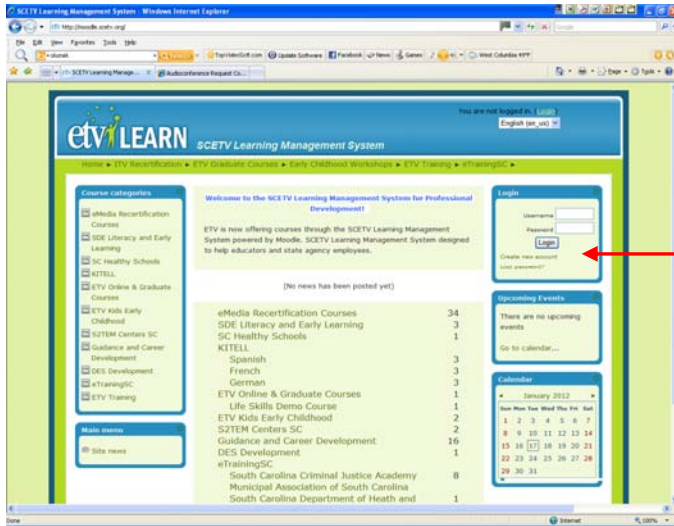


Setting Up an Online Course Account Instructions Guide

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.



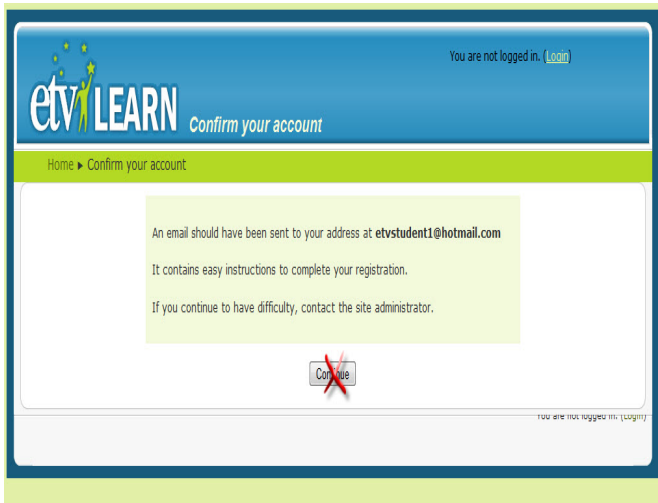
Go to <http://moodle.sctv.org> and click on create new account.

The screenshot shows the 'New account' registration form. The form has a blue header with the 'etv LEARN' logo and 'New account' text. The form includes fields for 'Username*', 'Password*', 'Email address*', 'Email (again)*', 'First name*', 'Last name*', 'City/town*', and 'Country*'. There is a 'Create my new account' button and a 'Cancel' button. A red message at the bottom says 'There are required fields in this form marked*'. The 'Country' dropdown is set to 'United States'.

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.

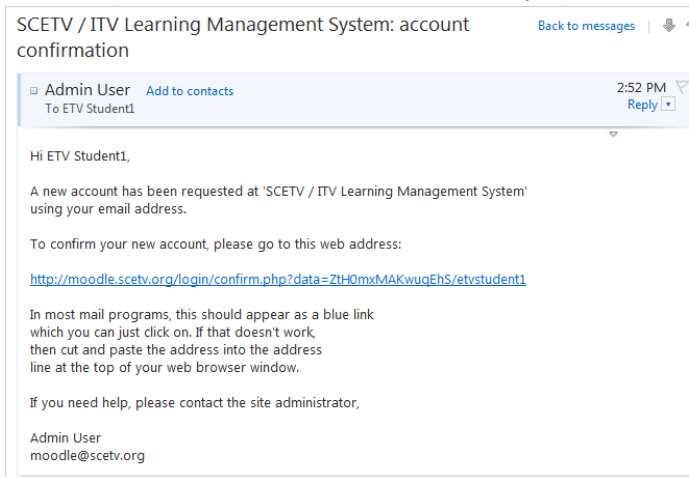
Enter an **active** email address here. This is the email address the system uses to send important instructions and your recertification certificate.

