



# INSTRUCTIONS

## Essentials Child Care Preservice Online Series

### Get a MOODLE Account:

**First time to participate in an online Moodle course with ISU? Start here!**

**Step 1**

1. Go to the **Iowa State University Extension MOODLE Login page** - <https://moodle.extension.iastate.edu/login/index.php>
2. If you have never taken an online Moodle course from Iowa State University Extension, click **Create new account**. Choose/create your username and password and complete the fields under 'More details.' You will also need to enter your **DHS Registry ID**. Your **DHS Registry ID number** will be used to verify and mark your attendance on the DHS Registry. (Hint: it looks like this: [your.name@iowaid](#) )

(If you don't have a DHS Registry ID or account go to <https://ccmis.dhs.state.ia.us/TrainingRegistry/Home.aspx> and click "**sign in**" to enroll in the DHS Registry and get an account.)

3. Click on **Create my new account**. The system will indicate an email message to confirm your account has been sent to your email address. Click **Continue**. **Make sure you write down your username and password. You will be using that to get into your course.**
4. An email message will be sent to your email address from ISU Extension Courses with the subject line, "Iowa State University Extension Courses: account confirmation". Open the message and click on the enclosed link to confirm your new account. Be sure to check your spam or junk folder in case the message was misfiled. Note: if you are using a Yahoo or Hotmail email account and do not receive the message to confirm your account, send an email message to [essentials@iastate.edu](mailto:essentials@iastate.edu)

**Already have an ISU Moodle account? Start here!**

### Update your MOODLE Account:

1. Go to the **Iowa State University Extension Courses Login page** - <https://moodle.extension.iastate.edu/login/index.php>
2. If you have taken an online Moodle course before and already have a MOODLE account from Iowa State University Extension, you will need to update your profile to make sure we have your latest email and contact information. You will also need to enter your **DHS Registry ID number**. Your **DHS Registry ID number** will be used to verify and mark your attendance on the DHS Registry.
3. To update your profile, log in and look for your name in the top right hand corner of your screen. Use the pull down menu and click profile. In the User Details section click Edit profile. Scroll down to Iowa DHS Child Care Registry ID. Click on the ► to expand the section and enter your DHS Registry ID. (Hint: it looks like this: [your.name@iowaid](#))

## Let's Begin!

9. On the course front page do the following:

Confirm that your computer meets the minimum requirements to participate in this course.

- A computer made in the past four or five years, either Macintosh or PC
- Connection to the Internet
- Speakers
- E-mail address
- A printer to print out the certificate; you may also want to print some of the worksheets and publications
- Adobe Reader: To open PDF documents including worksheets and publications, you need Adobe Reader. If you don't have Adobe Reader, you may [download a free copy](https://get.adobe.com/reader/).

10. Review the instructional video and begin!

### This is a self-paced course. And it's free!

- You can participate in a module at any time, 24/7
- You may choose to complete only one module or all of the modules in the entire course series.
- You may take the modules in any order.
- You will receive a professional development certificate for each module completed.

**Each time you return to the course.** Simply return to:

<https://moodle.extension.iastate.edu>

1. Click on the Home and Family Course Categories on the left hand side of your screen.
2. Then select **Essentials Child Care Preservice Online Series**
3. Next sign in with your Username and Password.

If you have questions, email [essentials@iastate.edu](mailto:essentials@iastate.edu)

Technical questions call: 515-294-1725

Curriculum Content questions call: 515-294-8754