Creating an etvLEARN*Online* Account
Instruction Guide

The purpose of these instructions is to guide you through creating a user account in the etvLEARN*Online* training system and enrolling in the South Carolina Interoperable Communications online training. etvLearn*Online* is South Carolina ETV's online training management site. This is the training management system used by the South Carolina Budget and Control Board's Division of State Information Technology to house its Interoperable Communications training available to all South Carolina emergency response and public safety personnel. This free training is provided by a grant from the U.S. Department of Homeland Security and is open to all.

Step 1: Before you may enroll in any etvLearn*Online* training, you must create a system User Account. You only do this one time and can access your training in the future by simply logging in. Go to interoperability.sc.gov and click on "Create new account" in the Login block near the upper right of the page. This is also the location where you login to access your training in the future.
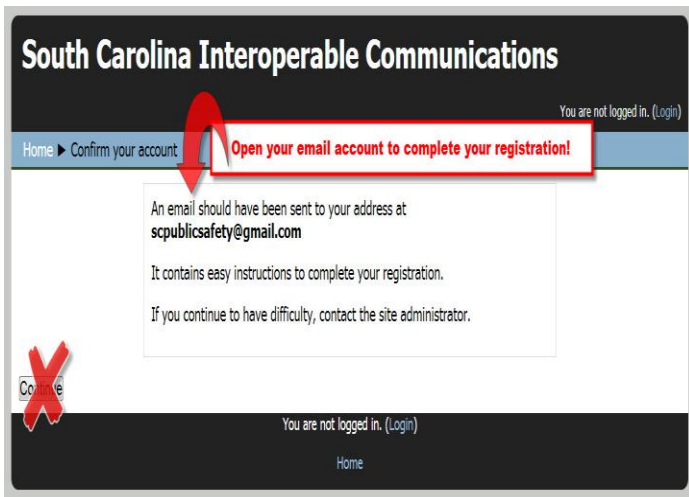

Step 2: Create your online training account username and password. Your password needs to be at least 8 characters with at least one character a number and at least one character lower case - no spaces. **Example:** *password1*

Enter an ***active*** email address. This is the email address the system uses to send important instructions, notifications, and any awarded certificates.

Be sure to enter your name as you would want to see it printed on a certificate.

Enter the "reCAPTCHA" information exactly as you see it on the screen. If you have trouble making out the information, hold down the Ctrl button on your keyboard and roll your mouse wheel forward to enlarge your screen. Roll the mouse backward to reduce your screen image when finished. *Or*, click "get another CAPTCHA" to get a new one.
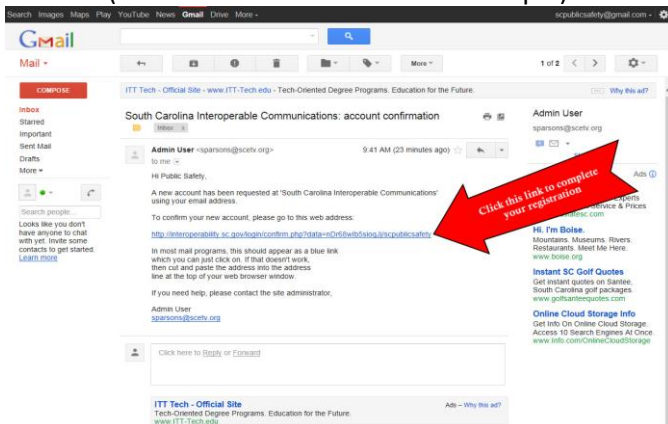
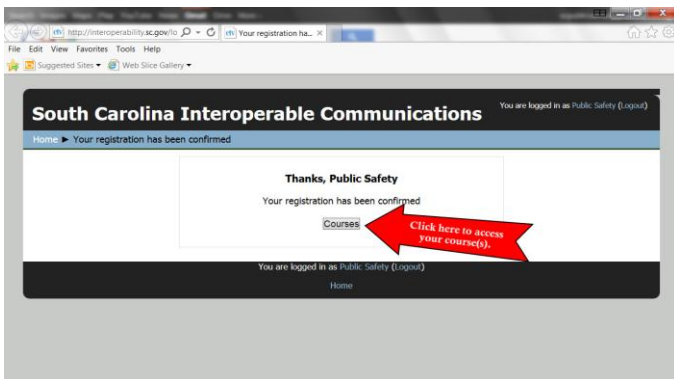After you enter and verify all of your information, click on the button **"Create my new account"**

