6 January 2025

FACULTY OF BUSINESS
MOODLE CLASS REGISTRATION
SEMESTER 1, 2025

Dear Faculty of Business Students

Please see below the requirement, timeline and how to register for your classes:

1. **Requirement**

    1.1 **Students have completed their enrolment/re-enrolment.**

    1.2 **Have not made any changes to their enrolment after Thursday, 13 February 2025.**

2. **Timeline**

    2.1 **Student enrolled in unit codes from #3000 (for example: MKTG3007) may register for their classes from Friday, 14 February 2025 from 8.00 am onwards until 12.00 noon on Thursday, 20 February 2025.**

    2.2 **Student enrolled in unit codes from #2000 (Example: FNCE2004) may register for their classes from Monday, 17 February 2025 from 8.00 am onwards until 12.00 noon on Thursday, 20 February 2025.**

    2.3 **Student enrolled in unit codes from #1000 (Example: ACCT1002) may register for their classes from Tuesday, 18 February 2025 from 8.00 am onwards until 12.00 on Thursday, 20 February 2025.**

    2.4 **Class registration will close at 12.00 noon on Thursday, 20 February 2025.**

3. **How to Register?**
    Please see attached the steps on how to register for your classes.

    3.1 **Login to Moodle, Select Your Course and Your Unit, Register for Classes.**

Please refer to your class timetable *https://curtin.edu.my/student/student-essentials/student-service-centre/timetable-class-management/* before your login to Moodle to do your Class registration.

If you need assistance, please contact the Faculty of Business Administration Team at fob.admin@curtin.edu.my.

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Dean, Faculty of Business

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Manual Guidelines for MOODLE Class Registration

WHERE CAN I FIND MOODLE?

1.   GO TO CURTIN WEBSITE @ **https://www.curtin.edu.my/** .
       On top of the page you will find **MOODLE.**
       OR

2.   You may directly click on the MOODLE Link below.
        https://moodle.curtin.edu.my
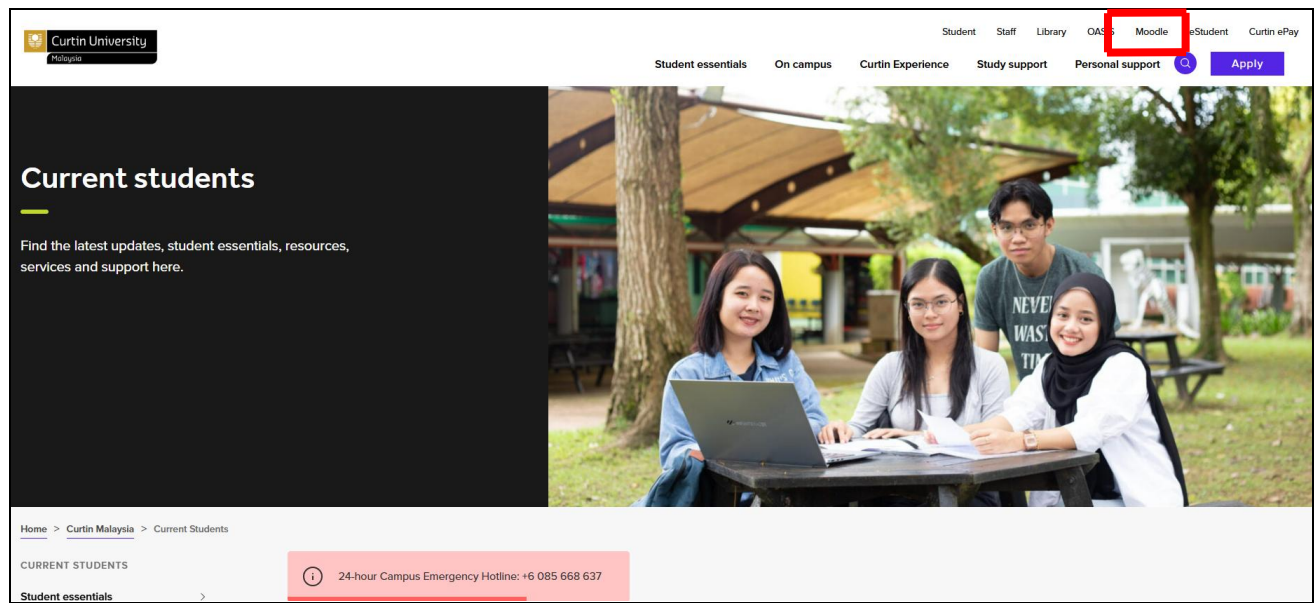
FOUR (4) STEPS TO LOGIN INTO MOODLE AND TO REGISTER FOR YOUR CLASSES
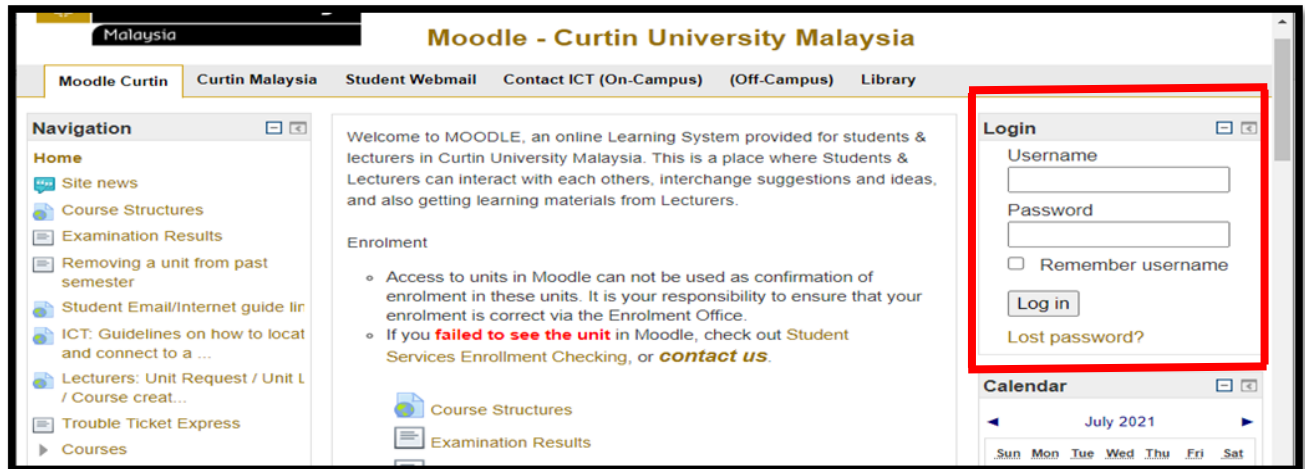
STEP 1: On the ==login box==, login using your student ID (Miri Campus). For the first time user you may refer to the below details.

