## USER GUIDE: REGISTERING AND ACCESSING YOUR MOODLE ACCOUNT KSDE TASN SCHOOL MENTAL HEALTH INITIATIVE

## 1. Go to http://moodle.kansastasn.org.



- 2. If you already have an account, you may log in using your username and password.
- **3.** If you do not have an account, create one by clicking on the **NEW ACCOUNT** button and completing the requested information.
  - a. 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: <u>https://appspublic.ksde.org/TLL/SearchLicense.aspx/SearchLicense.aspx</u>.
  - b. Upon completing the requested information, click CREATE MY NEW 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.)
- 4. After logging in, choose "Home" in the top menu bar.
- 5. Select the course you wish to take. In the example below, you would click on "Trauma-Responsive School Community eLearning Modules".



Updated 2024.05.16. 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.

The TASN School Mental Health Initiative (SMHI) is funded through a grant from the U.S. Department of Education (#H323A17006) and is administered by the Kansas Department of Education. The contents do not necessarily represent the policy of the U.S. Department of Education and endorsement by the Office of Special Education Programs should not be assumed. The SMHI does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding non-discrimination policies should be sent to: Deputy Director, Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS 66070; 785-876-2214.