



Student Self Help

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1. How to create New Account

Step 01: From the Moodle Home Page, select “Create New Account.”

The image shows a Moodle login form with the following elements:

- Login** title with a close button (X) in the top right corner.
- Username** label above a text input field.
- Password** label above a text input field.
- Remember username** checkbox.
- Login** button.
- Create new account** link, highlighted with a red rectangular box.
- Lost password?** link.

Step 02: The System will direct the new Student to the Registration Page. Complete all text fields and choose your assigned Agency. Then click “Create My New Account.”

Choose your username and password

Username*

The password must have at least 3 characters

Password* Unmask

More details

Email address*

Email (again)*

First name*

Last name*

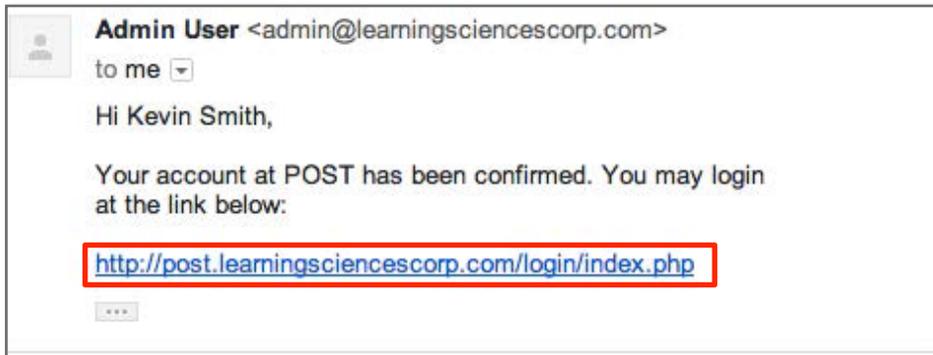
Agency*

Step 03: Upon Completion of the Registration Page, the System will generate a request for approval by your Training Coordinator.

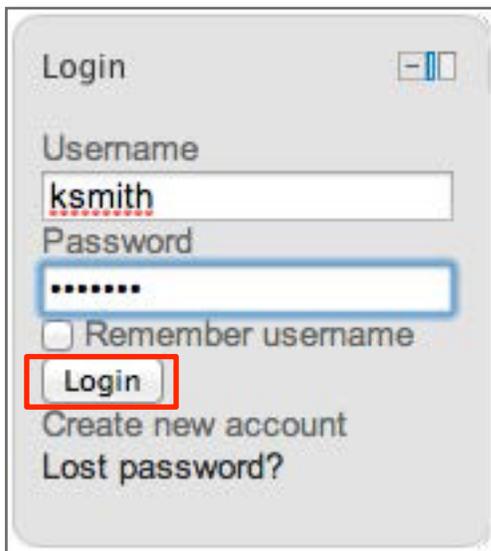
An email has been sent to the E. BATON ROUGE SO asking for confirmation that you work there.
Once confirmation is received, your account will be active.
If you have questions, contact the E. BATON ROUGE SO.

You are not logged in. (Login)
Home

Step 04: Upon approval by your Training Coordinator, an email confirmation will be sent to your email address. As indicated below, click the confirmation link and your account will be created.

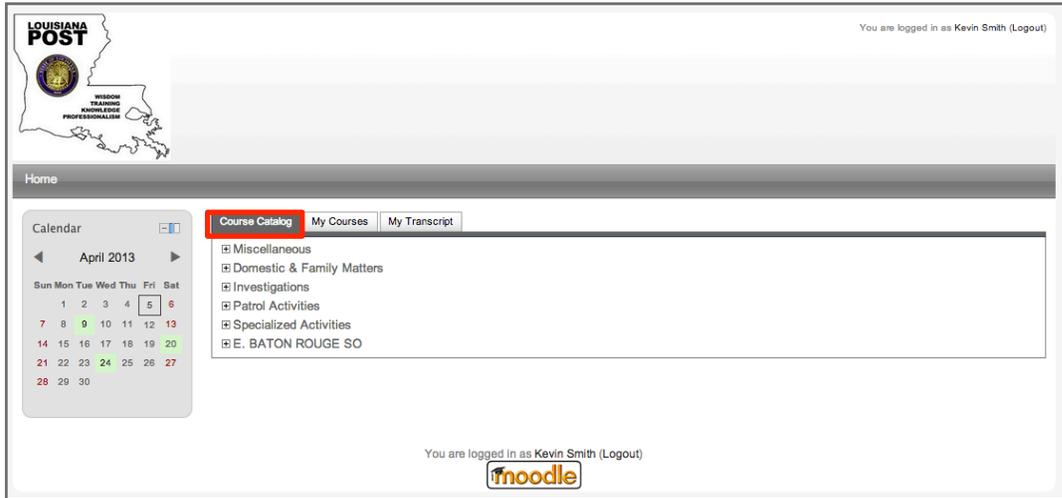


Step 05: Upon confirmation the System will automatically return you to the login screen. Enter your personal username and password to gain access to the System.

