

How to Set Up a SC State Constable Online Training Course Account

The purpose of these instructions is to guide you through setting up a user account on the **SC State Constable Online Training Course site**. Moodle is South Carolina ETV's Online Course Management site. This is the course management system the South Carolina Criminal Justice Academy is using to host some of its online and recertification courses.

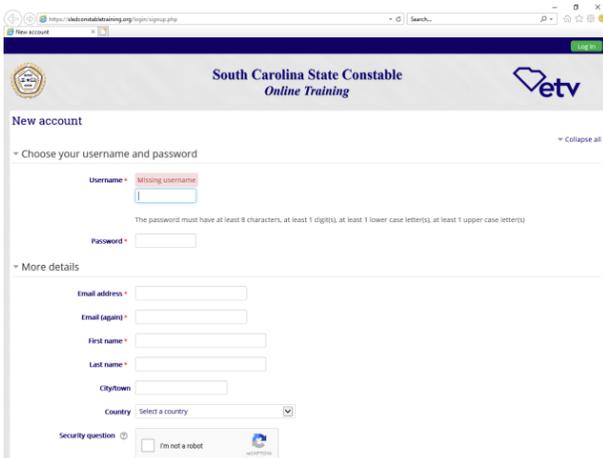


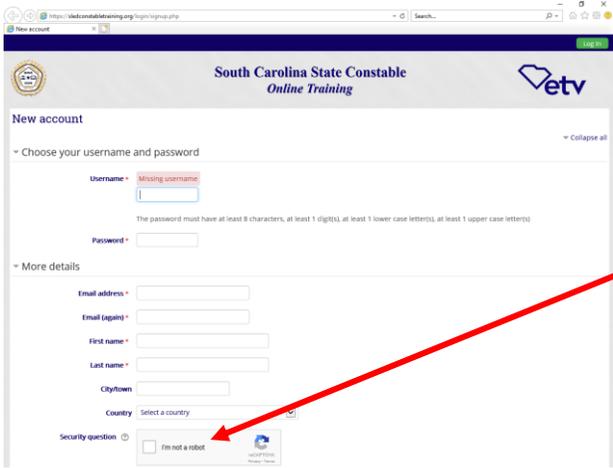
If <http://sledconstabletraining.org/> takes you to this page, click on **LOG IN**.

Click on **“CREATE NEW ACCOUNT”** (this is also where you login to the training site after your account is created).



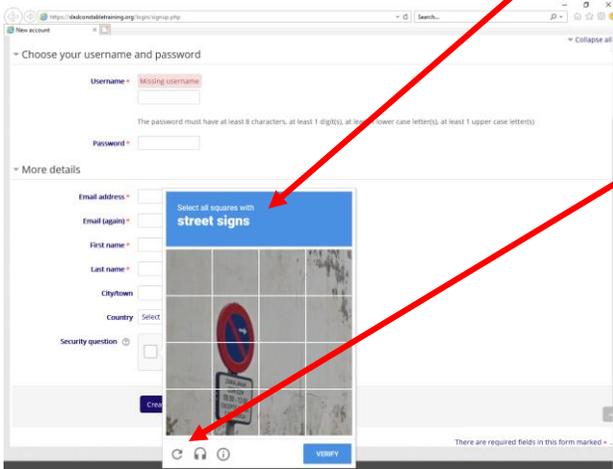
Here is where you setup your username and password for all online courses. Your password needs to be at least 8 characters. One character must be a number and one character must be capitalized. Example: **Mypassword1**





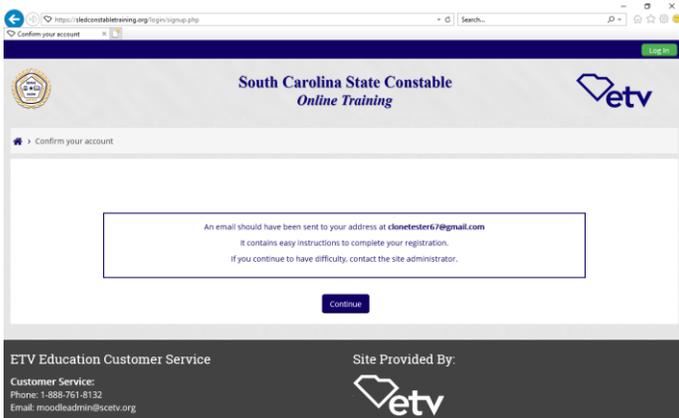
Make note: The information you enter in the First Name and Last Name fields is how it prints on your certificate(s).

You must check I'm NOT A ROBOT **CAPTCHA information** (CAPTCHA is a program the system uses to prevent spam accounts), select specified squares and click VERIFY.



If you can't read the CAPTCHA image displayed, click on "Get another CAPTCHA" and another one will pop up. Once you enter and recheck all of your information click on the button

"CREATE MY NEW ACCOUNT"

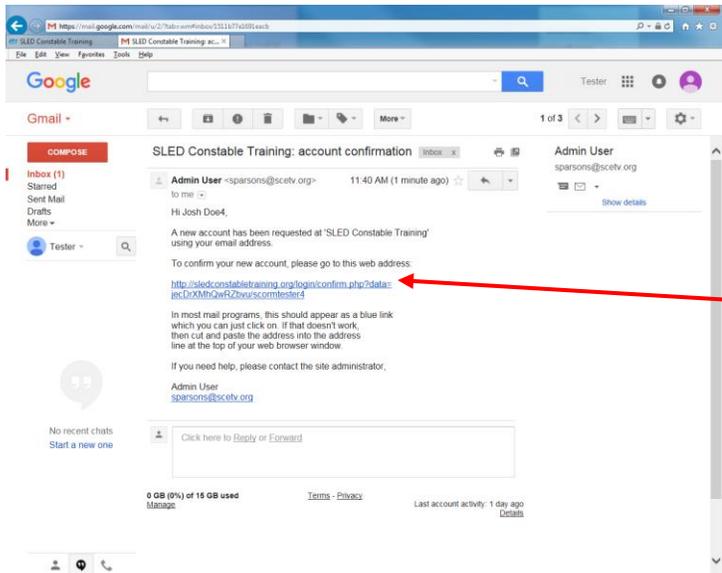


If all information is complete and accepted, you see a message indicating an email was sent to the email account you entered.

Click "CONTINUE" on this page then go to your email and open the confirmation email that was automatically sent to you.

**Some computer network security settings may not allow the email to be delivered. If you do not receive the confirmation email within 20 minutes check your spam filter to see if it was blocked. If it's not there call 1-888-761-8132 or email moodleadmin@scetv.org for assistance.*

(Confirm Your Account Email Example)



This system generated email asks you to click a link to confirm your account information.

Click on this link.



The course site opens and confirms your registration.

Click **CONTINUE** and the home page of The SC State Constable Online Training Course site opens and you are automatically **logged in**.



You should see your name indicating that you are successfully logged into the course site.