

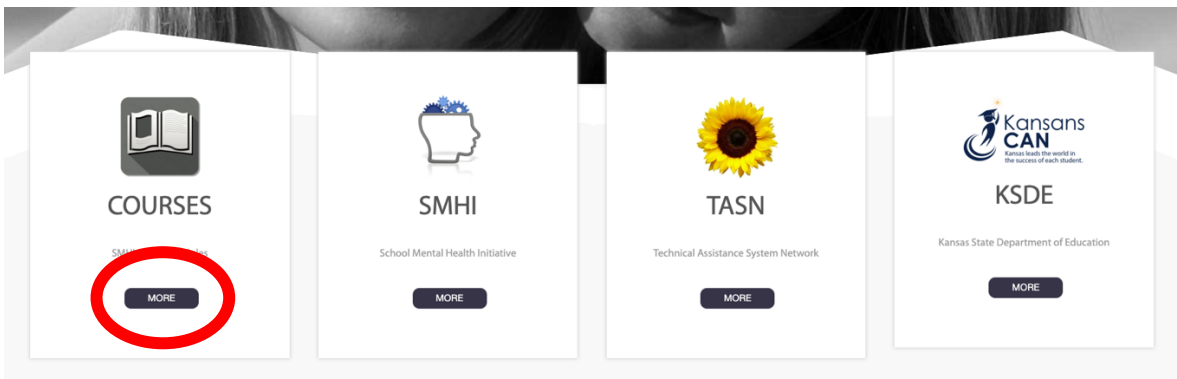
USER GUIDE: REGISTERING AND ACCESSING YOUR MOODLE ACCOUNT

KSDE TASN SCHOOL MENTAL HEALTH INITIATIVE

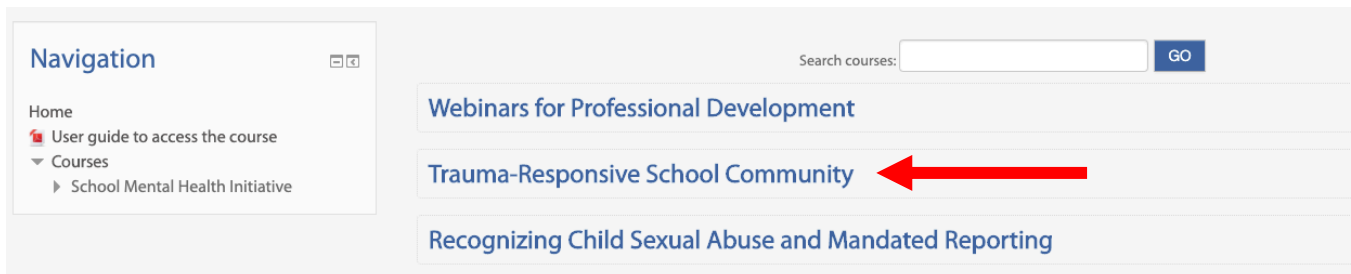
1. Go to <http://moodle.kansastasn.org>.



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

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?

Upon registering, you may provide your license number or enter "NA". (Professionals licensed by the Kansas State Department of Education who would like to register using their license number may find it by going [here](#).)

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".

CREATE NEW ACCOUNT

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.

- **Upon registering**, you may provide your license number or enter "NA". 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>.

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**

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 2020.10.09. 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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