

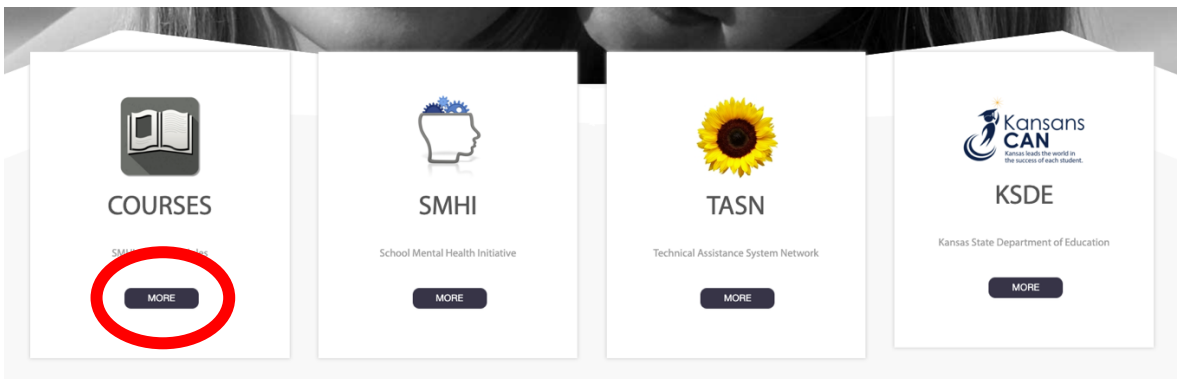
USER GUIDE: REGISTERING AND ACCESSING YOUR MOODLE ACCOUNT

KSDE TASN SCHOOL MENTAL HEALTH INITIATIVE

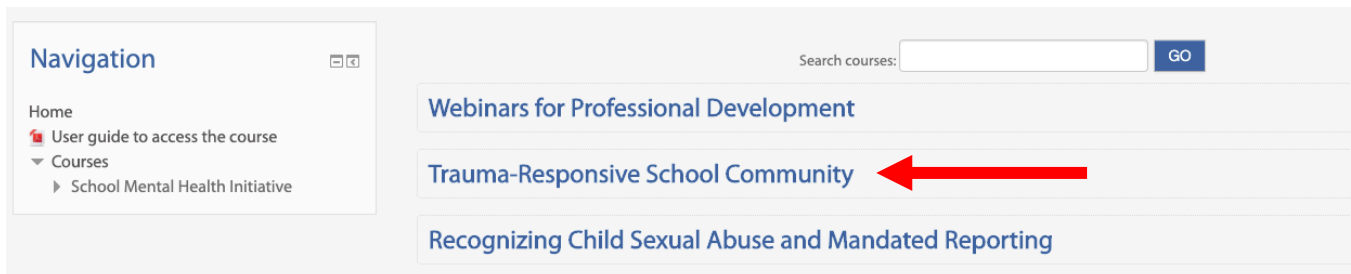
1. Go to <http://moodle.kansastasn.org>.



2. On this page, under the Courses option, select **MORE**.



3. Select the course you wish to take. In the example below, you would click on "Trauma-Responsive School Community."



4. Once you select the course you wish to take, you will be directed to the **LOG IN** page

5a. If you already have an account, you may log in using your username and password.

5b. If you do not already have an account, you will need to create one by clicking on the **CREATE NEW ACCOUNT** button on the lower, right-hand side of the screen and completing the requested information.

- **Those holding a license through the Kansas State Department of Education (KSDE)** will need to enter their license number when creating an account. If you are licensed through KSDE and do not know your license number, you may locate it by going to: <https://appspublic.ksde.org/TLL/SearchLicense.aspx/SearchLicense.aspx>.
- **Those not licensed through KSDE** may choose to enter their licensing or credentialing information, if applicable, but are not required to do so. Providing this information will help us to better identify our audience and needs for additional eLearning modules.

6. Upon completing the requested information, click **CREATE MY ACCOUNT** at the bottom of the screen.

Following the creation of a new account, an email will be sent to your email address.

Check your email to find a link to the courses and either click on the link or copy and paste it into your browser. (If you do not see this email, check your spam folder for an email from kansastasn@tasnatbs.org.)

7. Once the new page opens, select the course you wish to enroll in.

8. Click on **ENROLL ME** and you will now be able to access the full course.

Updated 2020.07.06. This resource is intended for educational purposes only. The information contained herein is not intended to take the place of informed professional diagnosis, advice, or recommendations. The KSDE TASN SMHI assumes no liability for errors or for the way in which this information is used.

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