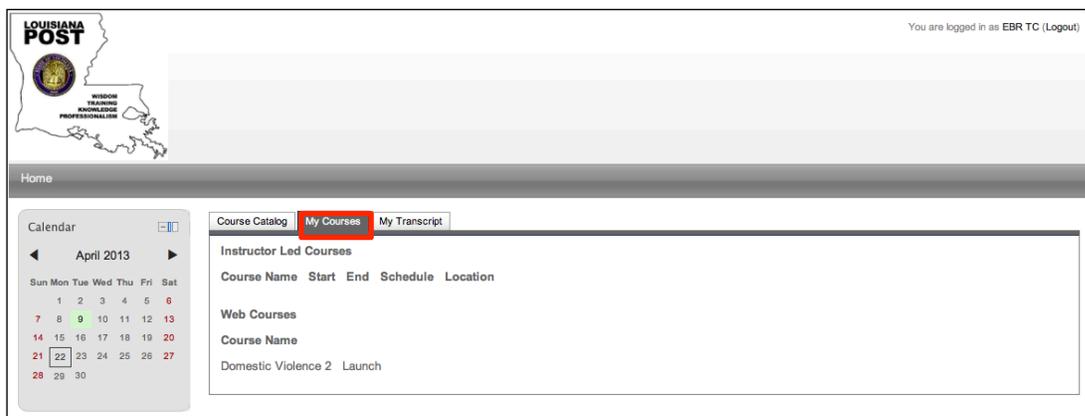


Step 06: On your personal homepage you will see a calendar, and the Course Catalog, My Courses, and My Transcript tabs.

By clicking on the “Course Catalog” tab all courses available to you will be listed by Category. To access or enroll in a course, click the course name within the catalog.



“My Courses” tab will display both instructor led and web-based courses that the Student is enrolled with the appropriate time, date, and location for all instructor led training. From the My Courses tab the Student can also launch their web-based courses by clicking the Launch Button.



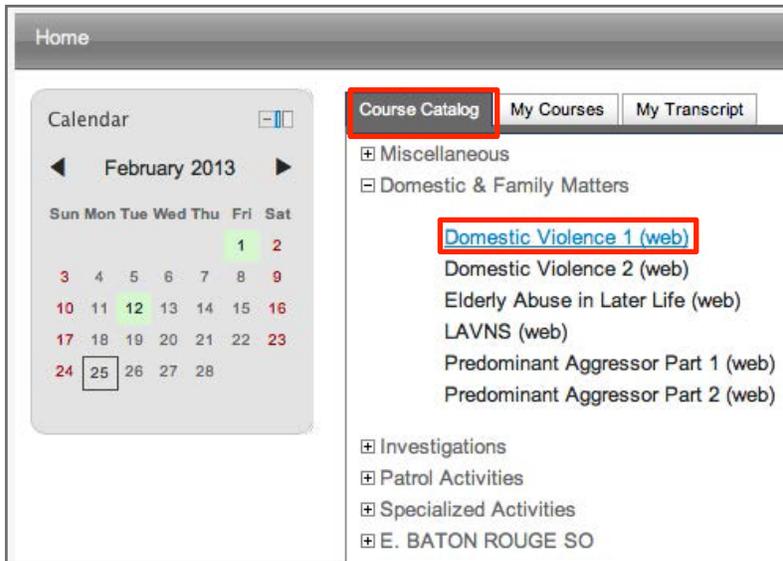
“My Transcripts” tab will display all courses complete with date and time stamp and the availability to print a certificate of completion.

