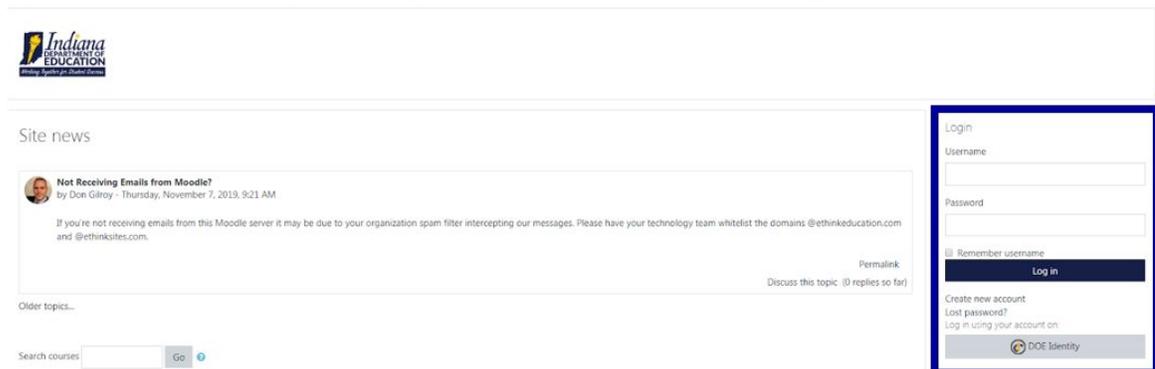


Access to IIEP Accommodations Course in Moodle

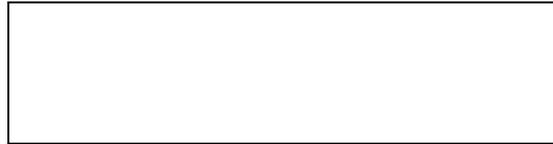
The [IIEP Accommodations Course](#) is available via the Moodle platform. This open course is required for all IIEP users. In order to access this course, you will need to log in to Moodle, or sign up for a Moodle account.

To access Moodle, follow the steps below:

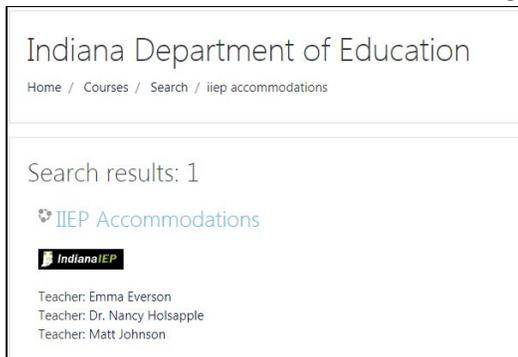
1. Go to <https://moodle.doe.in.gov/> and you will see the following screen below. Notice the box (outlined in blue below) on the right side of the screen labeled as login.



2. If you already have a Moodle account, please enter your username and password and skip to step #8.
3. If you do not have a Moodle account, please click the link just below the login button that states, **“Create new account”**.
4. 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 (e.g. lost password, messages from the administrator, etc.) rely on an email address. You will also be asked to confirm your account via email. When you have filled in all of the blanks and completed the security question, click the **“Create my new account”** button.
5. Read this screen carefully. You are being asked to go **check your email** to continue the registration process. We do this for security reasons. This helps prevent people from signing up other people without permission. Clicking the “Continue” button on this screen is not necessary. If you do not receive a confirmation email, contact moodle_support@doe.in.gov.
6. Check your email and click the link within the email. If the link is not clickable, copy and paste it into the location field of your web browser and hit “Enter” or “Return” on your keyboard.
7. When you click the link in the email, you should be sent back to the Moodle server. Click the link that reads **Course** or **Home**.
8. In the middle of the page, use the search box (pictured below) and search for **“IIEP Accommodations.”**



9. Once you have hit search, you should see the course (pictured below). Click where it says “IIEP Accommodations” in blue to access and begin the course.



10. Once you have completed the course, you can access your electronic certificate of completion. Download this certificate for your records and follow the local procedures to document the completion of this course.

Need more help?

Moodle Help: moodle_support@doe.in.gov

Technical Assistance with IIEP Accommodations Course: Matthew.Johnson@indstate.edu