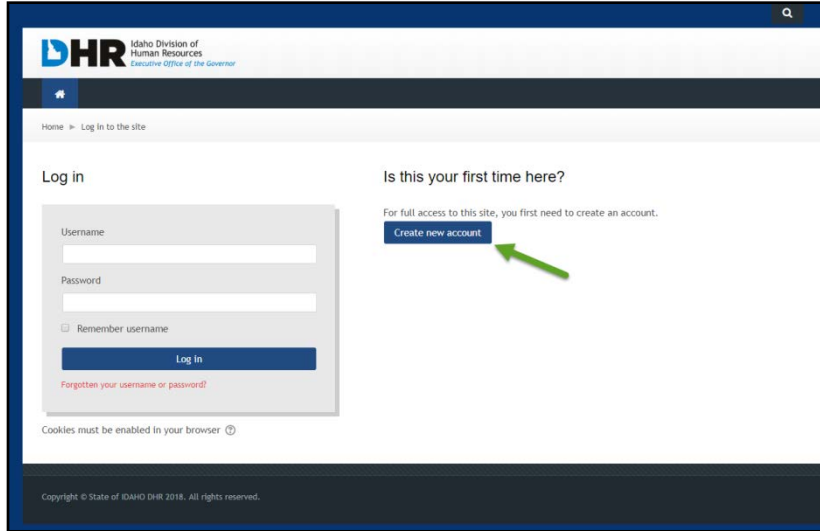


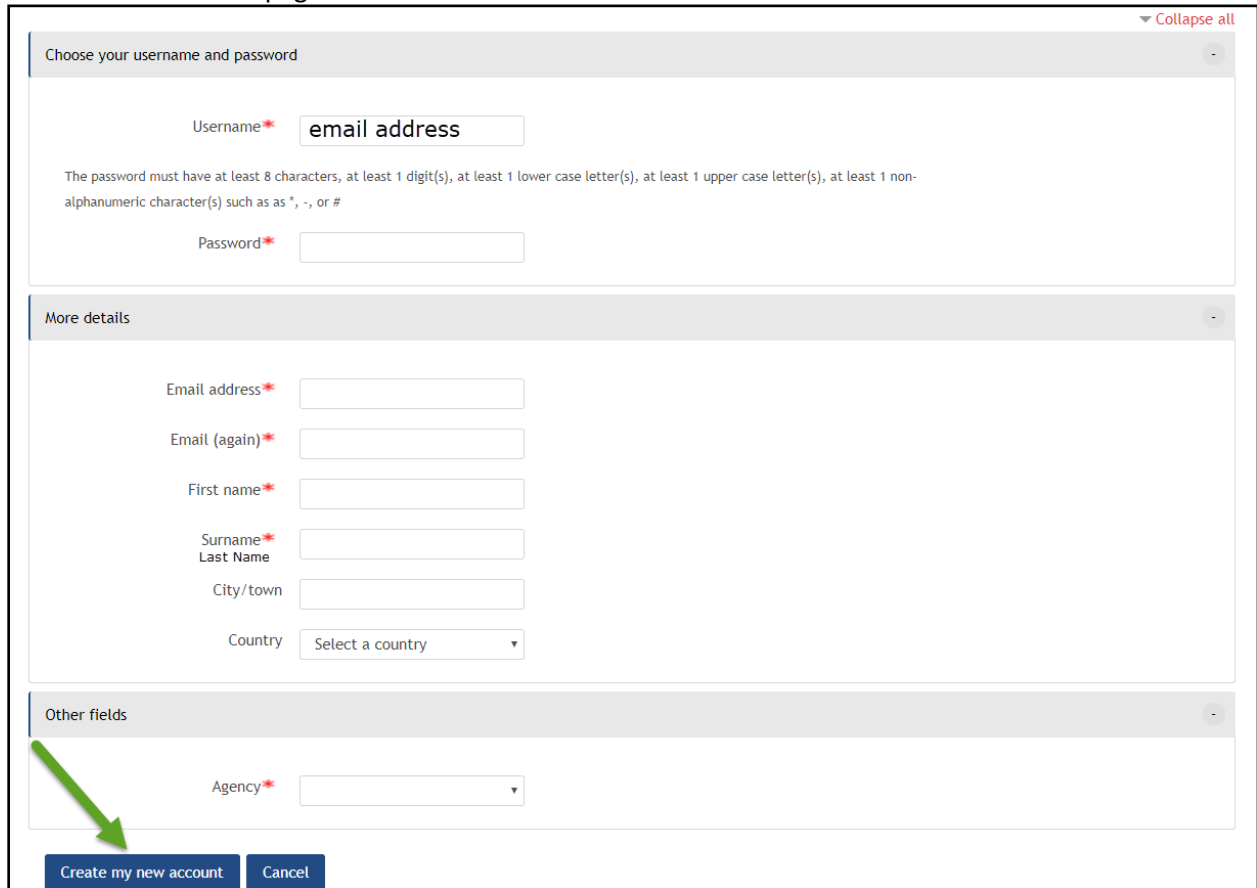
How to Create an Account in DHR's Online Learning Management System