The screenshot shows the Louisiana POST web application interface. At the top left is the Louisiana POST logo with the text "LOUISIANA POST" and "WISDOM TRAINING PROFESSIONALISM". At the top right, it says "You are logged in as EBR TC (Logout)". Below the header is a "Home" navigation bar. On the left side, there is a "Calendar" widget for April 2013. The main content area has three tabs: "Course Catalog", "My Courses", and "My Transcript" (which is highlighted with a red box). Below the tabs is a table of completed courses.

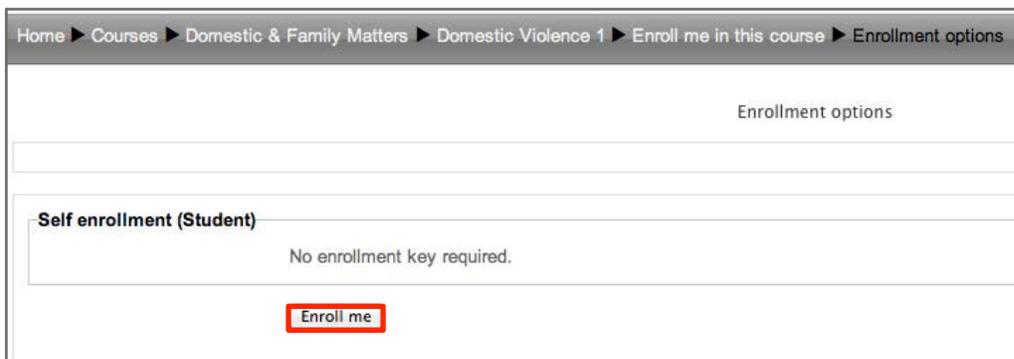
Course	Completed	
Communication Techniques for Working with Older Adults	01/29/2013	Review
Course 101	01/31/2013	
Course 78	02/01/2013	
Course Test 52	01/31/2013	
Domestic Violence 1	01/28/2013	Review
Elderly Abuse in Later Life	01/29/2013	Review
Human Trafficking	01/30/2013	Review
Human Trafficking	04/04/2013	Review
Test 1	02/12/2013	

2. How to enroll into a Web-based Course

Step 01: Click the “Course Catalog” tab to view all courses available. Select the web-based course you wish to enroll in.



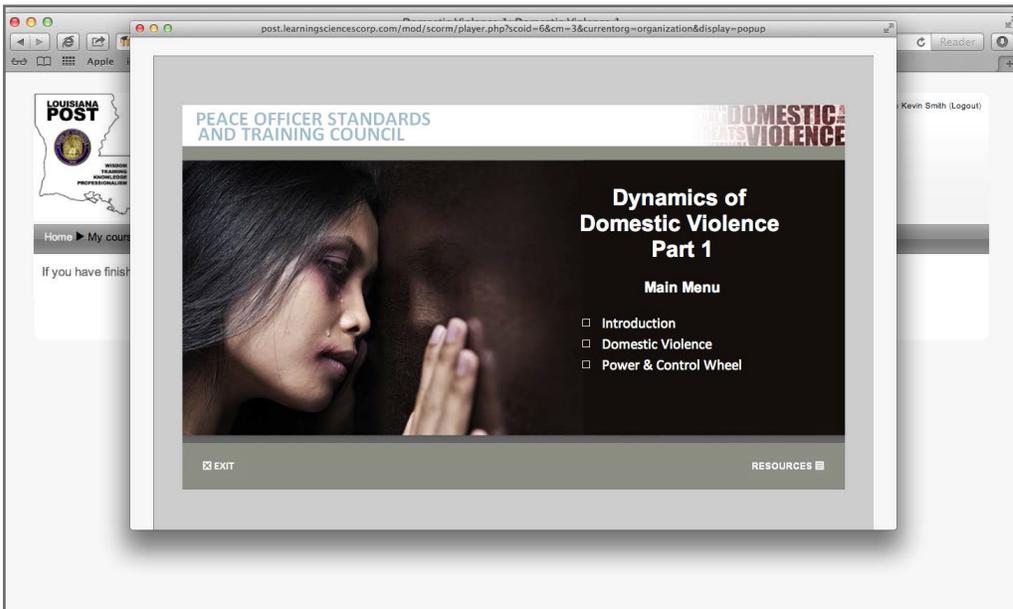
Step 02: Upon selection of your web-based course, click the “Enroll Me” button on the self enrollment page.