> **Is this your first time here?**
> Students: Username is your student ID (Miri Campus) and initial Password is your Date of Birth in DDMMYY format. For example, if you were born on 31 Dec 1990, your password will be 311290.
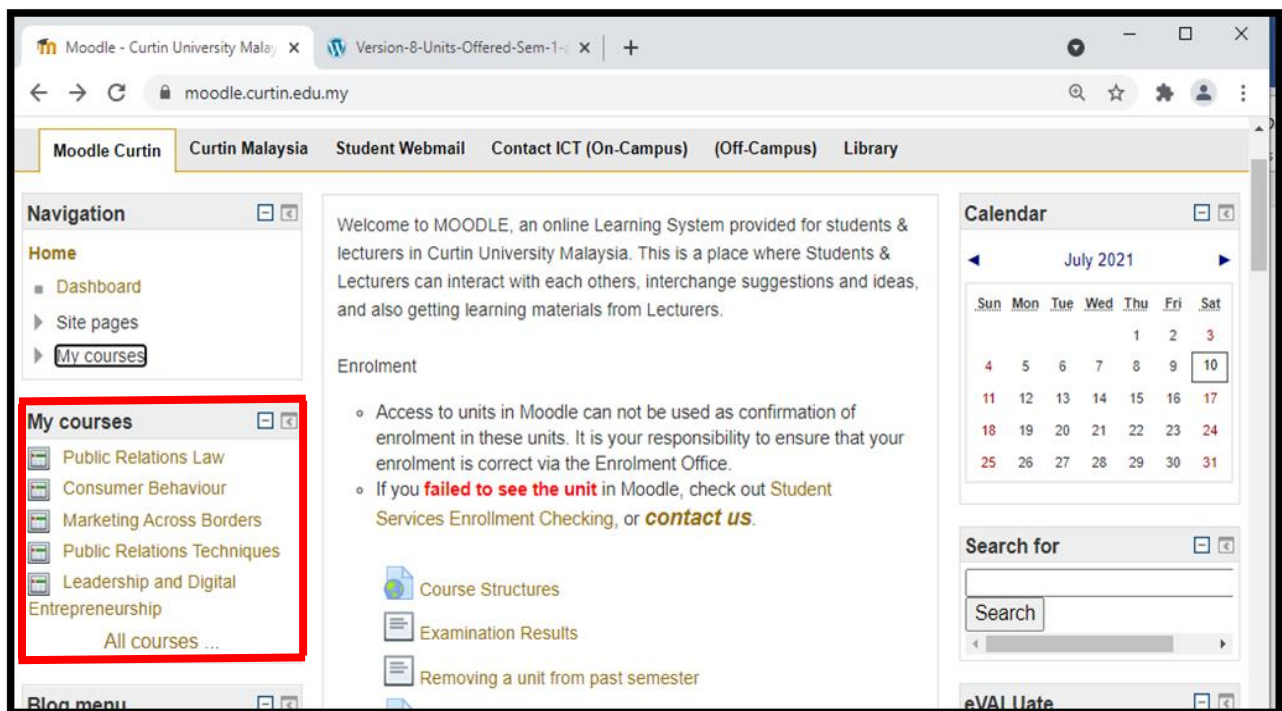> Have 2 Miri IDs? For those who have 2 Miri IDs, the 8 alphanumeric ID (eg. 7e5a5678) and the 9 digits ID (700012345), please use the 8 alphanumeric ID (eg. 7e5a5678) as your Moodle username
> Please change your password after first time login for security reason. Lost your password? Click on [Yes, help me login] button to request for your password reset. The instruction will be sent to your Curtin Student Webmail

