



THE FEDERATION *of*
ENTERTAINMENT UNIONS

Accessing the FEU Training eCourses

<http://moodle.feustraining.org/>

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Step One – Register or Log in to FEU Training

You must be a registered member of the main FEU Training website to access the FEU Training eCourses. Note that you must be a member of the NUJ, Equity, Musicians' Union or the Writers Guild to register and you will need to enter your Union number so please have it to hand.

If you are not a member, please register here first:

<http://www.feustraining.org/wp-login.php?action=register>

If you are already a member, you may need to log in to the main FEU Training website first, especially if you have not logged in since 2011 as our systems have changed since then. You will only need to do this once for the system to recognise you.

<http://www.feustraining.org/wp-login.php>

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Step Two - First Time Log In to the eCourses

Now you can use your FEU Training Username and Password to log in to the **FEU Training eCourses** here:

<http://moodle.feustraining.org/login/index.php>

When logging in to the FEU Training eCourses for the first time, you will be presented with your Profile to fill in some simple information. This is so that the FEU Training eCourse system can recognise you and what your preferences are.

Please review this information, filling in your name and email address and setting up your preferences as required.

For security reasons, the system will send you an email message to confirm that your email belongs to you. Your profile will be updated as soon as you click the link sent to you in that message. You will only need to do this once.

You can now take any of the online courses provided which are listed on the FEU Training eCourses home page.

FAQ's

Q. How do I register to access the eCourses?

A. Please register on the main FEU Training website. Note that you must be a member of the NUJ, Equity, Musicians' Union or the Writers Guild to register and you will need to enter your Union number so please have it to hand.

<http://www.feustraining.org/wp-login.php?action=register>

Once registered you can log in to the eCourses here:

<http://moodle.feustraining.org/login/index.php>

Q. I am registered but have forgotten my password.

A. If you have previously registered on the FEU Training website but have forgotten your Username or Password, you can reset your password by clicking the forgotten password link:

http://moodle.feustraining.org/login/forgot_password.php

Enter your email address or username and we will email you a reset password link. Click this link to reset your password. Ignoring this email will preserve your current password.

Q. I still cannot log in to the FEU Training eCourses. It is telling me I have an "Invalid login, please try again"

A. Ensure you are entering your password correctly. The password is case-sensitive so ensure you have your CAPS LOCK off.

Also ensure you have cookies enabled on your computer. If you normally log in to other websites, or buy things online, you will

probably already have cookies enabled. If you are still unsure, see this Google article about enabling cookies:

<http://support.google.com/websearch/bin/answer.py?hl=en&answer=35851>

If you are still not able to log in, you may need to log in to the main FEU Training website first, especially if you have not logged in since 2011 as our systems have changed since then.

Click here to log in to FEU Training with your normal username and password.

<http://www.feustraining.org/wp-login.php>

Once you have logged in to the main FEU Training website successfully, you will be able to use this information to log in to the FEU Training eCourses.

Q. How do I change my password?

A. Please log in to FEU Training here <http://www.feustraining.org/wp-login.php> and change your password on your profile page.

You must now use your new password whenever you have to log in.