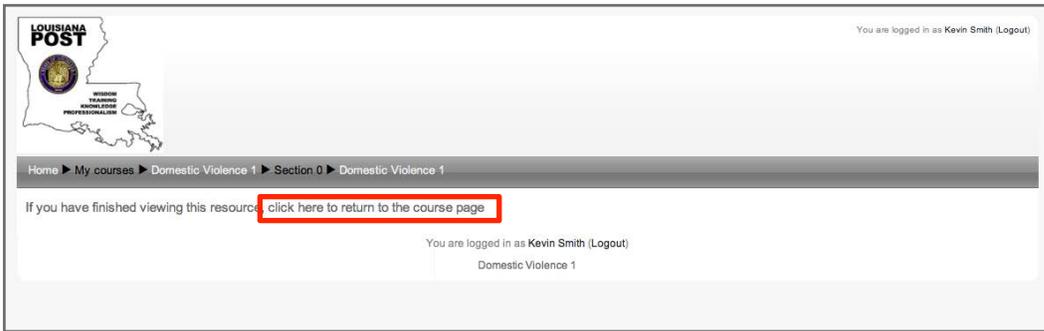
Step 03: Upon enrollment you will be directed to the Course Launch Page. Click “Enter” to launch the Course. Pop-up Blocker must be disabled to launch the course.



Step 04: Upon launch, follow the instructions on the Main Menu to access the Course Materials.



Step 05: Upon exiting the Course click the Course link to return to your personal home page.

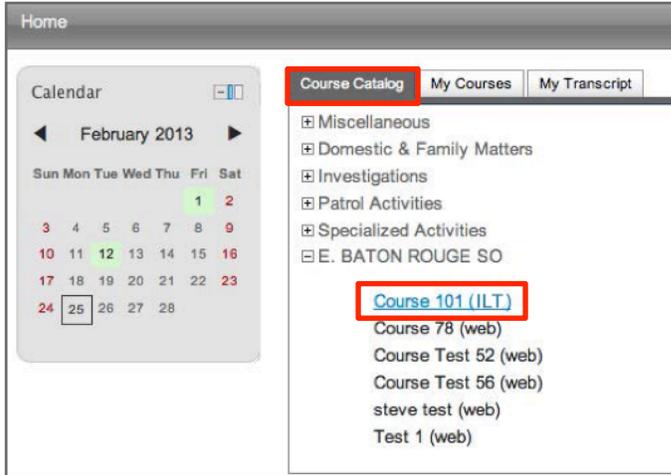


Step 07: Upon successful completion of the Course, your Transcript Record and Certificate of Completion can be viewed under the “My Transcript” tab.

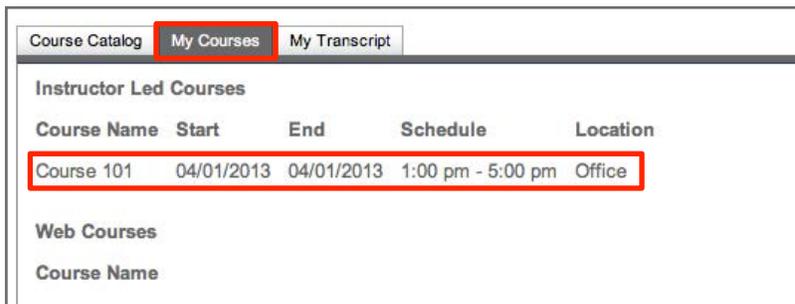
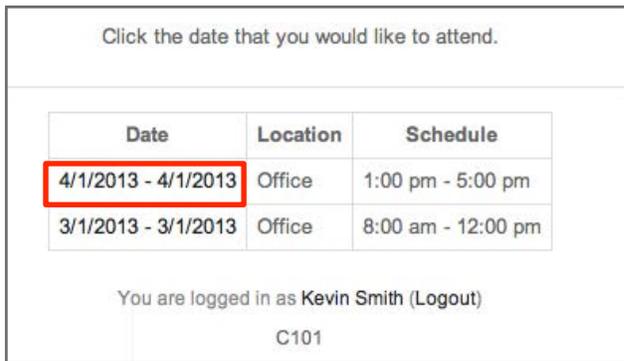


3. How to enroll in an Instructor Led Training Course

Step 01: Click the “Course Catalog” tab to view all courses available. Select the Instructor Led Training course you wish to take.