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STEP 2: Successfully login into MOODLE. On ==My Courses==, all the units you have enrolled for Sem 1, 2025 will appear. To register for your classes, click on the unit.

For example, click on unit "==MKTG2004-Consumer Behaviour=="

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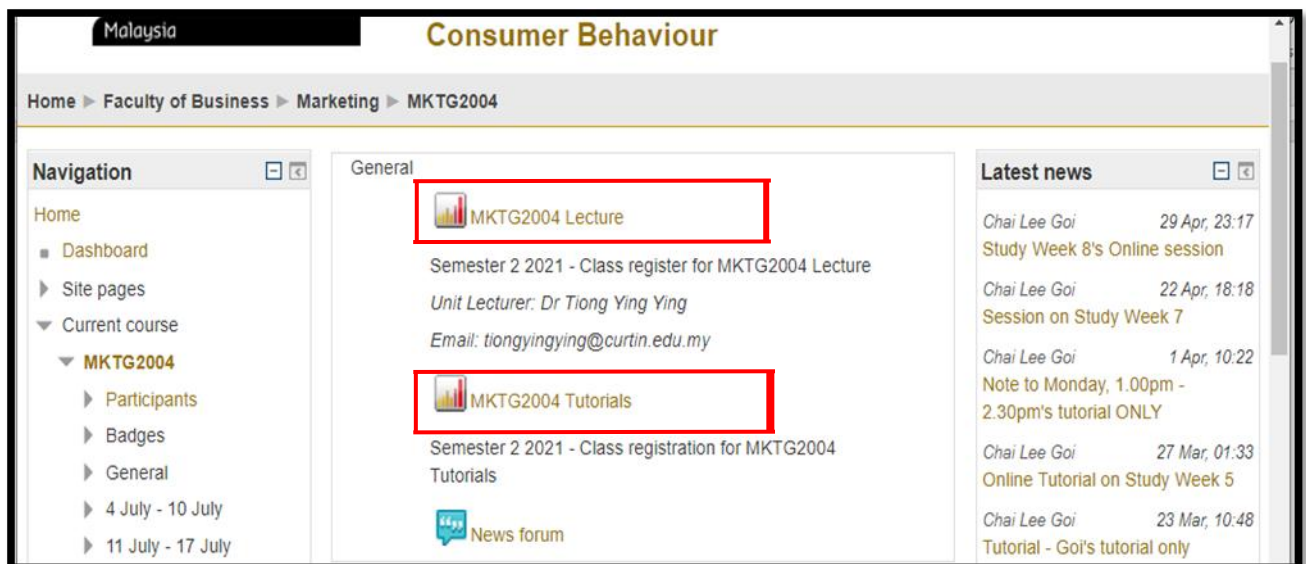
STEP 3: **On the first page of <mark>"MKTG2004-Consumer Behaviour"</mark> unit. You will find the information on <mark>Online Class Registration for MTKG2004-Lecture and MKTG2004-Tutorial.</mark>**

