- If you are asked to change your password. Your new password will need to have a minimum of 8 characters. At least 3 of them will need to be the following uppercase, lowercase, number, symbol.
- You will get a notification “More Information Required” – click Next
- You can setup the security questions now or it’s OK to click “cancel” to do it later. If you forget your password then you won’t be able to reset your password yourself if these questions have not been answered.
- You should now be logged in to your Office 365 account. This will give you access to email (Outlook) as well as Word, Excel and Powerpoint. You also have access to Onedrive where you can store files.



**Sign in**

20189997@cifet.ie

**Update your password**

You need to update your password because this is the first time you are signing in, or because your password has expired.

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**don't lose access to your account!**

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- Authentication Phone is not configured. Set it up now
- Authentication Email is not configured. Set it up now
- Security Questions are not configured. Set them up now

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- The next step is to confirm your login to the CIFET Moodle website.
- In a web browser – go back to the CarlowIFET homepage <https://www.carlowifet.ie>
- Click on the Moodle Link at the top right.

MOODLE

- As long as you are still logged in to the email system in the browser you can use the CIFET-Microsoft button to login

CIFET-Microsoft

- Your account should appear. If not you may need to login to Microsoft again (via the CIFET E-Mail button). Select your ID.
- Note: If you did not setup the security questions then you will be asked again to do so. Click cancel if you are not ready.
- The first time you take these steps you may be asked to re-enter your password. This is the NEW password that you created yourself. Once these steps are complete then the next time should be much faster.
- You may be prompted for permission to link your Moodle and Microsoft account. Please provide the permission.
- The first time you login in Moodle you will need to confirm the privacy notice.
- The homepage for your Moodle account should now appear. It should list all your subjects and some extra modules with information. Let your course coordinator know if you are missing any classes.
- The Dashboard tab will list your deadlines if teachers have added them to Moodle.
- The Extra Resources menu at the top has a link to “Moodle How To for Students”. These are short videos that will show you some of the features of Moodle.
- If you wish to setup the Moodle app on your phone then you may need to setup a special Moodle password. Just click “Forgotten your username or password” enter your CIFET email address on the form and click search. A link will be sent to you so you can setup the password. When setting up the app you will need to provide the Moodle address <http://carlow.etbonline.ie>
- Contact your Tutorial Teacher or Course Coordinator if there are difficulties.

**Pick an account**



Sample Student3  
20189997@cifet.ie  
Signed in

When you are finished – don’t forget to sign out of your email AND Moodle.

Your CIFET email and Moodle account are intended for use while you are a student at Carlow Institute of Further Education and Training. When you are no longer registered as a student attending classes then your account will be suspended/deleted. You should keep a private email account for any activities that are not directly related to coursework