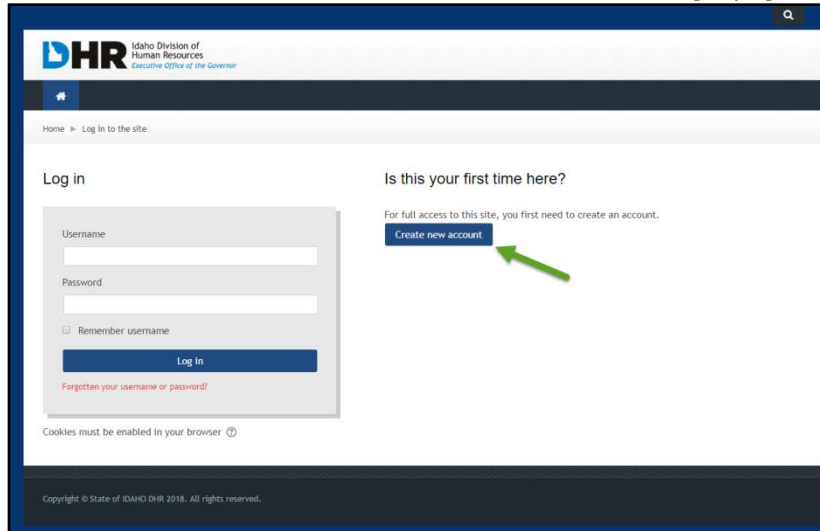


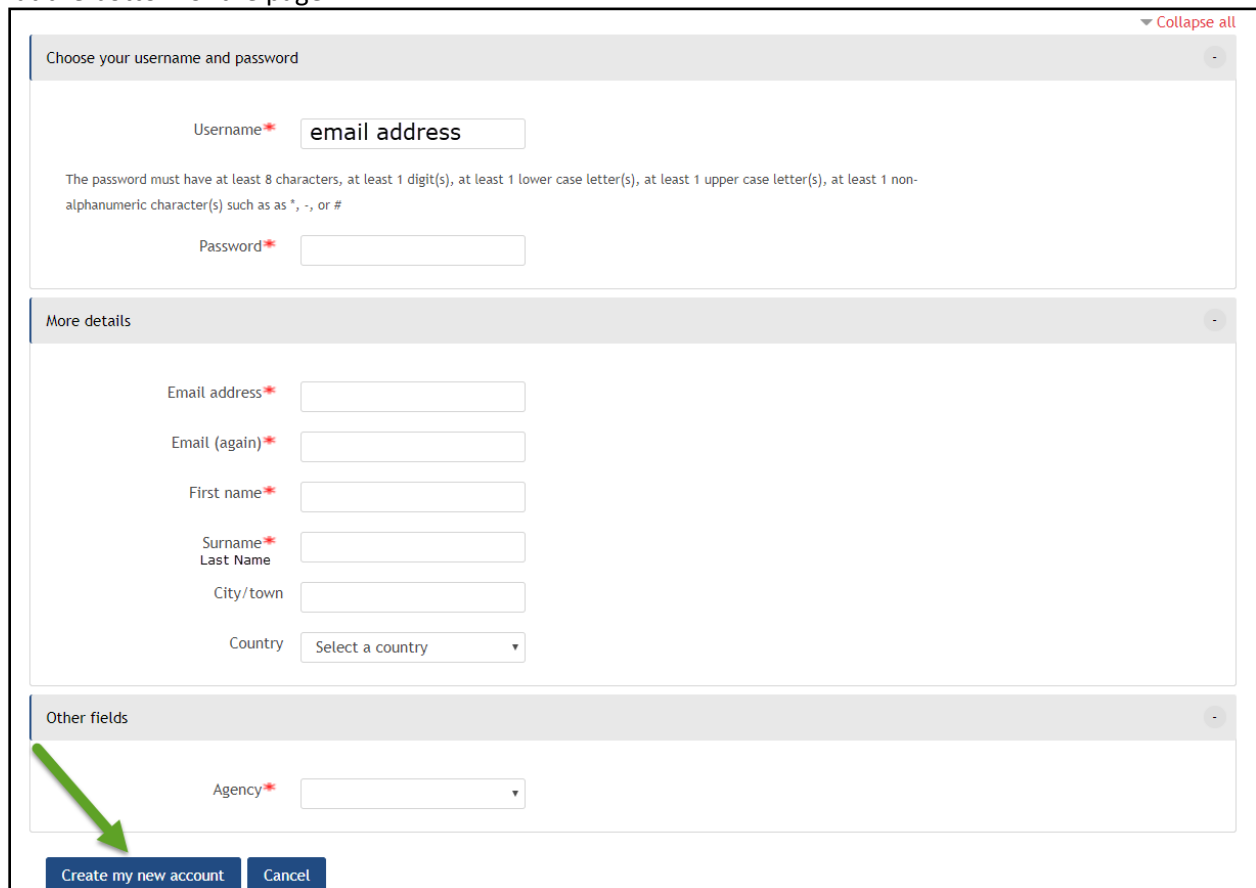
How to Create an Account in DHR's Online Learning Management System

