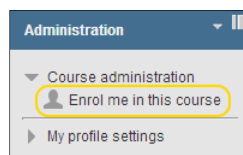


REGISTERING ON TAFE SA LEARN (MOODLE) FOR STAFF

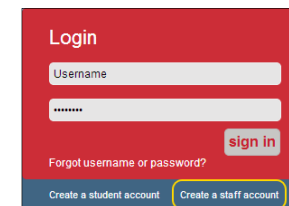
- The following data is required to create a new account on TAFE SA Learn (Moodle). Ensure you have all the information before you start and write it in the spaces below. Keep your username and password somewhere safe to refer back to. You may also want to make a note which email address you have used.

Username	All staff must use their Network login as their username.
Password	The password must have at least 8 characters, 1 digit, 1 lower case letter and 1 upper case letter, for example, Welcome1 .
Email Address	You are not required to use your TAFE SA email address, however, you need to be able to access your email from your current location and it must be an email address you check regularly.
Unit Name	If you will be teaching a unit another lecturer will need to enrol you as a lecturer as by default you enrol as a student. If enrolling as a student in a course, your lecturer will give you the full name of any unit(s) you need to enrol in (and possibly a direct link to each of the units, for example, http://learn.tafesa.edu.au/course/view.php?id=9999).
Enrolment Key	If enrolling as a student, your lecturer will give you the enrolment key for the unit.

Please note: It is highly recommended all staff enrol themselves into the unit "TAFE SA Learn how tos" - (available via the Support menu - How Tos) once they have completed Steps 1 - 7 and are registered on TAFE SA Learn (Moodle). There is no enrolment key required, so you will miss Step 11 and be taken straight through to the unit. To enrol, click on **Enrol me in this course** in the **Administration block** on the left hand side. Enrolling yourself into the course means it will always appear in your "My Courses" list and make it easy to find.



- Go to <http://learn.tafesa.edu.au> in your web browser.
- In the **Login** box on the main page, click on "Create a staff account".



- Fill out the "New Student Account" form and click on the "Create my new account" button at the bottom of the form when you are finished.

New Staff Account

Enter your Network login

Username:*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password:*

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*

Site policy agreement

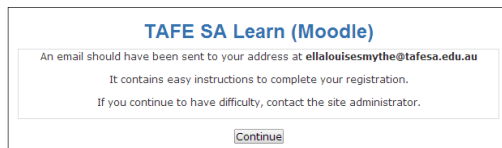
[Link to site policy agreement](#)

I understand and agree*

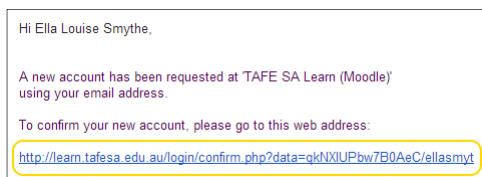
There are required fields in this form marked *

REGISTERING ON TAFE SA LEARN (MOODLE) FOR STAFF

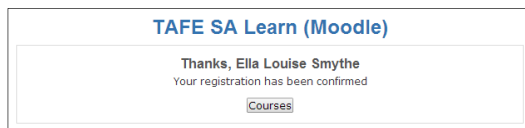
5. The following message will then be displayed.



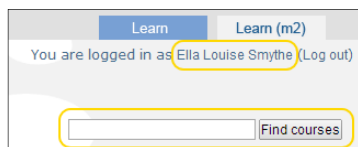
6. Go to your email and open the message that has been sent to you from TAFE SA Learn (Moodle). **Click on the link contained in the email** to confirm your account. If you can't find the email in your inbox check your spam or junk folder.



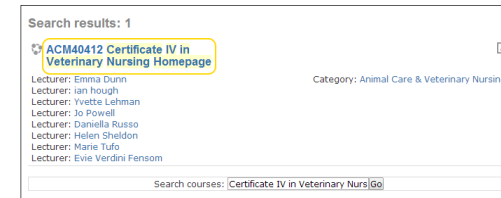
7. Once you click on the link you will be taken back to TAFE SA Learn (Moodle) where the following message will be displayed confirming your registration.



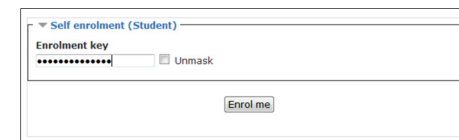
8. If you have the **direct link** for your unit, either type that in the address bar of your browser or click on the link provided if for example you have been sent it in an email. You will be taken directly to the course enrolment page (go to step 11).
9. If you have only been provided the **name of your unit** and not the direct link you will need to search for your unit. To do this, type the name of your unit as provided by your lecturer into the box. Click the "**Find courses**" button.



10. If you have typed the name of the unit correctly it should appear in the search results. Click on the **name of the unit** to enrol into the unit.



11. You will then be asked for the **enrolment key**. The enrolment key is **case sensitive** and you must use uppercase and lowercase letters exactly the same as the enrolment key given to you by your lecturer. Type the enrolment key in the box and then press the "**Enrol me**" button.



12. If you have typed the unit enrolment key correctly you will be enrolled successfully into the unit and the unit will be displayed.



13. Congratulations, you have registered on TAFE SA Learn and enrolled into your first unit!

Please note: It can be useful to create a second account for testing purposes where you enrol the second account into your courses as a student (will require a different email address). Log in to the second account to view your course exactly as a student sees it and to receive the messages/feedback they get that you provide as a lecturer.