

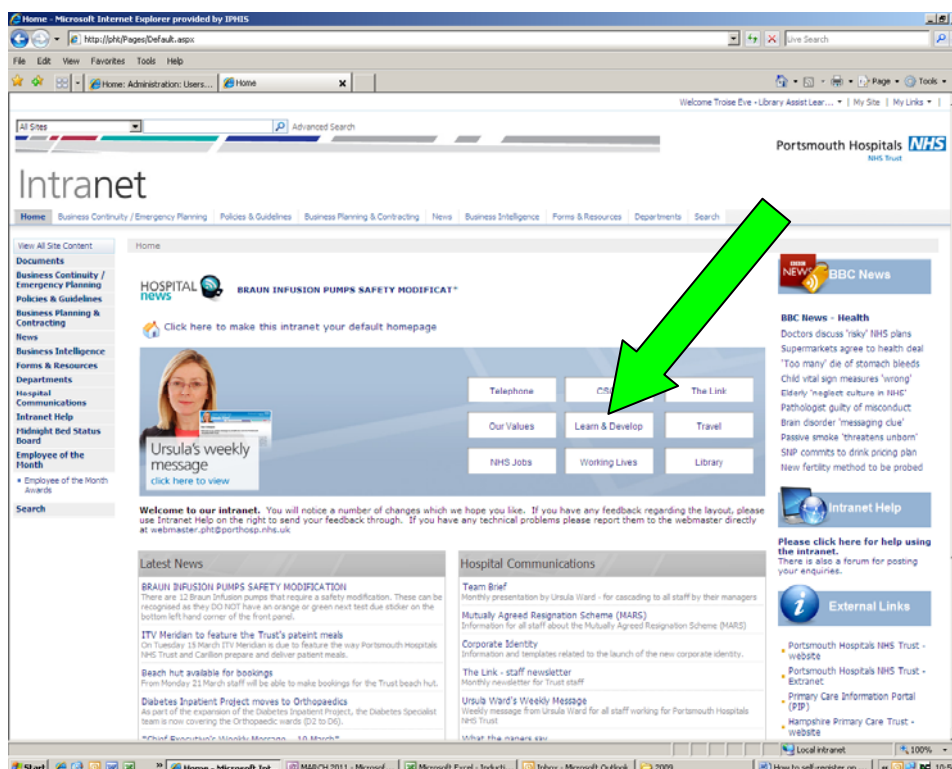
How to self-register on "I am in the Moodle"

www.i-am-in-the-moodle.co.uk

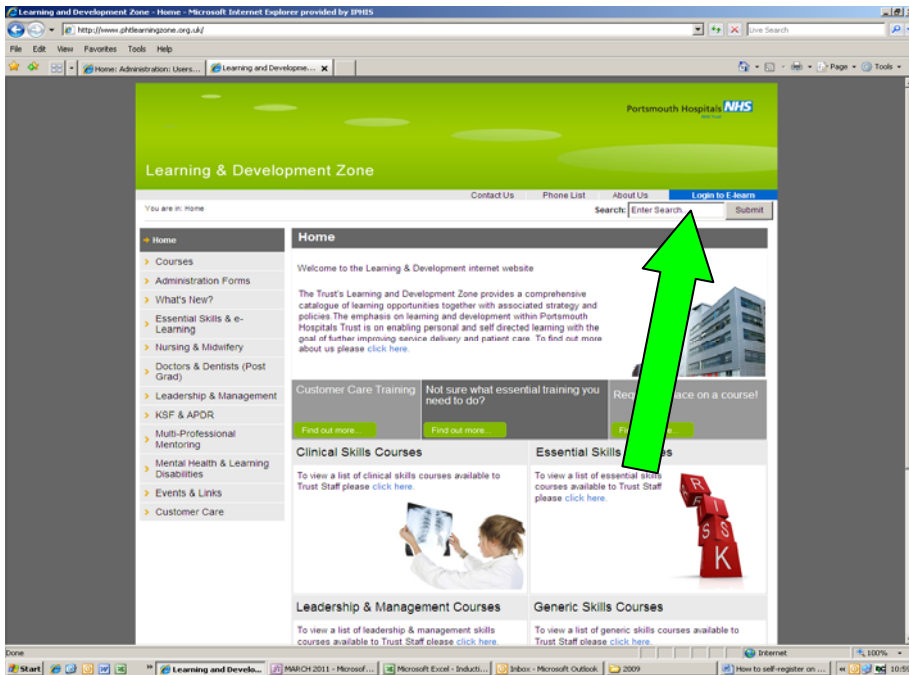
Follow steps below to get to the site:



Step 1.
Double click on the Internet Explorer icon on the desktop to access the intranet home page.