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



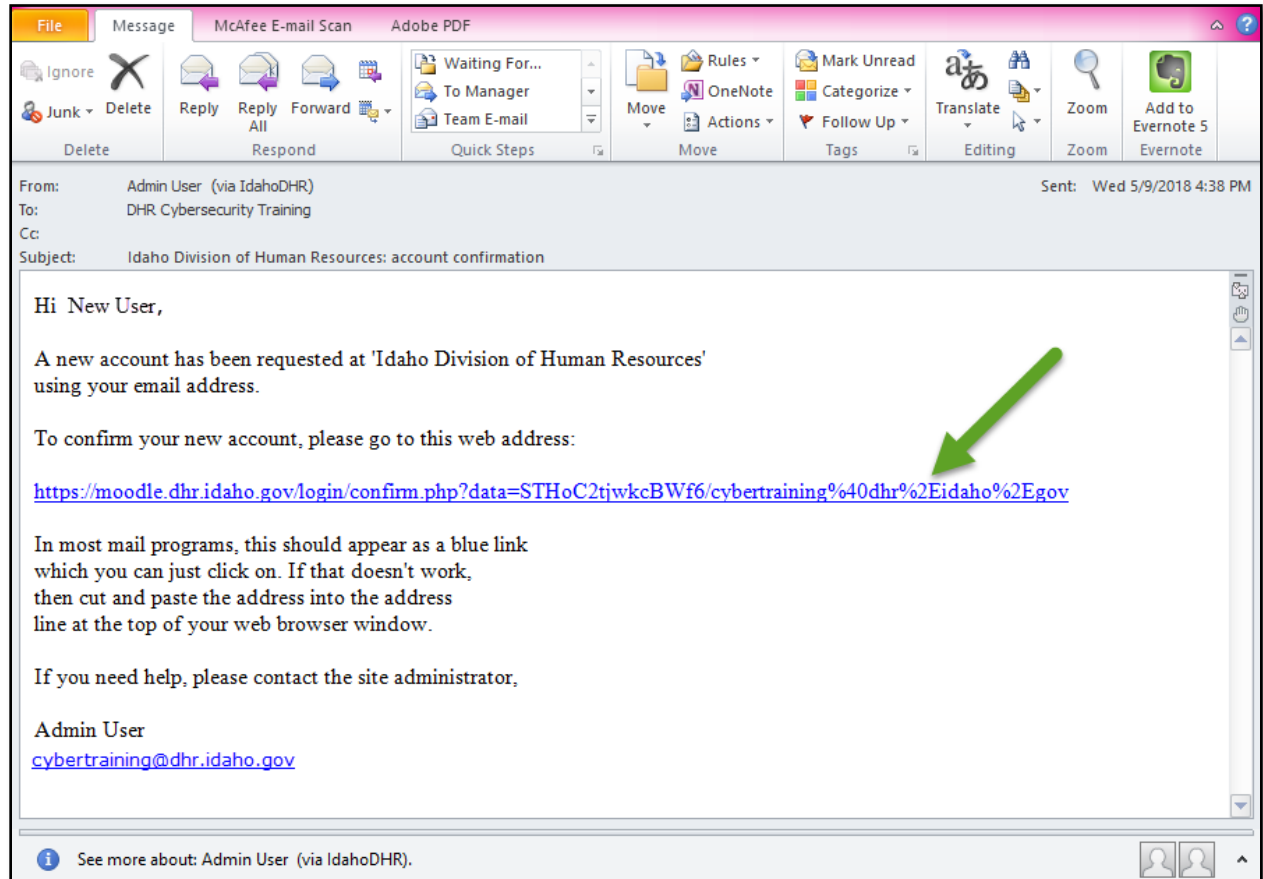
The screenshot shows the login page for the Idaho Division of Human Resources (DHR). The page has a dark blue header with the DHR logo and the text "Idaho Division of Human Resources, Executive Office of the Governor". Below the header, there is a navigation bar with "Home" and "Log in to the site". The main content area is titled "Log in" and contains a login form with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. To the right of the login form, there is a section titled "Is this your first time here?" with the text "For full access to this site, you first need to create an account." and a blue button labeled "Create new account". A green arrow points to the "Create new account" button. At the bottom of the page, there is a footer with the text "Copyright © State of IDAHO DHR 2018. All rights reserved."

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.

