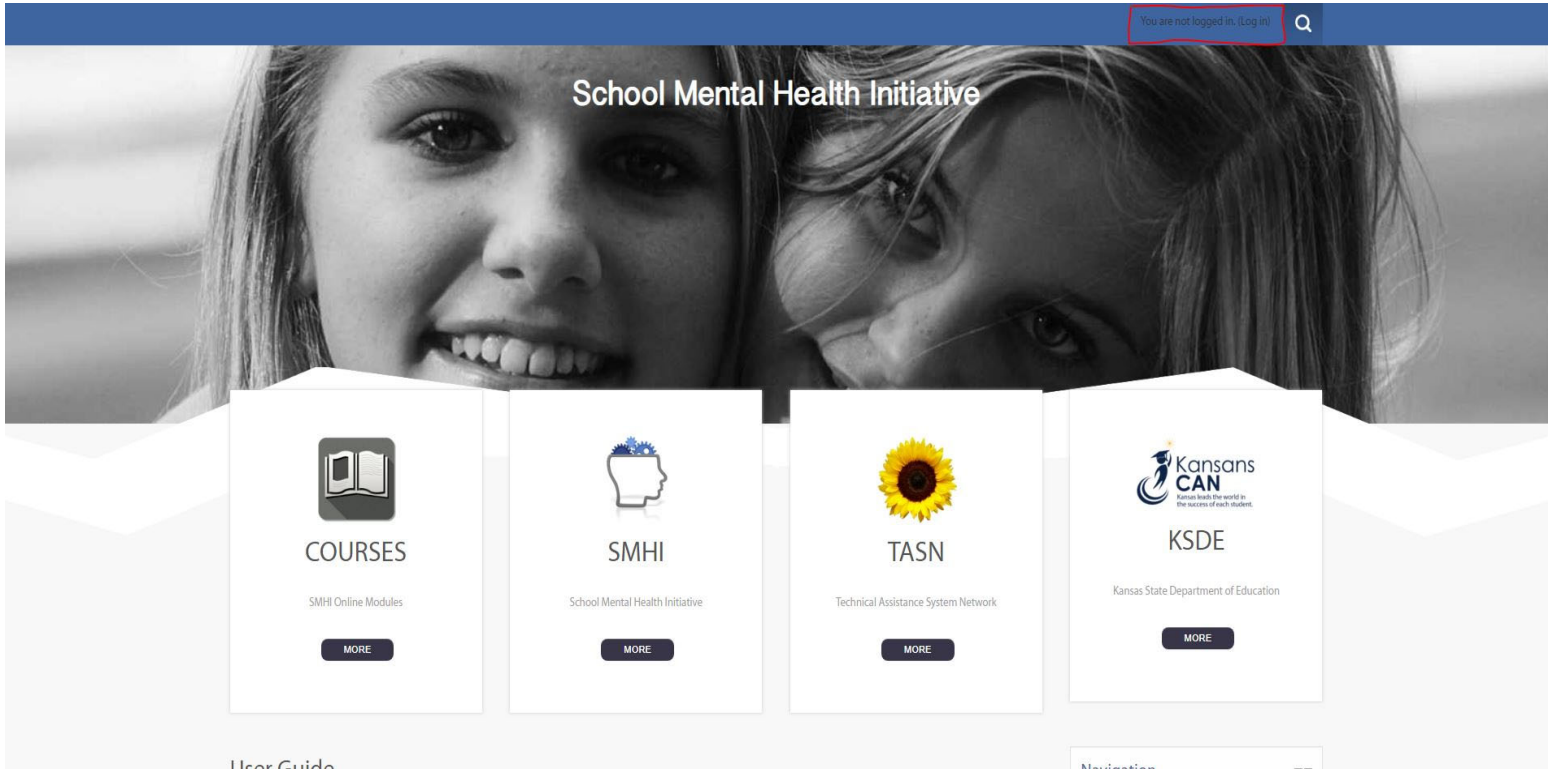


# Steps to Create a Kansas TASN Moodle Account

**Step 1: Go to moodle.kansastasn.org and click on “Log in” in upper right-hand corner.**



**Step 2: If you have previously registered in Moodle, Log-in on the left. If you are a new user, click the “Create New Account” button. Follow the prompts on the right hand side of the 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**

**Step 3: Complete the required sections (\*) and then click on “Create my account”.**

New account ▼ Collapse all

▼ Choose your username and password

Username (lowercase only) \*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password \*

▼ More details

Email address \*

Confirm email address \*

First name \*

Last name \*

City/town

Country

▼ 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 \*

**Step 4: Once you have created an account (save the login for future modules), log in, and click on the Webinars course. Click on “Enroll me” under the course description. You now have access to the list of webinars. Once you complete the webinar and study questions, a Certificate of Completion will be automatically populated for download and/or printing.**