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



The screenshot shows the login page for the Idaho Division of Human Resources. On the left, there is a login form with fields for Username and Password, a "Remember username" checkbox, and a "Log in" button. Below the form is a link for "Forgotten your username or password?". On the right, a message asks "Is this your first time here?" and states "For full access to this site, you first need to create an account." A blue button labeled "Create new account" is highlighted with a green arrow.

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.

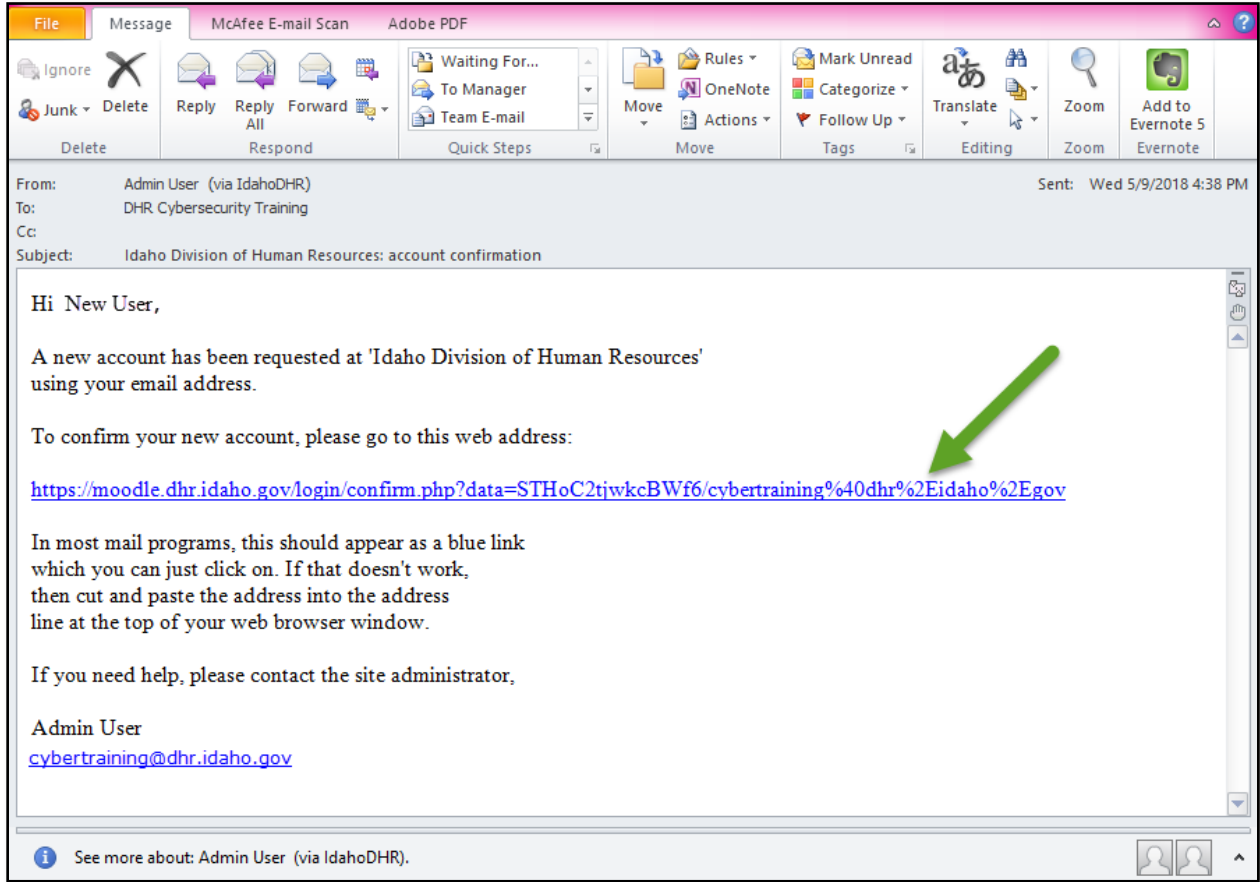


The screenshot shows the account creation form. It is divided into three sections: "Choose your username and password", "More details", and "Other fields".

