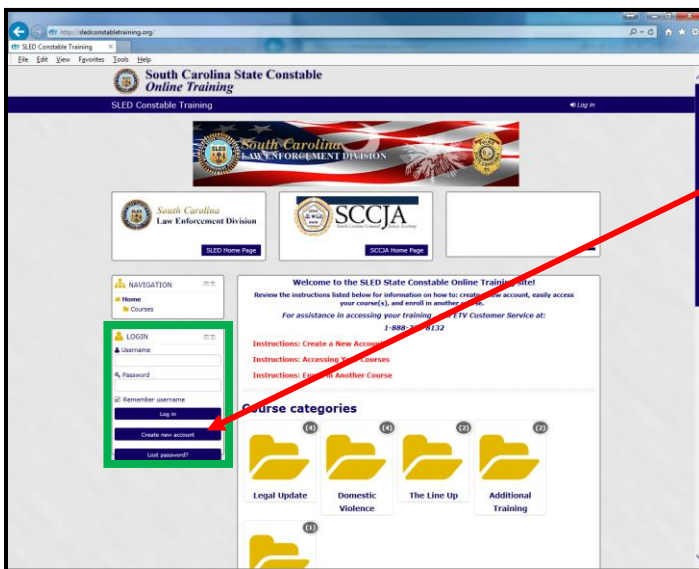
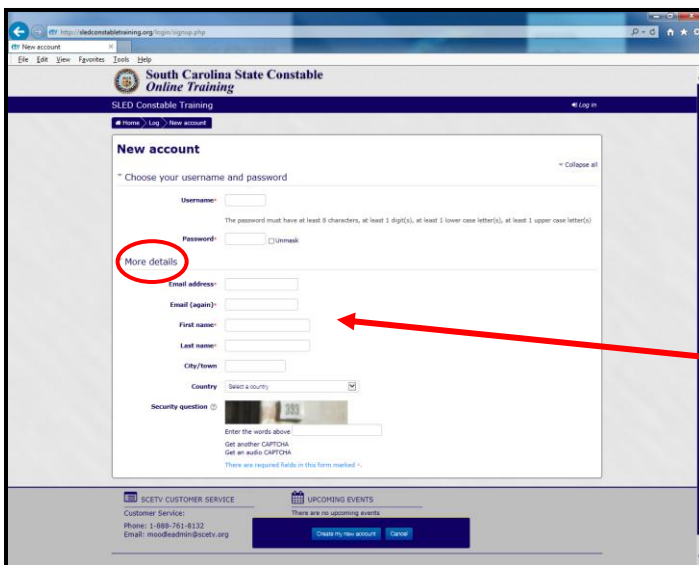


How to Set Up a SC State Constable Online Training Course Account

The purpose of these instructions is to guide you through setting up a user account on the **SC State Constable Online Training Course site**. Moodle is South Carolina ETV's Online Course Management site. This is the course management system the South Carolina Criminal Justice Academy is using to host some of its online and recertification courses.



Go to <http://sledconstabletraining.org/> and click on **“Create new account”** in the **Login box** on the left side of the page (this is also where you login to the training site after your account is created).



Here is where you setup your username and password for all online courses. Your password needs to be at least 8 characters. One character must be a number and one character must be capitalized. Example: **Mypassword1**

Complete the information in the **More Details** section. Enter an *active* email address. This address is where important instructions and earned certificates are sent.

Make note: The information you enter in the First Name and Last Name fields is how it prints on your certificate(s). Also be sure the name you enter is the same as in on file where your training is tracked.

You must enter the CAPTCHA information shown here (CAPTCHA is a program the system uses to prevent spam accounts). If you can't read the CAPTCHA image displayed, click on "Get another CAPTCHA" and another one will pop up. Once you enter and recheck all of your information click on the button

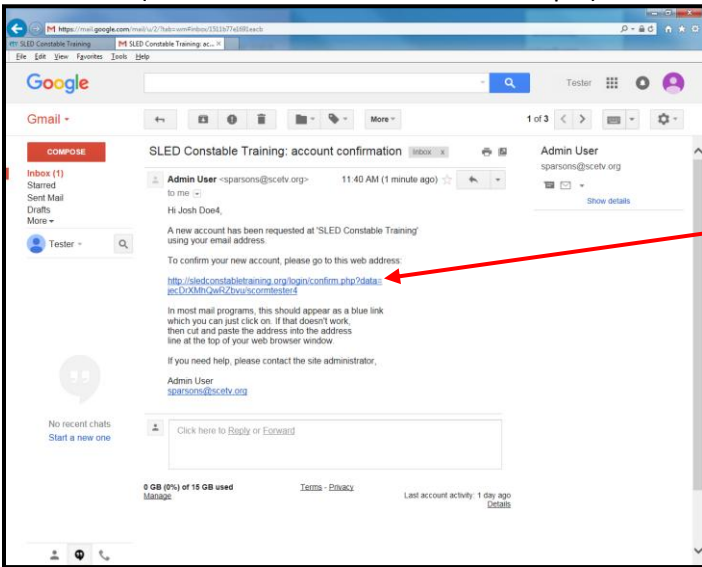
"Create my new account"

If all information is complete and accepted, you see a message indicating an email was sent to the email account you entered.

DO NOT click on the "Continue" button on this page. INSTEAD, go to your email and open the confirmation email that was automatically sent to you.

**Some computer network security settings may not allow the email to be delivered. If you do not receive the confirmation email within 20 minutes check your spam filter to see if it was blocked. If it's not there call 1-888-761-8132 or email moodleadadmin@scetv.org for assistance.*

(Confirm Your Account Email Example)



This system generated email asks you to click a link to confirm your account information.

Click on this link.



The SC State Constable Online Training Course site then opens and you are automatically **logged in** and you should see your name indicating that you have successfully logged into the course site.