Step 3: Confirm your account. When you see this notification that an email has been sent to the email address you listed for your account, *DO NOT* click on the "Continue" button at the bottom of this page. INSTEAD, access your email account and open the 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 888-761-8132 or email moodleadmin@scetv.org for assistance.
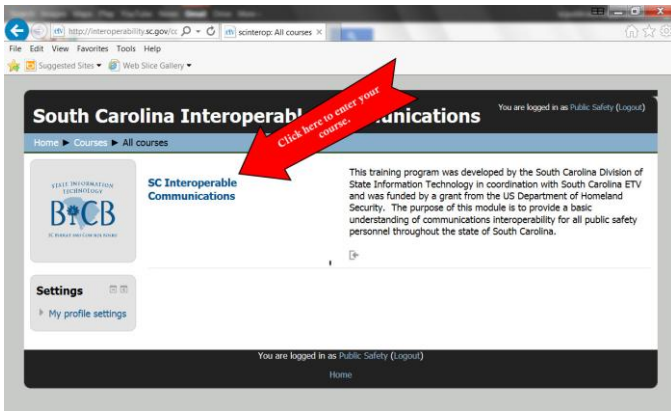
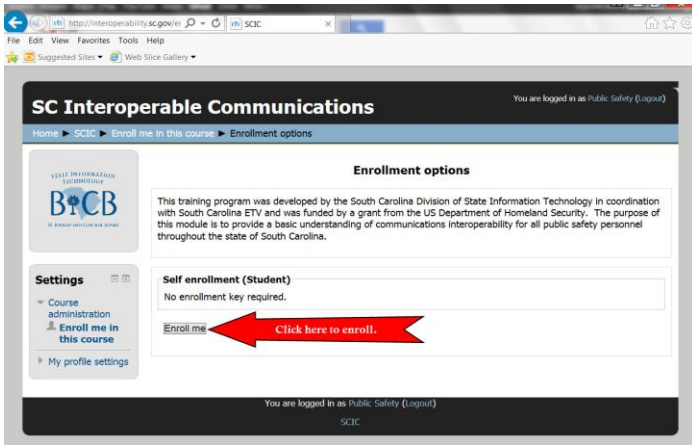(Confirm Your Account Email Example)

Step 4: 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. If that is not an option in your internet browser, cut and paste this link into the address bar at the top of your browser.
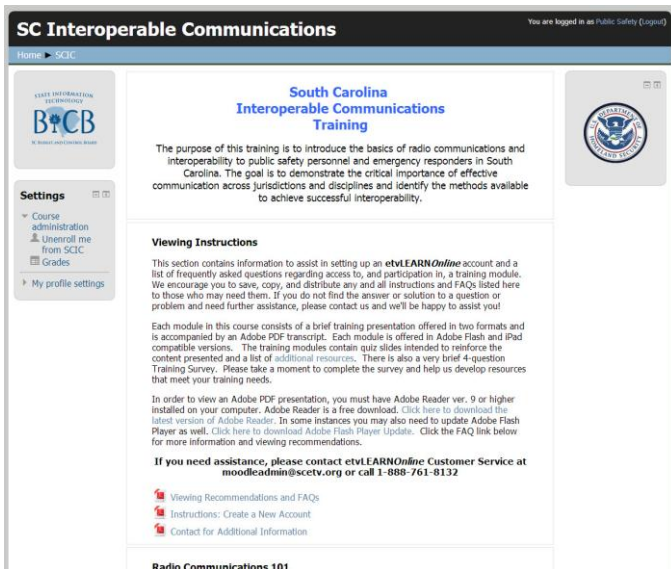

Step 5: You then see a page informing you that your registration has been confirmed. Click on the "Courses" button. This automatically logs you into the etvLearn*Online* system and opens up the training description and link.

Step 6: Click on the training course link to enroll yourself into the course.

Step 7: Now simply click the "Enroll Me" button and you are in the training course!

If, at any time you need assistance during this one-time account set-up process please call etvLEARN*Online* customer support toll-free at *1-888-761-8132* and we'll be happy to assist you!