

Moody Technology Orientation

Who Is ETS?

EDUCATION TECHNOLOGY SERVICES

The Education Technology Services (ETS) Department serves the Education branch of Moody Bible Institute. We support students in the learning environment in order to assist them in accomplishing their academic endeavors. ETS strives to support students with the best service possible.

SUPPORTED SYSTEMS

The table below presents the major education technology systems with which students will interact while at Moody. ETS will provide students with support in these systems (some support items are listed):

myMoody (student portal)	Blackboard (learning management system)	Messenger Express (Moody student e-mail)
<ul style="list-style-type: none">• System access (login)• Password resets• General system functions and features• Class registration	<ul style="list-style-type: none">• System access (login)• Password resets• General system functions and features	<ul style="list-style-type: none">• System access (login)• Password resets• General system functions and features• Forwarding Moody e-mail to personal (POP) e-mail account

ACCESSING YOUR MOODY E-MAIL

Your Moody e-mail address is Moody's primary means of communicating with you, so it is important that you regularly check your Moody account. You can access it directly through the my.moody.edu portal or set it up to forward to your personal e-mail address. Instructions for accessing your e-mail both ways are below.

Checking Your Moody E-mail Directly:

1. In a Web browser, navigate to <http://my.moody.edu>.
2. Log in using your Moody username and password. If you do not have this information or are having trouble logging in, you may contact the ETS Service Desk for assistance (see below).
3. From the blue tabs at the top-right of the page, click the "My Page" tab.
4. Near the top-right of the page, under the header "Moody E-Mail," click the "Messenger Express (Web Mail)" link.
5. Log in again using your Moody username and password. *Note: you can also get to your e-mail directly by navigating to <http://email.moody.edu>.*

Setting Up E-mail Forwarding

1. Follow the above instructions for logging in to your Moody e-mail.
2. Once logged in, click the "Options" link near the top of the page.
3. Click the "Settings" option on the left of the page.
4. Scroll towards the bottom until you see the "Mail Forwarding" header.
5. Under this header, check the "Enable Forwarding" box. *Note: we advise that you NOT check the box that says "Don't leave copy on sever."*
6. In the open field below this, enter your personal e-mail address.
7. Click the "Save Changes" button at the bottom.

WHO TO CONTACT FOR HELP

For assistance with any of the "Supported Systems" listed above, please contact the ETS Service Desk by phone or e-mail:

877-772-9478
ETS@moody.edu

For questions related to your academic records, financial matters, or the merger with Moody Bible Institute, please contact the MTS-MI Student Services Center by phone or e-mail:

734-207-9581
Nicole.Johnson@moody.edu or Paul.Wilson@moody.edu

FUTURE COMMUNICATIONS

During this summer, ETS will be sending a series of e-mail communications to your newly created Moody student email accounts. *Remember, your Moody e-mail account is the primary means of communication for all types of Moody information; it is very important that you become familiar with using this account. Note that after this summer Moody will no longer send e-mails to your personal email account.*

The upcoming e-mail communications from ETS will include the following topics:

1. How to use the myMoody student portal
2. How to register for classes online (*online registration is only currently available to new students*)
3. How to use the Blackboard learning management system