

STPSB Password and Moodle Information for Parents

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New Student to STPSB Parish Schools: Claim Account Directions

Go to <https://identity.stpsb.org>

This section only applies to students who are entering Mandeville High from other school systems. Your child will **ONLY DO THIS ONE TIME.**

Click *Claim My Account*.
Next screen, click *Student Claims*.
Fill in name exactly as it appears on schedule.
Username is **always** student ID number.
Birthday must be in format shown with **NO LEADING ZEROS** and **FOUR DIGIT YEAR.**

Very rarely, there have been issues with birthdays not matching up in JPAMS. If you encounter a problem, you may contact Mike Smith or Margot Polley.

At the next screen, your child will be prompted to create a new password and enter it twice. This password must be 1. Contain **8** characters minimum. 2. Contain **1** special character or number. 3. Not contain any part of his or her name.

The next screen brings up 8 challenge responses that will be used if your child forgets his or her password. **ONLY ANSWER 3** and write down the answers in a secure location. The answers are case sensitive.

Once saved, your child is all set up to login to computers at school and to any Moodle courses they are taking.

2. Existing Student Forget STPSB Password Directions

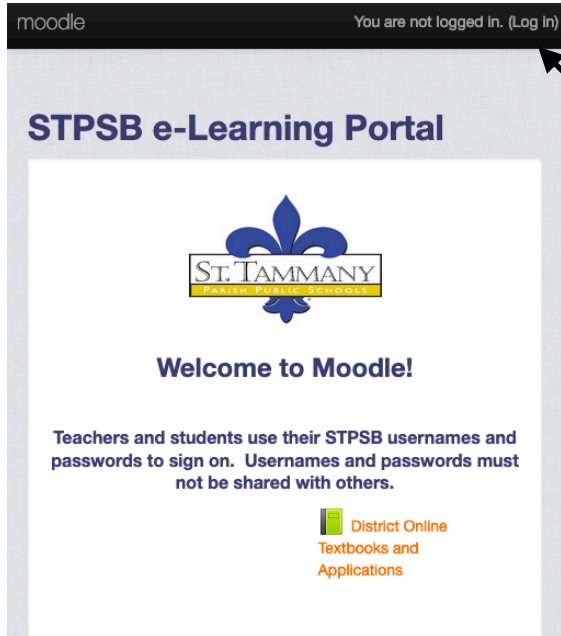
Go to <https://identity.stpsb.org>

Click *Forgot My Password*
Next screen, enter ID Number (username).
Your child must then correctly answer 2 of the 3 saved challenge responses.

If successful, the next screen will prompt your child to create a new password. It cannot be similar to any of the last **10** passwords used!

3. Moodle Directions

Go to <https://moodle.stpsb.org> or link from the Library Tab of the MHS Web Page.



Click *Log in*.

Next screen, enter **ID number** and current **STPSB password**.

Next screen, click on the course you need from the box on the right.

If the course is not there, your child will need to let his or her teacher know so the teacher can enroll.

A few teachers are instructing students to *self-enroll*. That process requires an access code that will be provided by the teacher.

IMPORTANT: The MOODLE password and username is *always* the same as the student's id and current STPSB password. When a student changes his or her password, it automatically updates in Moodle. If your child is getting an error message when logging into Moodle, it is because of one or two things:

1. The STPSB password is incorrect or expired.
2. The student has not gone to proper Moodle portal. They **MUST USE the URL** at the top of this page. Many students are just going to moodle.org.