

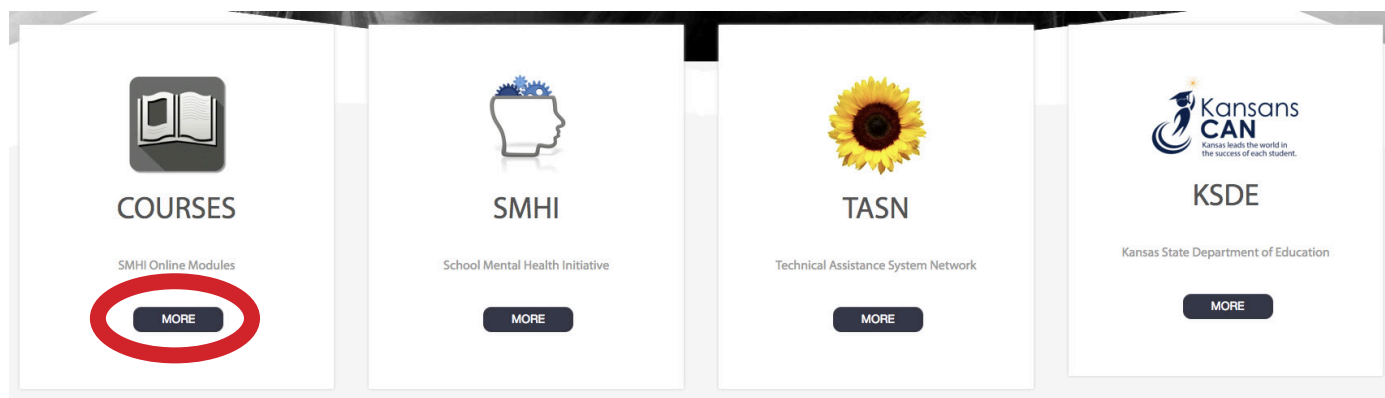
USER GUIDE: REGISTERING AND ACCESSING YOUR MOODLE ACCOUNT

TASN ATBS SCHOOL MENTAL HEALTH INITIATIVE

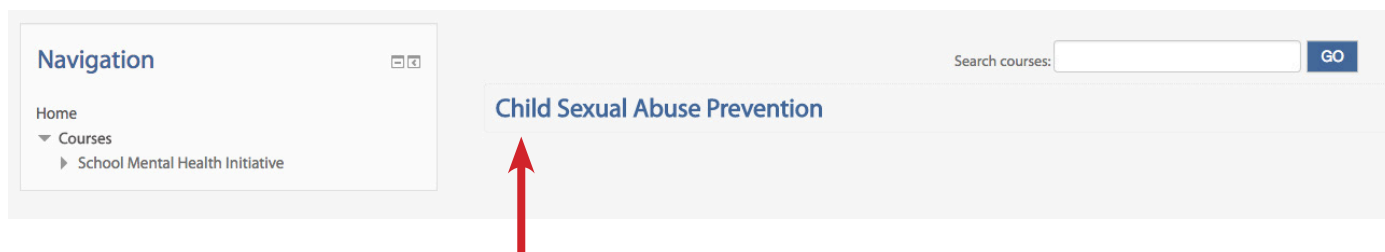
Go to <http://moodle.kansastasn.org>.



On this page, under the Courses option on the left-hand side, click **MORE**.



Select the course you wish to take. In the example below, you would click on "Child Sexual Abuse Prevention."



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

LOG IN

Username (lowercase only)

Password

Remember username

LOG IN

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

IS THIS YOUR FIRST TIME HERE?

All professionals licensed by the Kansas State Department of Education (KSDE) are required to enter their license number. If you do not know your license number, you may find it by going [here](#). If you are a non-KSDE licensed or credentialed professional, you are not required to share your licensing/credentialing information but may choose to do so.

For full access to courses follow the steps below to create an account:

1. Complete a new account using the Create New Account link below.
2. An email will be immediately sent to your email address.
3. Read your email and click on the web link it contains.
4. Select the course.
5. Select "enroll me".
6. You can now access the full course.

CREATE NEW ACCOUNT

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

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 by 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 online learning modules.

Participant Identification

Are you employed by a school district?

Which district are you employed by?

Are you licensed by KSDE?

Enter KSDE license number - If none, enter N/A

Position/Role

If other, specify here

Are you a non-KSDE licensed professional?

Licensing agency

License type

License number

Do you hold a certification from an accrediting organization?

Certification type

Accrediting organization

CREATE MY NEW ACCOUNT **CANCEL**

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.)

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

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