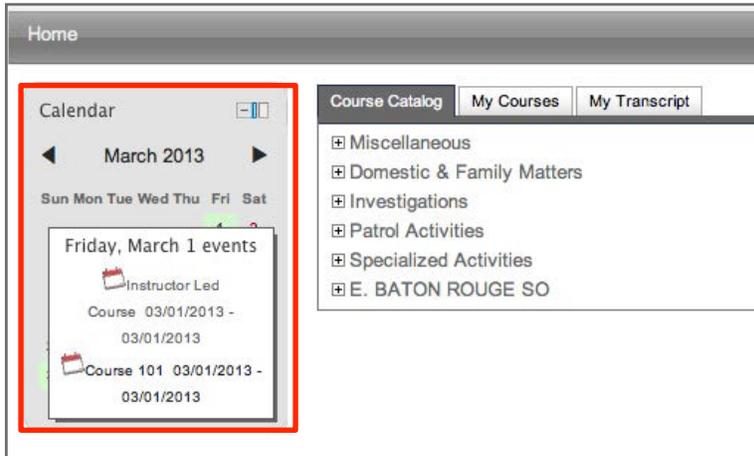


Step 02: Upon selection of your Instructor Led Course (ILT), offering dates, location, and schedules will be displayed. Session dates are displayed as links. Clicking a date link will enroll you into that session, and add you to the course roster. The course will then be added to your “My Courses” tab on your Personal Home Page.

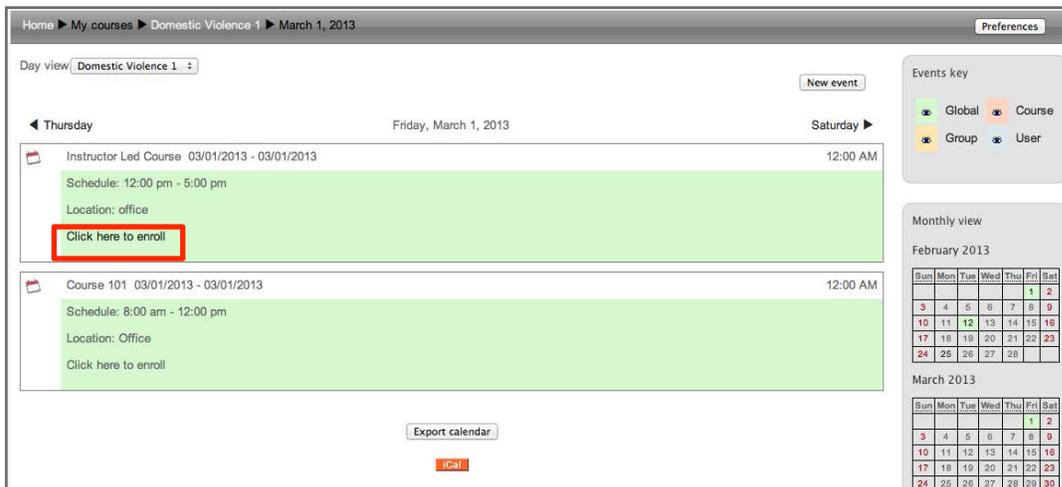


4. Enrolling in Instructor Led Training Course Using the Calendar

Step 01: The Calendar is located on the left side of your Personal Homepage. Green highlighted dates indicate a course is available. Hovering the mouse over the date will display the Course name and other Course information. The Course name is displayed as a link. To enroll into the Course, click the Course name.



Step 02: Upon selection of the Course date the day calendar with course information will be displayed. Click the "Click Here to Enroll" button to enroll.



Step 03: Upon selection of your Instructor Led Course, offering dates, location, and schedules will be displayed. Session dates are displayed as links. Clicking a date link will enroll you into that session, and add you to the course roster. The course will then be added to your “My Courses” tab on your Personal Home Page.

Click the date that you would like to attend.

Date	Location	Schedule
4/1/2013 - 4/1/2013	Office	1:00 pm - 5:00 pm
3/1/2013 - 3/1/2013	Office	8:00 am - 12:00 pm

You are logged in as Kevin Smith (Logout)

C101

Home

Course Catalog **My Courses** My Transcript

Instructor Led Courses

Course Name	Start	End	Schedule	Location
Course 101	04/01/2013	04/01/2013	1:00 pm - 5:00 pm	Office

Web Courses

Course Name

Contact Information

Should you have any questions, please call your Agency’s Training Coordinator or the POST Training Coordinator at (225) 342-1894.

Thank you.

POST LMS Administrator