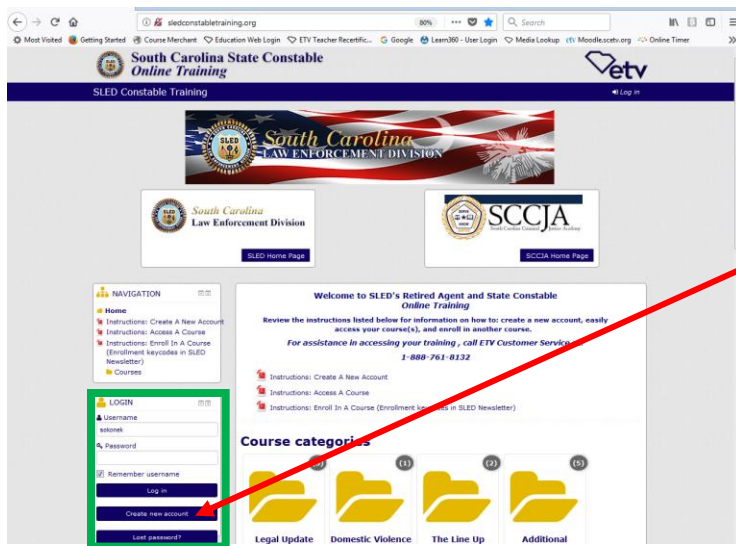


How to Set Up a SC State Constable Online Training Course Account

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).

A screenshot of the 'New account' form on the South Carolina State Constable Online Training website. The form is titled 'New account' and includes a 'More details' link circled in red. The form fields include: Username, Password (with a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'), Email address, Email (again), First name, Last name, City/town, Country (a dropdown menu), and a Security question with a CAPTCHA image. A note at the bottom states: 'There are required fields in this form marked *.'

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.

South Carolina State Constable Online Training

SLED Constable Training

Home > LA > New account

New account

Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password* Unmask

More details

Email address*

Email (again)*

First name*

Last name*

City/town

Country

Security question

Enter the words above

Get another CAPTCHA

Get an audio CAPTCHA

There are required fields in this form marked *

ETV CUSTOMER SERVICE

Customer Service:
Phone: 1-888-761-8132
Email: moodleadadmin@sctev.org

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 or one is NOT 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"

South Carolina State Constable Online Training

SLED Constable Training

Home Confirm your account

An email should have been sent to your address at clonetester1@gmail.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.

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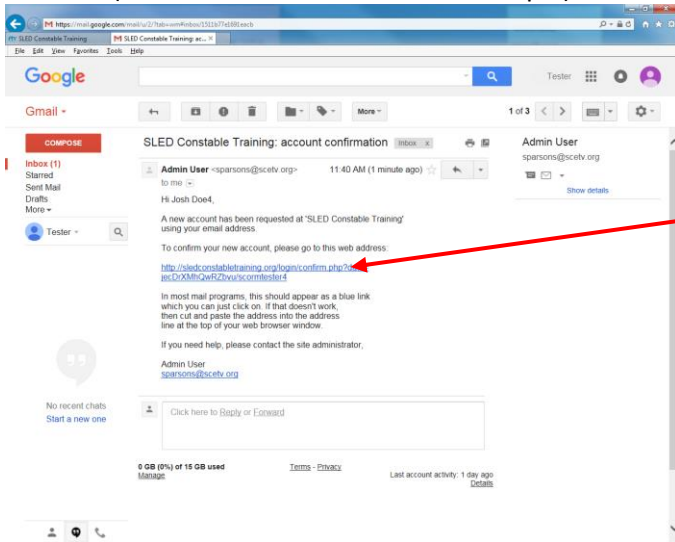
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If all information is complete and accepted, you see a message indicating an email was sent to the email account you entered.

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 or the JUNK folder in your mail. If it's not there call 1-888-761-8132 or email moodleadadmin@sctev.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.