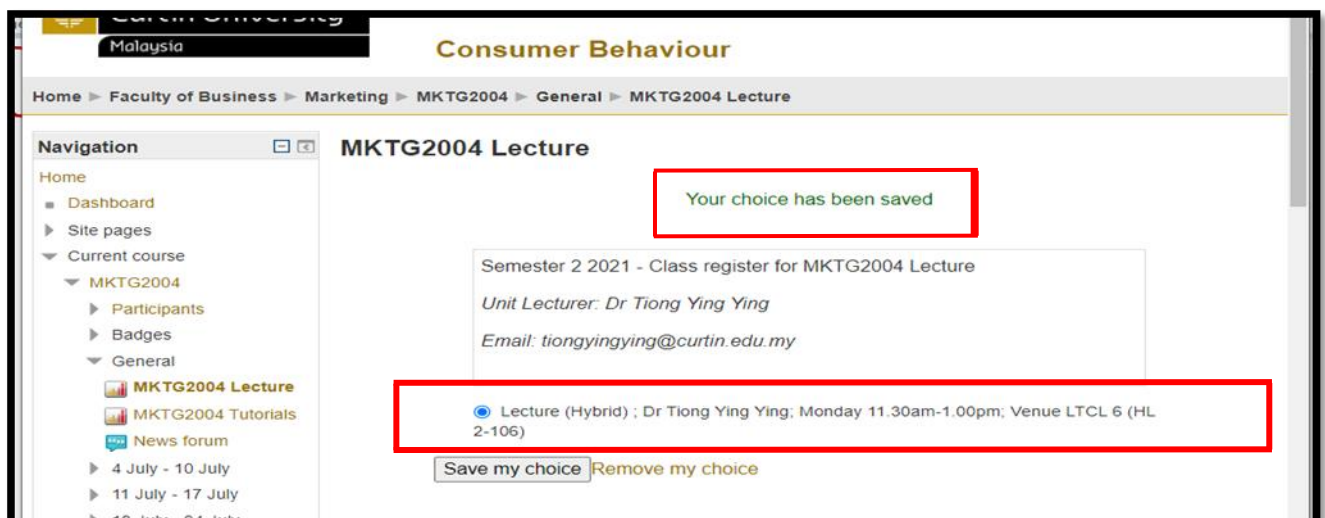To Register for Lecture, click on MKTG2004-Lecture (refer to red circle below)
To Register for Tutorial, click on MKTG2004-Tutorial (refer to red circle below)

STEP 4: <mark>On the "MKTG2004 –Lecture" page</mark>**, click on the slot you preferred and click "Save My choice".**
Once you done click on "Save My Choice", the confirmation will appear <mark>"Your choice has been saved"</mark>.
Should you wish to change your choice you may click on <mark>"Remove my choice"</mark> and you may do your selection again.

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STEP 4: <mark>On the "MKTG2004 –Tutorial" page</mark>, click on the slot you preferred and click "Save My choice".
Once you done click on "Save My Choice", the confirmation will appear <mark>"Your choice has been saved"</mark>.

Should you wish to change your choice you may click on <mark>"Remove my choice"</mark> and you may do your selection again.
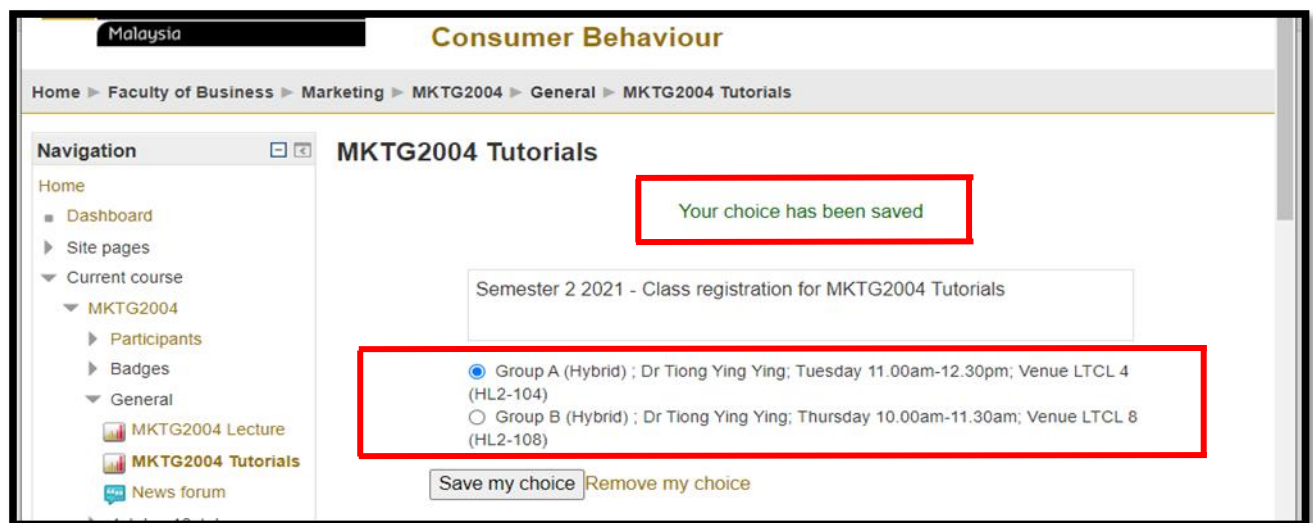

<mark>**IMPORTANT NOTE: For all the classes you have registered, we would like to encourage you to take a note for your record and future reference.**</mark>

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