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"

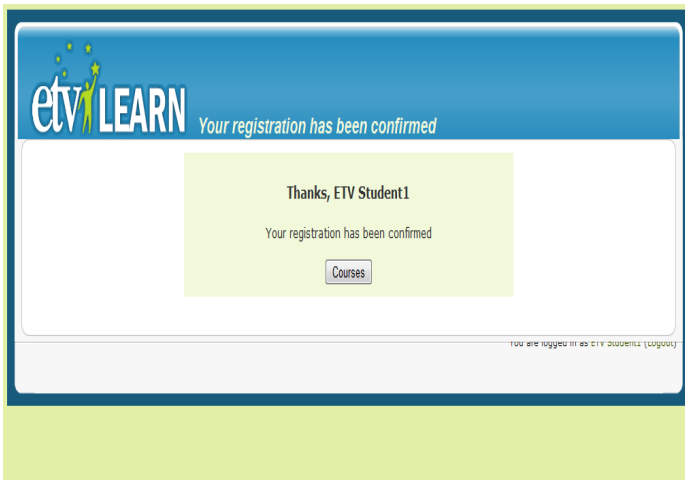


The next step is to confirm your account. When you see this notification that an email has been sent to the email address you listed, **do NOT click on the "Continue"** button at the bottom of this page. INSTEAD, access your email account and open the email automatically sent to you by the Moodle system.

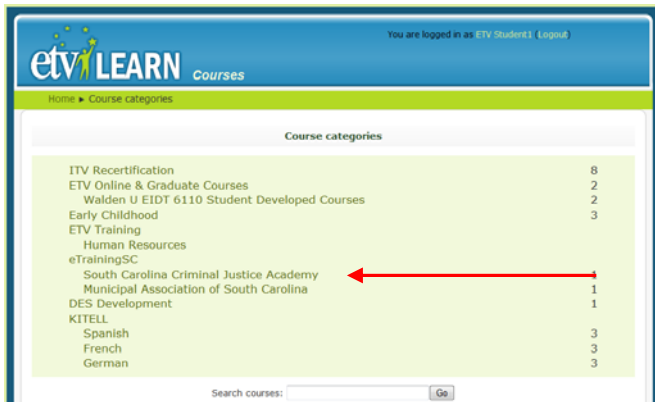
(Confirm Your Account Email Example)



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.

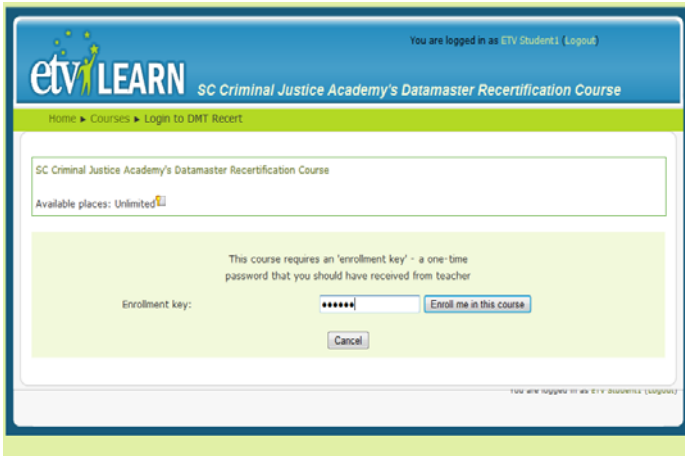


This brings you to the Course categories page that lists all of the courses hosted on the ETV Moodle course management system.

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”



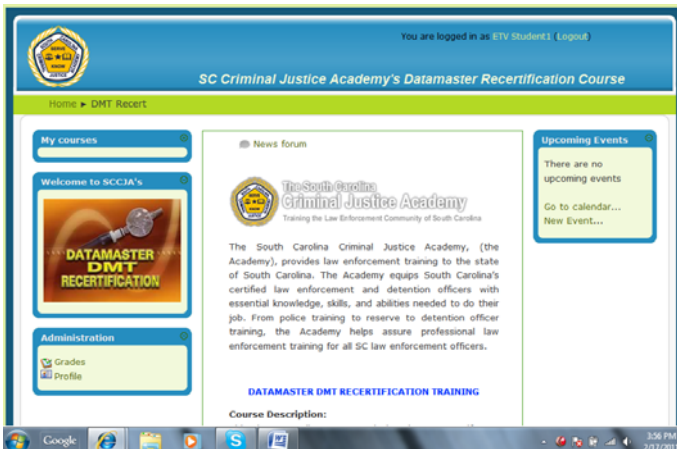
Select the CJA recertification course in which you want to enroll and click on the name of the course.



Course Enrollment Key Codes
 Legal Update: CJLEGALUP
 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.