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.

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COURSES	SMHI	TASN	KSDE
SMITTER	School Mental Health Initiative	Technical Assistance System Network	Kansas State Department of Education
MORE	MORE	MORE	MORE

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

Navigation	- <	Search courses: GO	
Home User guide to access the course Courses School Mental Health Initiative		Webinars for Professional Development	
		Trauma-Responsive School Community	
		Recognizing Child Sexual Abuse and Mandated Reporting	

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

LOG IN	IS THIS YOUR FIRST TIME HERE?
Username (lowercase only) Pessword	All professionals licensed by the Kansas State Department of Education (ISDE) are required to enter their license number. If you do not know your license number, you may find it by going <u>here</u> . 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.
Generative Servation Forgotten your username or password?	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.
Cookies must be enabled in your browser 🕐	4. Select the course. 5. Select "enoil me". 6. You can now access the full course. 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.
 - 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.

Are you employed by a school district? •	\$	
Which district are you employed by? •	N/A	\$
Are you licensed by KSDE? •	Yes \$	
Enter KSDE license number - If none, enter N/A •		
Position/Role •	Choose \$	
If other, specify here		
Are you a non-KSDE licensed professional?	N/A \$	
Licensing agency		
License type		
License number		
Do you hold a certification from an accrediting organization?	N/A \$	
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.

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