

# User Manual for Students

## Login to the system

## Login to the system

← → ↻ 📄 lms.uom.lk/login\_index.php

**LearnOrg**  
University Of Moratuwa

**University of Moratuwa, Sri Lanka**

  
**Learning Organizer**  
**One User Account for All :**  
You can access **LearnOrg, Moodle, Document Management System, UoM e-mail, UoM Common Wifi and Library Journal Accessing Proxy(cache2.uom.lk)** systems using your unique Username and the Password through our centralized authentication system.  
**All the students can access their UoM emails (123456X@uom.lk) through webmail.uom.lk.** Your UoM email address will be your registration number ( before 19 batch ) or namewithinitials.yourbatch ( 19 batch onwards ) and those who access the UoM emails first time, you have to change the defaults password through LearnOrg.

**Username** pererabsd.19

**Password**

[Forgot my Password](#)

[Moodle](#) | [ERP](#) | [DMS](#) | [Web-Mail](#) | [FAQs](#) | [Helpdesk](#) | [Contact Us](#)

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User can access the University of Moratuwa Management Information System (LearnOrg) through <https://lms.uom.lk> by using any Web-browser (however recommend to Mozilla Firefox and Google Chrome) or any Operating System.

**Username-** surname-with-initials.<batch> without spaces (ex:- If you are Intake 19 and your name is Perera B.S.J, username is pererabsd.19 ) (**You should have received your username from the examinations division.**)

**Password** - If you access the system first time you can use “Index Number” as the default password. You can contact the Examination division or CITEs helpdesk (<https://helpdesk.uom.lk>) for any issues.

## Initial Interface

# Initial Interface

The screenshot displays the 'LearnOrg' initial interface. On the left is a navigation menu with sections: 'Welcome to LearnOrg' (linking to 'UoM'), 'My LearnOrg' (linking to 'Edit Profile' and 'Change Password'), and 'Student Area' (containing links for 'Register New Course', 'Enrolments History', 'Field Selection', 'Hostel Management', 'Hostel Application', 'Supplications', 'Supplication Form', 'Complaining & Reporting', 'Complaining on Administration & Welfare', and 'Incidents Reporting'). The main content area is titled 'Welcome to LearnOrg' and shows login details: 'Last time you have login at : Monday 14th of November 2016 12:26:14 AM' and 'Last time you have login from : 61.245.165.62'. Below this is the 'Change Password' form with fields for 'Username', 'Current Password', 'New Password', and 'Confirm New Password', followed by a 'Change' button. A blue box contains a message about centralized authentication and a 'Password Policy' section. The policy states: 'Your new password must consist, - do not include username, - you need to include (for security reasons) \* at-least one number and \* at-least one lower-case letter and \* at-least one upper-case letter and \* at-least one symbol (like @,\$,!,#,%,&^,~). - in addition to that the minimum length of the password must be 8.' The footer includes 'Copyright © 2007-2016 NIS Project - University of Moratuwa, Sri Lanka, All Rights Reserved.'

When you login to the system you also will an interface as shown above. The system shows you last login details such as IP address, time and date for security purposes.

If you still using default password, system will automatically prompt password resetting options.

*[If it is a public computer (such as a lab computer), make sure that you have logged out after using the system by using top-right corner “Logout” option.]*

## Change profile information

# Change profile information

**Welcome to LearnOrg**

→ UoM

**My LearnOrg**

→ [Edit Profile](#)

→ [Change Password](#)

**Student Area**

→ [Register New Course](#)

→ [Enrolments History](#)

→ [Field Selection](#)

→ [Hostel Management](#)

→ [Hostel Application](#)

→ [Supplications](#)

→ [Supplication Form](#)

→ [Complaining & Reporting](#)

→ [Complaining on Administration & Welfare](#)

→ [Incidents Reporting](#)

**Edit My Profile**

Username

**0011244**

TITLE

Mr

Name with initials

**0011244**

Full Name

**0011244**

Primary Email

**0011244**

First Name

**0011244**

Last Name

**0011244**

Date Of Birth

**0011244**

Gender

Male

**Current Contact Details**

Current Address

**0011244**

Home Telephone No

**0011244**

Mobile No

**0011244**

Secondary e-mail

**0011244** (Contact/ Recovery e-mail)

**Permant Contact Details**

Permanent Address

**0011244**

Telephone

**0011244**

Update


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Users are allowed to change basic information such as Title, First Name, Last Name, Date of Birth, Gender, Current Address, Current Home Telephone number, Mobile Number, Permanent Home Telephone number and Personal e-Mail address. User has to click on “Update” button to apply the changes.

