## How to Create an Account in DHR's Online Learning Management System

- 1. Visit moodle.dhr.idaho.gov
- 2. Click on the "Create new account" button on the main login page.

CHAR Handha Diristion of Human Resources Leautime Office of the Governor	
Home Log in to the site	
Log in	Is this your first time here?
Username	For full access to this site, you first need to create an account. Create new account
Password	
Remember username	
Log in Forgotten your username or password?	
Cookies must be enabled in your browser ③	
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3. Fill in the requested information. Please use your state email address as your username and create a password that you will be able to remember. Once all fields are completed, click on the "Create my new account" button at the bottom of the page.

		▼ C	ollapse all
Choose your username and password	I.		·
Username*	email address		
The password must have at least 8 cha	racters, at least 1 digit(s), at least 1 l	ower case letter(s), at least 1 upper case letter(s), at least 1 non-	
apranamente enaracter (5) saen as as	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Password*			
More details			•
Email address*			
Email (again)*			
Linar (again)			
First name*			
Surname*			
Last Name			
City/town			
Country	Coloct a country		
country	select a country •		
Other fields			
Agency	•		
Create my new account Canc	el		

4. A verification email will be sent to your email address. You will need to click on the link in that email to be able to access your newly created account. If the email does not appear in your inbox, double check your junk folder.

File Messag	ge McAfee E-mail Scan A	dobe PDF							۵ (?
lgnore X & Junk → Delete Delete	Reply Forward to Kalendaria	<ul> <li>Waiting For</li> <li>To Manager</li> <li>Team E-mail</li> <li>Quick Steps</li> </ul>	+ + +	Move	Rules ¥ OneNote Actions ¥ e	Mark Unread Categorize • Follow Up • Tags	Translate	Zoom	Add to Evernote 5 Evernote
From: Admir To: DHR ( Cc:	n User (via IdahoDHR) Cybersecurity Training							Sent: We	d 5/9/2018 4:38 PM
Hi New User, A new account has been requested at 'Idaho Division of Human Resources' using your email address.									
To confirm your new account, please go to this web address: <u>https://moodle.dhr.idaho.gov/login/confirm.php?data=STHoC2tjwkcBWf6/cybertraining%40dhr%2Eidaho%2Egov</u>									
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.									
If you need help, please contact the site administrator,									
Admin User cybertraining@dhr.idaho.gov									
<ol> <li>See more al</li> </ol>	bout: Admin User (via IdahoDHR	).							22 .

5. After clicking on the verification link, you will be directed back into Moodle and may continue with your course registration.

CHR Idaho Division of Human Resources Executive Office of the Governor					
Dashboard 🕨 Your registration has been confirmed					
Thanks, New User	A Navigation				
Your registration has been confirmed	Dashboard				
Continue	<ul><li>Site home</li><li>Site pages</li></ul>				

6. From your dashboard, locate the CPM<sup>®</sup> 2019 Program Application Course and click on the course title.



7. At the bottom of the page, click "Enroll me".

Enrollment options		
CETTIFIED PUBLIC NANAGER' PROGRAM	<b>CPM® 2019 Program Application</b> Applications for the 2019 track are now open.	<u>[</u> +
Self enrollment (Student)		•
No enrollment key required.		
Enroll me		

8. You now have access to the application materials and submission.