Creating an Account

1. Visit [http://moodle.tamhsc.edu](http://moodle.tamhsc.edu)
2. Select “Log In” from the top right corner.

3. Select “Create New Account” from the right side of the screen:
4. Complete new account form fields

5. Upon completing the form, you should receive an email verification. Follow the link from the email to confirm your new account.

Hi Katy Nimmons,

A new account has been requested at TAMHSC Moodle using your email address.

To confirm your new account, please go to this web address:

https://moodle.tamhs.edu/login/confirm.php?data=FUFJ7fFP1VJGf7d/test_sample

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator.

Admin User
6. Once you confirm your account, you should be logged in to Moodle. To register for a course, select “Courses” from the Navigation menu on the left side of the screen.

7. After selecting “Courses”, select “Self-Paced CEUs.”
8. Within “Self-Paced CEUs,” select the course you are interested in taking:

9. After selecting the course you would like to take, select “Enroll Me”

10. Congratulations! You are enrolled in the online, self-paced CEU.
Accessing the Course:

1. Visit [http://moodle.tamhsc.edu](http://moodle.tamhsc.edu)
2. Select “Log In” from the top right corner.
3. Enter your username and password to the Log In fields.
4. Once you log in, you will see a list of courses you are enrolled in as part of the “Course Overview” section. When you select this course, it should direct you to the course home page.
Taking the course:

1. This module is divided into eight lessons. There will be course videos and a discussion board post associated with each lesson. You can take this course in English or in Spanish.

2. Begin the class by watching the videos in each lesson. Open each video by clicking on its title.

3. After watching the course videos, post in the discussion board for each lesson. Open the discussion board by clicking on the Discussion Board link.
4. To post in the discussion forum, select the “Add a new discussion topic” icon.

5. Then, title your post in the Subject field and enter the text of your post in the Message field.
6. You may also upload additional files as attachments. When finished writing, select the “Post to Forum” button.

7. As a reminder, the number of CEUs for each course indicates how many hours it should take to complete the course. Since this is a 8.0 CEU course, the entire training is designed to be completed in eight hours.
Accessing your certificate:

1. Once you have watched the videos and passed the post-test, you will be able to view and download your certificate of completion. Click on the “Certificate of Completion” icon at the top of the page. You will not be able to access the certificate if you did not score > 60% on the post-test.