## Setting Up an Online Course Account Instructions Guide

The purpose of these instructions is to guide you through setting up a user account in Moodle and enrolling in a SCCJA Online Course. 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 its online recertification courses.



Go to <u>http://moodle.scetv.org</u> and click on create new account.

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Choose your username and Username* Password*	password
More details Email address* Enail (again)* First name* Last name* City/town* Country*	United States
	Create my new account Cancel There are required fields in this form marked*.

Here is where you setup your username and password for all your online courses. This password needs to be at least 8 characters with one of them being a number.

Enter an *active* email address here. This is the email address the system uses to send important instructions and your recertification certificate.

Also, be aware that the information you enter in the First Name and Last Name fields will be the exact name printed on your recertification certificate. Once you enter and recheck all of your information, click on the button "Create my new account"



The next step is to confirm your account. When you see this notification that an email has been sent to the email address you listed, do NOT click on the "Continue" button at the bottom of this page. INSTEAD, access your email account and open the email automatically sent to you by the Moodle system.

## (Confirm Your Account Email Example)

SCETV / ITV Learning Management System: account confirmation

Add to contacts
To ETV Student1

Back to messages

Hi ETV Student1,

A new account has been requested at 'SCETV / ITV Learning Management System' using your email address.

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

http://moodle.scetv.org/login/confirm.php?data=ZtH0mxMAKwuqEhS/etvstudent1

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,

Admin User moodle@scetv.org



This email asks you to click on a link to confirm your account information to allow you to register in your course. Click on this link.

You will then see a page informing you that your registration has been confirmed. Click on the "Courses" button.

	You are logged in as ETV Student1 (Logout)	
Course categories		
ITV Recertification ETV Online & Graduate Courses Walden U EIDT 6110 Student Developed Courses Early Childhood ETV Training Human Resources eTrainingSC South Carolina Criminal Justice Academy Municipal Association of South Carolina DES Development KITEL		8 2 3 1
Spanish French German		3 3 3
Search courses:	Go	

This brings you to the Course categories page that lists all of the courses hosted on the ETV Moodle course management system.

Now that you have set up an account on Moodle, you will enroll in your specific course by finding the course category "eTrainingSC" and clicking on "South Carolina Criminal Justice Academy"

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Available places: Universe <sup>11</sup>		
EDCAN's SPAT Recentification Course		
Course Administrator HelVolle		
Available places: Unlimited <sup>4</sup>		
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Available places: United and a		
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Select the CJA recertification course in which you want to enroll and click on the name of the course.

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Home  Courses  Login to DMT Re	cert
SC Criminal Justice Academy's Datamaste	r Recertification Course
Available places: Unlimited	
	This course requires an 'enrollment key' - a one-time
	password that you should have received from teacher
Enrollment key:	Enroll me in this course
	Cancel
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Course Enrollment Key Codes Legal Update: CJALEGALUP LineUp: CJALINEUP CDV: Lessons Learned 2011: CJACDV11 Each CJA Recertification course has an Enrollment Key Code used to enroll into that specific course. This code IS case sensitive so enter the code in all caps. Enter the code for this particular course in the space provided and click "Enroll me in this course"

## Recertification Course Enrollment Key Codes Datamaster: CJADMT RADAR: CJARADAR LIDAR: CJALIDAR SFST: CJASFST



You are now enrolled and may begin your SCCJA recertification course. Please read the instructions on the page for details about the course.



When you click on the first video, a black box with an arrow pointing to the right should appear underneath the instructions beginning with "You must watch the video in its entirety." If it does not, look for information instructing you to "Download Microsoft Silverlight" and follow the instructions. Once completed the black box should show up. If it doesn't try closing the internet and logging back in.

The video verification code is entered in the box at the bottom of the screen. Once enter you will be notified whether your answer is correct or not. If so you can proceed to the next video.