

Welcome to American University of Technology

The ABCs of accessing AUT email, Portal, Moodle Desktop/Laptop. And Moodle Mobile App

Always access the next steps via CHROME

AUT Website <http://aut.edu/>

- AUT Student ID #: year00000 (given by registrar upon Admissions)
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- AUT Email:

1. Username: lastname.firstname@aut.edu
2. Password: 123456789
3. Activate and change password
4. Open AUT email on your mobile from Google or Email App
5. Add GOOGLE account

In case of any problems with the email,

kindly contact the IT Manager, Mr. Maroun Abou Saab at maroun.abousaab@aut.edu

- Student's Schedule

To login to AUT PORTAL follow the steps below

1. Go to <http://selfservice.aut.edu/>, insert your ID number and password, then click on submit.



2. If it's your first time, kindly insert your ID, click on "First Time User", and a new password will be generated and sent automatically to your AUT email address.
3. If it's not your first time and you don't remember your password, kindly insert your ID, click on "Forgot your Password", and your password will be sent automatically to your AUT email address.
4. Click Registration
5. Click My Schedule
6. Allow pop up
7. Download Schedule

Compare the courses on your schedule with the courses on Moodle (Next step) and contact your advisor in case of any problems.

The PORTAL is also used for checking your Academic History and Contract Sheet

- Access MOODLE (Picture details in attachment)

You can access Moodle through AUT Website or URL <http://e-learning.aut.edu/>

Moodle Desktop/Laptop

1. Logging in

Username: Your AUT Id number

Password: changeme (the first time)

You will be asked to change the password after your first login

Customizing Your Profile

After clicking Profile in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo ...

2. Find your courses on a Moodle?

Once registered, students will be added to their registered courses automatically.

- Login to Moodle
- Go to "My courses"
- Compare courses with your schedule (in case of discrepancy, contact your advisor)
- Go to announcement and join the WhatsApp group of the course – if not available, contact the instructor on the forum
- Once in the WhatsApp group, share your contact so the instructor can add you by name
- Go on the forum and introduce yourself to your instructor, and confirm your Mobile Number

3. Forgotten your username and password?

If you don't remember your password, click on "Lost password" and submit your username or your email address, an email will be sent to your email address, with instructions how to get access again.

- **Moodle Mobile App**

1- Download and Install the application Moodle Mobile on your device.

To download the Moodle mobile application, click here:

<https://play.google.com/store/apps/details?id=com.moodle.moodlemobile>

2-Launch the application and Insert manually the following URL (e-learning.aut.edu)

3- Insert your Moodle username (AUT ID number) and password

- **Moodle Support**

moodle@aut.edu or 09478143 EXT 144

- To update the mobile number and email on the PORTAL, send an email to registrar@aut.edu

Good Luck!