*[It is recommended to keep these information up to date.]*

## Change Password

# Change Password



Welcome to LearnOrg
UoM

My LearnOrg
Edit Profile
Change Password

Student Area
Register New Course
Enrolments History
Field Selection
Hostel Management
Hostel Application
Supplications
Supplication Form
Complaining & Reporting
Complaining on Administration & Welfare
Incidents Reporting

Welcome - 00112110 | Moodle | Help | FAQs | Contact Us | Logout |

### Change Password

Username: 00112110

Current Password:

New Password:

Confirm New Password:

Change

Since now we have implemented centralized authentication management system, now you can access LearnOrg, Moodle, e-Mail and Web-mail, Journal Access Library Proxy and Common Wi-Fi facilities using same username and the password.

Therefore hereafter you should use the new password to login to all these systems.

**Password Policy :**  
Your new password must consist,  
- do not include username  
- you need to include (for security reasons)  
\* at-least one number and  
\* at-least one lower-case letter and  
\* at-least one upper-case letter and  
\* at-least one symbol (like @,\$,!,#,%,&,&).  
- in addition to that the minimum length of the password must be 8.

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You can change your password by using “Change Password” option. Students have to obey the Password policy when they change their system password. After you change the default password, you can access the LearnOrg (<https://lms.uom.lk>), UoM e-Mail (<https://webmail.uom.lk>) and Moodle (<https://online.uom.lk>) by using unique Username and the Password.

*[It is recommended to change the password periodically]*

## Course Enrolment

# Course Enrolment

→ UoM

→ [Edit Profile](#)

➔ **Change Password**

➔ **Register New Course**

➔ Enrolments History

➔ **Field Selection**

## Hostel Management

➔ **Hostel Application**

## Applications

→ **Supplication Form**

### Complaining & Reporting

### Complaining on Adm

Welfare

→ Incider

## Print

**Enroled Courses :**

CODE	Course Description
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## Credits

Semester

FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1	Unenrol
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**List of Courses to Enrol :**

**CODE Course Description**

## Credits

Semester

FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	<a href="#">Enrol</a>
FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	<a href="#">Enrol</a>

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*[Students are responsible for enrolling to semester offerings within the permitted period. **Make sure that your number of enrolled credits within the required credit limit.** Student is responsible to enroll for required compulsory modules. Students should follow the University, Faculty or Department guidelines when enrolling for modules.]*

*[Contact relevant Undergraduate Studies Division-for UG students/Postgraduate Studies Division-for PG students regarding repeat registrations or any other registration related inquiry]*

## Course Un-enrollment

## Course Unenrollment

→ UoM

[→ Edit Profile](#)

➔ [Change Password](#)

→ [Register](#)

→ [Enrolments History](#)

➔ Field Selection

## Hostel Management

→ Hostel Application

## Supplications

→ [Supplication Form](#)

- Complaining on Administration & Welfare

→ Incidents

## Print

Successfully unenrolled to FD1090 – Learning portfolio

## CODE Course Des

FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1	<a href="#">Unenrol</a>
FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	<a href="#">Unenrol</a>

**CODE Course Description**

FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	Enrol
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Students can un-enroll (de-register) from registered semester offerings by using the LearnOrg within the permitted period. Click on “Unenrol” button for course modules that you need to unenrol. If it is successful you will see the success message top of the page.

*[Make sure that your number of enrolled credits is within the required credit limit. Students are required to follow the University, Faculty or Department guidelines]*

## Enrollment history

## Enrollment history

Welcome to LearnOrg

→ UoM

My LearnOrg

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→ Change Password

Student Area

→ **Register New Course**

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→ Field Selection

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→ Hostel Application


→ Supplications

→ Supplication Form

→ Complaining & Reporting

→ Complaining on Administration & Welfare

→ Incidents Reporting

UNIVERISTY OF MORATUWA - STUDENT ENROLLMENTS				
				
Level	Subjects	Credits	Semester	Academic year
Level 1	TL1910	0.50	TLM Term	2008 / 2009
Level 1	TL1960	1.50	TLM Term	2008 / 2009
Level 1	DE2280	2.00	TLM Term	2008 / 2009
Level 1	DE2300	2.00	TLM Term	2008 / 2009
Level 1	CS1010	2.00	TLM Semester - 1	2008 / 2009
Level 1	DE1950	1.00	TLM Semester - 1	2008 / 2009
Level 1	MA1110	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1010	3.00	TLM Semester - 1	2008 / 2009
Level 1	TL1050	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1060	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1090	2.00	TLM Semester - 1	2008 / 2009
Level 1	CS1020	1.00	TLM Semester - 2	2008 / 2009
Level 1	MA1120	2.00	TLM Semester - 2	2008 / 2009
Level 1	MN1020	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1070	2.00	TLM Semester - 2	2008 / 2009
Level 1	TL1080	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1100	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1950	2.00	TLM Semester - 2	2008 / 2009
Total Level Credits		36		
Registered Total Credits		36		
Effective Total Credits		36		

Students may view their total enrollment and enrollment history by using this function.

Revision #7

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