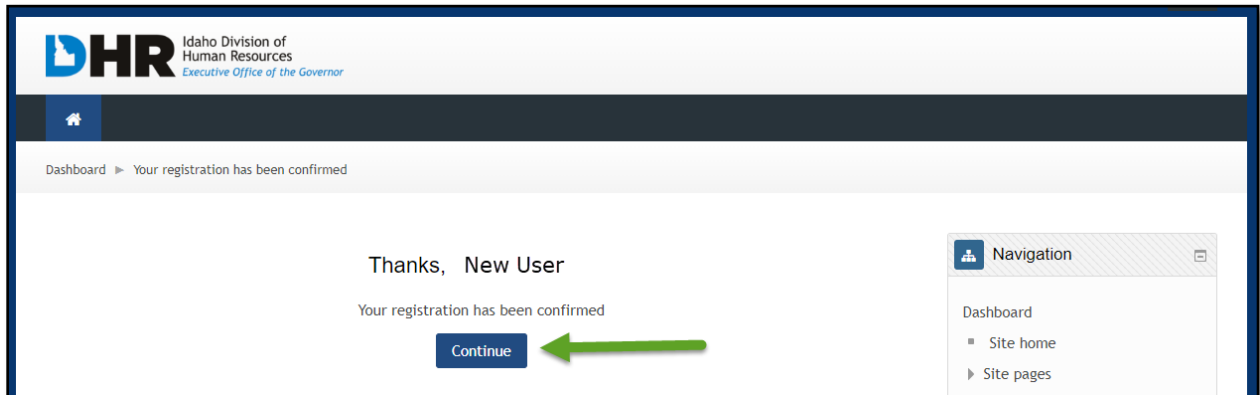
- Choose your username and password:** Username* (filled with "email address"), Password* (empty). A note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #".
- More details:** Email address*, Email (again)*, First name*, Surname* (Last Name), City/town, Country (dropdown menu).
- Other fields:** Agency* (dropdown menu).

At the bottom, there are two buttons: "Create my new account" (highlighted with a green arrow) and "Cancel".

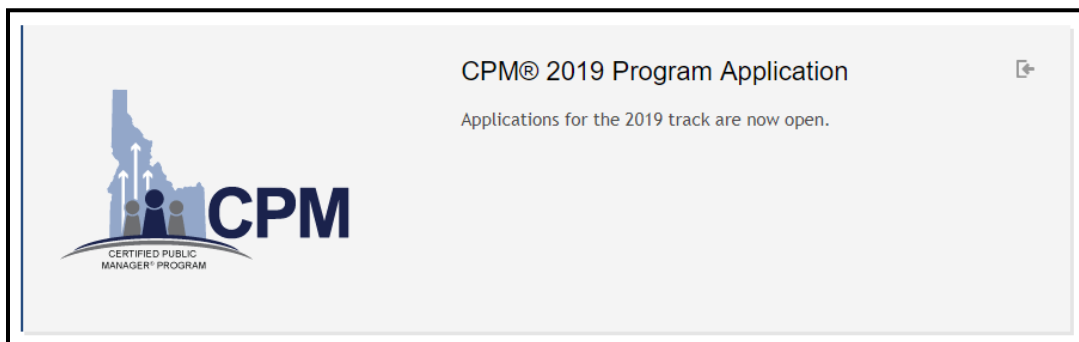
4. A verification email will be sent to your email address. You will need to click on the link in that email to be able to access your newly created account. If the email does not appear in your inbox, double check your junk folder.



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





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




7. At the bottom of the page, click “Enroll me”.

Enrollment options



CPM® 2019 Program Application 

Applications for the 2019 track are now open.

Self enrollment (Student) 

No enrollment key required.

[Enroll me](#)

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