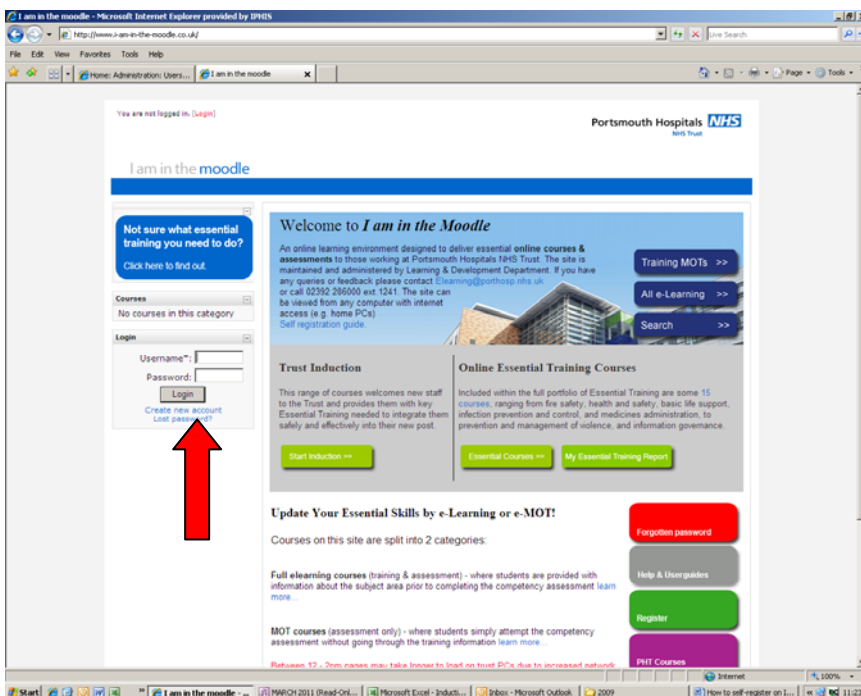


Step 2:
Single click on the Learning & Development link on the intranet home page.

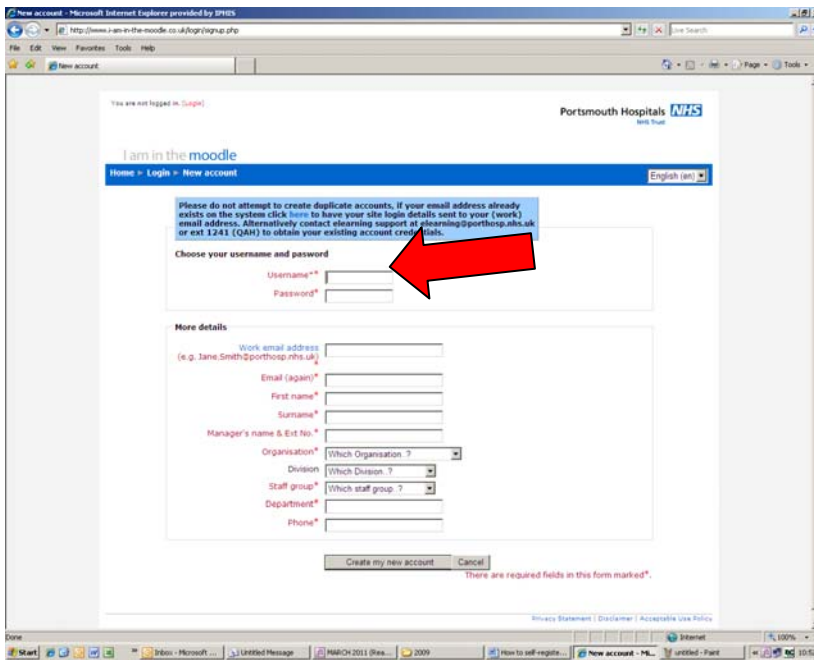


Step 3.
 On the home page of the Learning & Development site click the blue link on the right of the page 'Login to E-Learn' which will direct you to the PHT Moodle site.

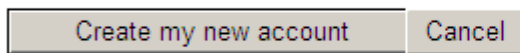
To register on the PHT Moodle site please follow instructions below.



