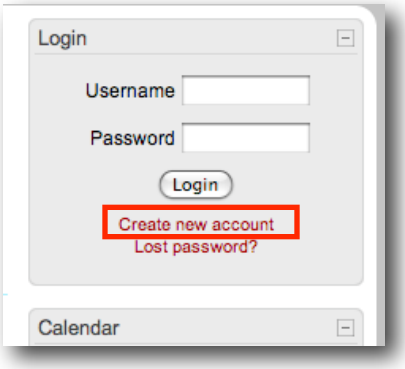
Annual Safety Meeting 2009

Indiana Department of Education • Indiana State School Bus Committee and Indiana State Police

Moodle Login Tutorial

Please use these directions as a guide to logging into the Indiana Department of Education Moodle Online Learning server.



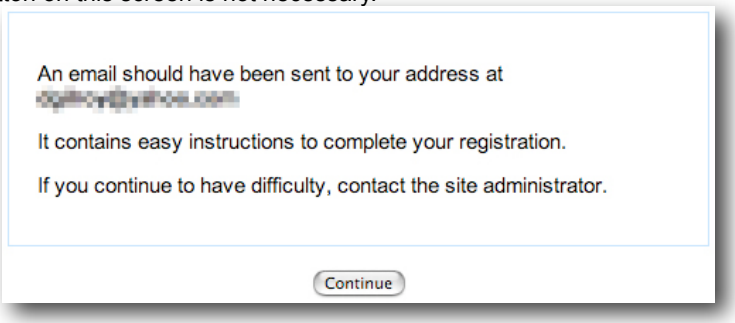
Go to this web address:
http://moodler.doe.state.in.us

1. The user will be greeted with this screen. Note the box in the upper, right corner of the screen reading Login. The user will want to click the link just below the Login button reading "Create new account".

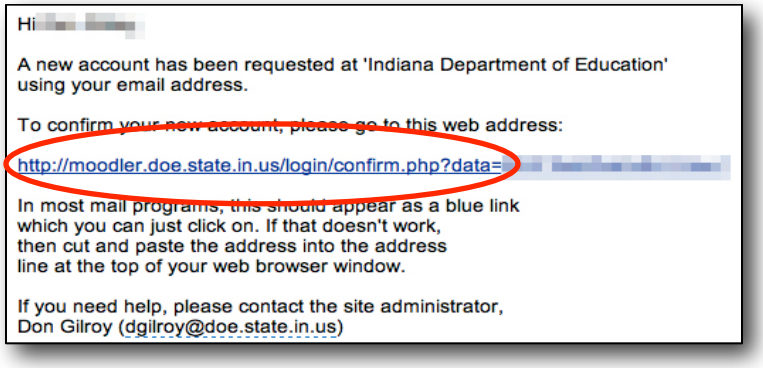
2. You will get the screen shown below. Fill in all the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle because many of the features (lost password, messages from the coordinator) rely on an email address. If you do not have an email address, perhaps this would be a good place to stop your registration and get an email address either through your organization or a web site like www.yahoo.com or www.google.com.

When you have filled in all the blanks, click the "Create my new account" button.

3. Read this screen carefully. You are being asked to go to check your email to continue the registration process. We do this for security reasons. This helps prevent people from signing up other people without their permission. Clicking the Continue button on this screen is not necessary.



4. The email you receive may look like the one found below. Read it thoroughly and click the link within the email. If the link is not "clickable" copy it, paste it into the location field of your web browser and hit "Return" on your keyboard.


Hi [redacted]

A new account has been requested at 'Indiana Department of Education' using your email address.

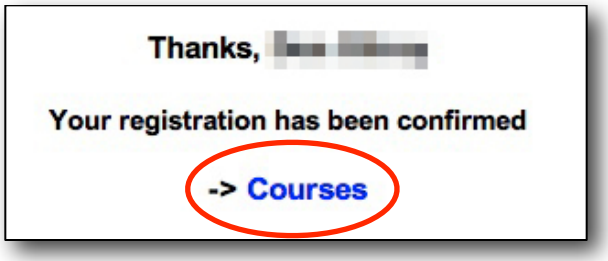
To confirm your new account, please go to this web address:

http://moodler.doe.state.in.us/login/confirm.php?data=[redacted]

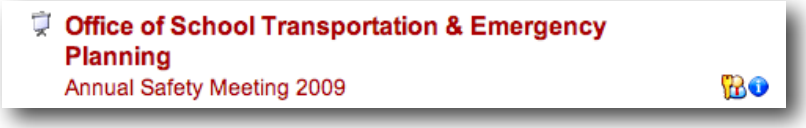
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator, Don Gilroy (dgilroy@doe.state.in.us)

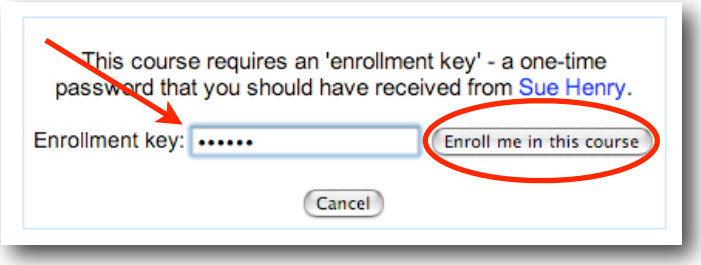
5. When you click the link in the email, you should be sent back to our Moodle Server and see a screen resembling that found below. Click the link that reads Courses.



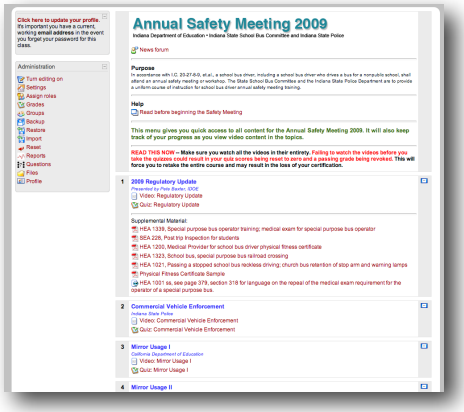
6. You'll see a list of courses offered on this server. You are going to be entering the "**Annual Safety Meeting 2009**" so click the link for that course.



7. Since we don't want just anyone entering this course, we have locked it with an enrollment key. The enrollment key for this class should have been emailed to you. Type the key into the box labeled Enrollment key. Then click on Enroll me in this course.



8. Next you should see the class page which looks like this.



Congratulations!

You have created a new account on our server and you have successfully enrolled yourself in the Annual Safety Meeting 2009.