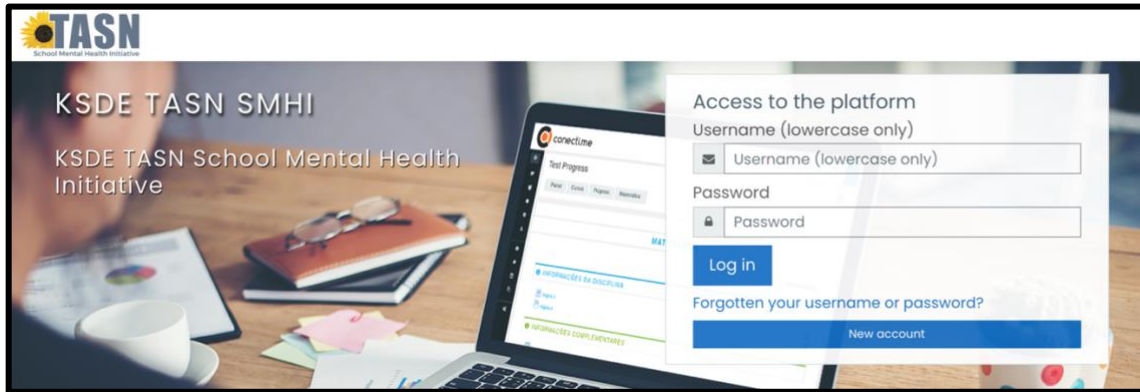


# USER GUIDE: REGISTERING AND ACCESSING YOUR MOODLE ACCOUNT

## 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: <https://appspublic.ksde.org/TLL/SearchLicense.aspx/SearchLicense.aspx>.
  - 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](mailto:kansastasn@tasnatbs.org).)
4. After logging in, choose “Site home” in the left-hand menu.
5. Select the course you wish to take. In the example below, you would click on “Trauma-Responsive School Community.”



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