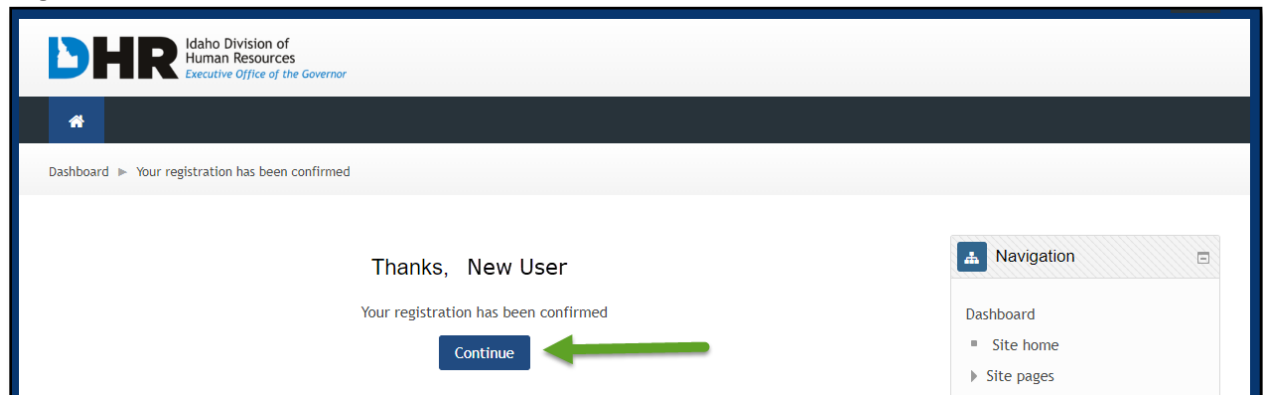


The screenshot shows the account creation form. The form is divided into three sections: "Choose your username and password", "More details", and "Other fields". The "Choose your username and password" section has a "Username*" field with the value "email address" and a "Password*" field. Below the password field, there is a note: "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 #". The "More details" section has fields for "Email address*", "Email (again)*", "First name*", "Surname*", "Last Name", "City/town", and "Country" (a dropdown menu with "Select a country" as the selected option). The "Other fields" section has an "Agency*" dropdown menu. A green arrow points to the "Create my new account" button at the bottom of the form. The "Cancel" button is also visible next to it. At the top right of the form, there is a link "Collapse all".

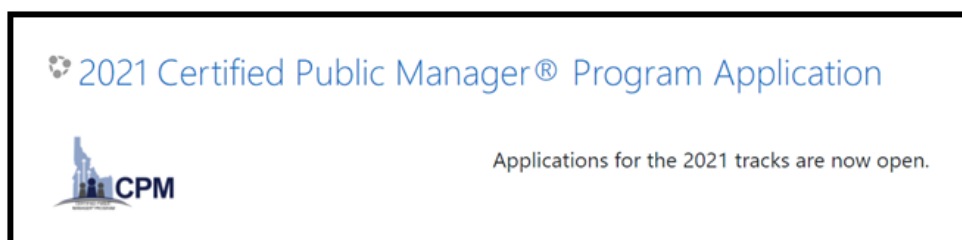
4. A verification email will be sent to your email address. You will need to click on the link in that email to be able to access your newly created account. If the email does not appear in your inbox, double check your junk folder.



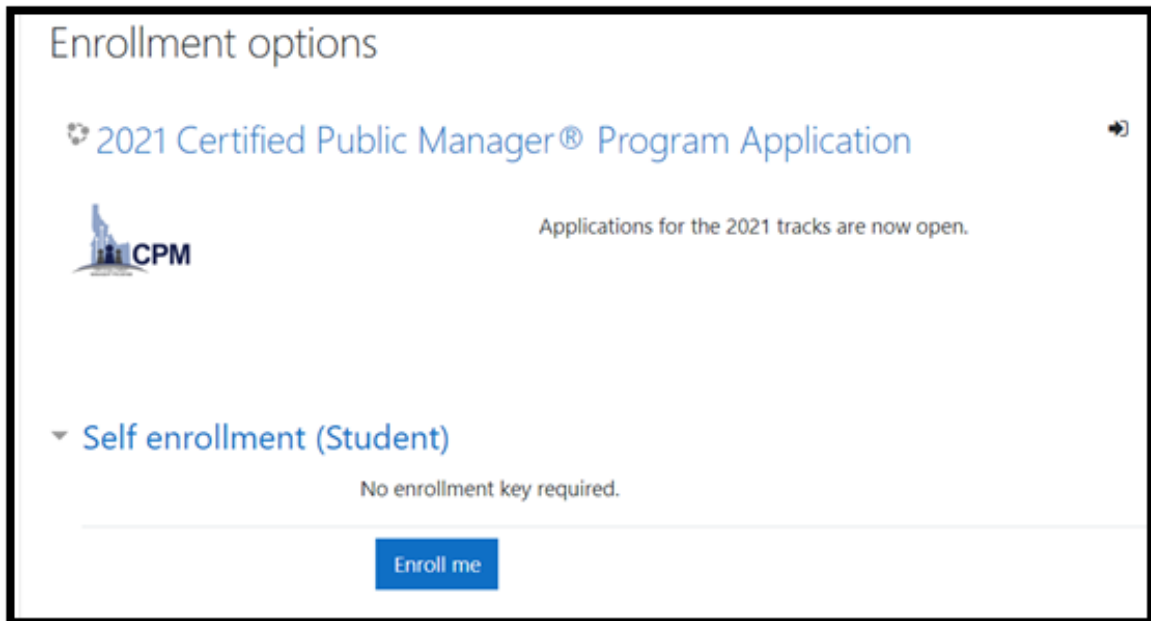
5. After clicking on the verification link, you will be directed back into Moodle and may continue with your course registration.



6. From your dashboard, locate the CPM® 2021 Program Application Course and click on the course title.



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



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