Forwarding Your Moodle Orientation Completion Email

Once you receive a 70% or greater on the Final Assessment in this Moodle Orientation, a confirmation email will be sent to your OCCC Student Email account.

Some instructors may ask you to forward this email to them as verification that you have completed the Moodle Orientation. To forward this email, first log into your OCCC Student Email account, here.
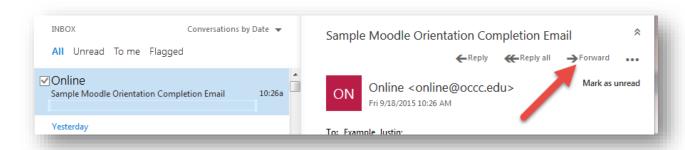
On the OCCC Student Email log in page, enter your Log information. By default, your username is: **firstname.middleinitial.lastname@my.occc.edu** and your password is the **last six digits of your social security number**.
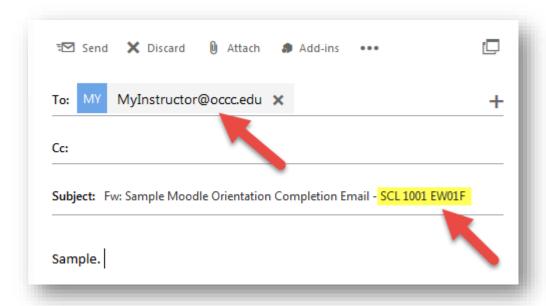

After entering this information, click **Sign In**.

Next, locate the conformation email in your inbox. Click the email's title to select it. Once you have selected the email, click the **Forward** button.

This will load the following pane:

Enter your instructor's OCCC email address in the **To...** field and add your instructor's course number in the **Subject** field. Click the **Send** link in the upper left corner. This will forward the email to your instructor's OCCC email address.

If you are not certain of your instructor's email address, please consult your course syllabus.

After forwarding the email, do not delete it! Some instructors may request you forward the email to them in future semesters.

If you need assistance please contact Moodle Support by email at online@occc.edu, by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.