1. Click on the blue link 'create new account' which can be found on the left side of the page indicated by a red arrow.

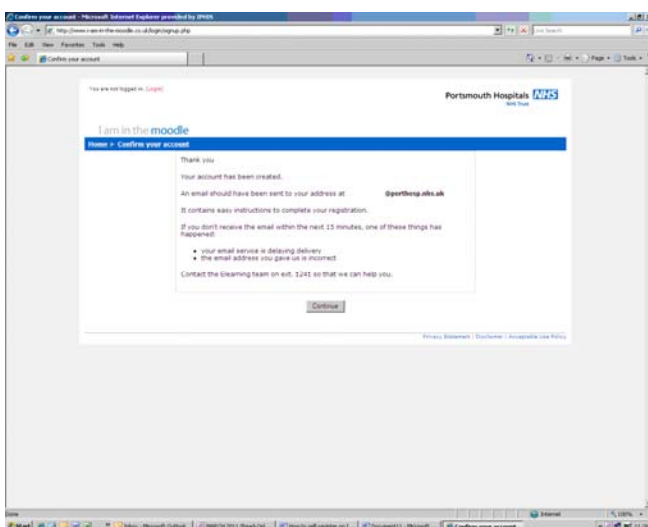


2. Enter a Username and password you wish to use for accessing Moodle. Enter your PHT email address (Standard format: Stanley.matthews@porthosp.nhs.uk) you must have a NHS email account in order to self-register on Moodle. Your email address will be used to authenticate you are who you say you are. Please contact the ICT Helpdesk to obtain one if you do not already have one. Fill in the remaining details (* are required fields) and then click the 'Create my new account' button.



There are required fields in this form marked*.

3. The following screen will confirm that an email has been sent to your address. Click 'Continue'.



4. You will be taken back to the home page of 'I am in the Moodle'.

Updated March 2011

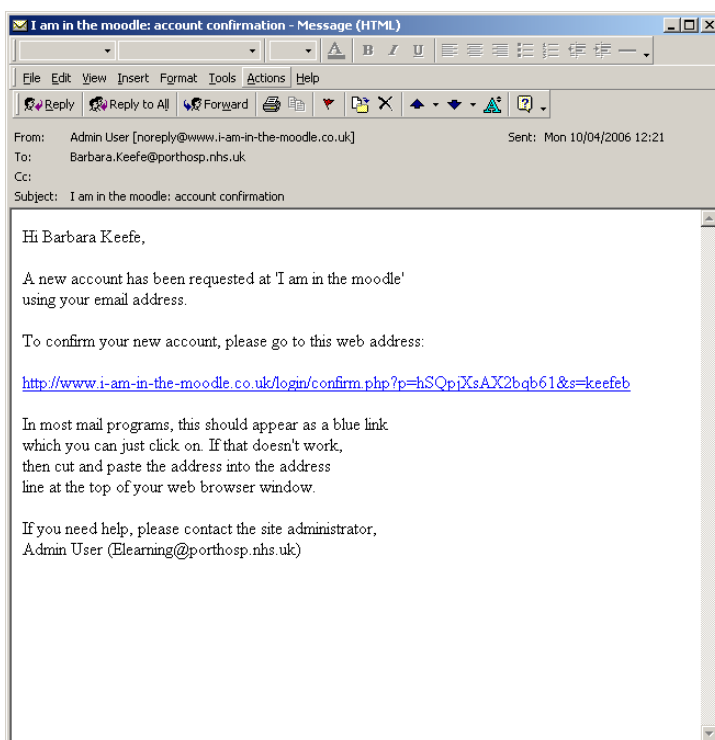
Before logging in you must wait to receive the email from 'I am in the Moodle' to your work email address to complete your registration (This can take up to 30 minutes to arrive).

Completing your registration

If you do not carry out these last few steps then your initial registration to 'I am in the Moodle' will be deleted from the system after 7 days. In which case, you would then have to start the registration process from the beginning again.

Open the email entitled 'I am in the Moodle: account confirmation'.

The email should look similar to that below. Follow the instructions given inside the email account to complete your registration to 'I am in the Moodle'.



After following the instructions in the email, a browser window will open and take you back to the 'I am in the Moodle' website. It will confirm your registration.

If you have any questions or queries about using 'I am in the Moodle' then please contact the Elearning Team on ext. 7700 1241 or by email Elearning@porthosp.nhs.uk