

Moodle Instructions

Local Advisor

Certification



Today's students. Tomorrow's business professionals.

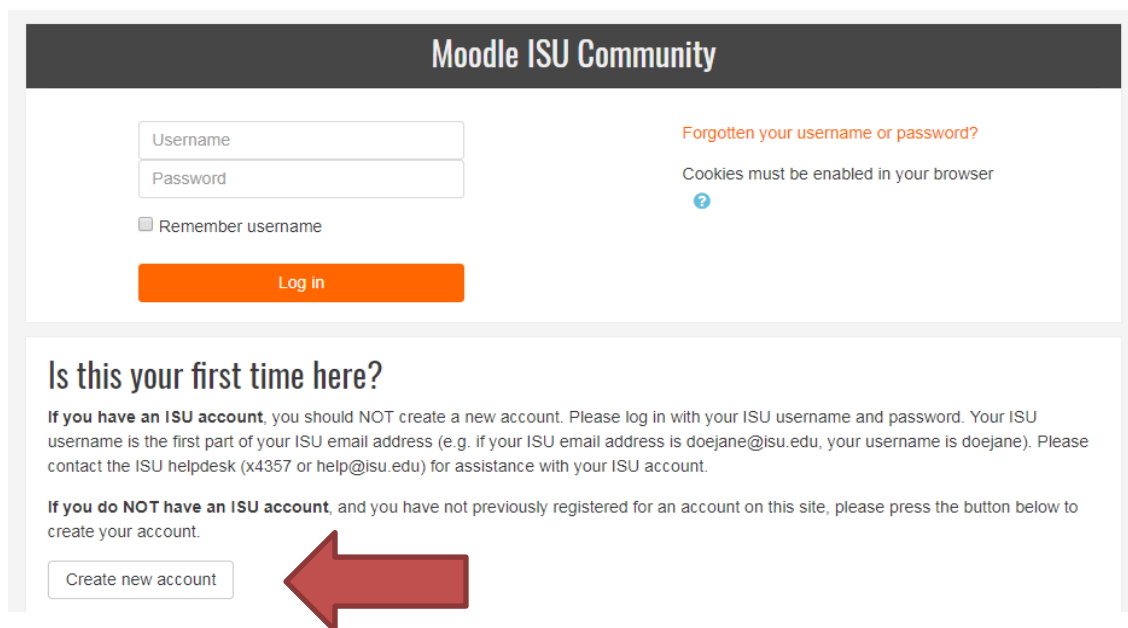
Overview

In order to full participate in the **Local Advisor Certification course**, you will need to create an account and register using our online classroom.

The platform where you complete the course is called Moodle. The service is provided by Idaho State University as a part of their community online classrooms.

Creating an Account

1. Navigate to the following link: <https://elearn.isu.edu/community>
2. Click on the blue **'Login or create an account'** link, which is located to the right of the page in the first box with the label **'Moodle ISU Community Site'**.



Moodle ISU Community

Username
Password

☐ Remember username

Log in

[Forgotten your username or password?](#)


Cookies must be enabled in your browser

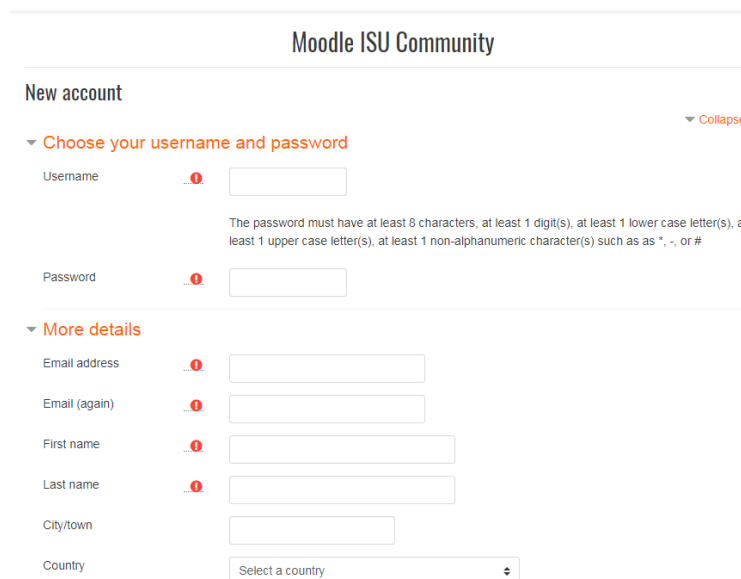
Is this your first time here?

If you have an ISU account, you should NOT create a new account. Please log in with your ISU username and password. Your ISU username is the first part of your ISU email address (e.g. if your ISU email address is doejane@isu.edu, your username is doejane). Please contact the ISU helpdesk (x4357 or help@isu.edu) for assistance with your ISU account.

If you do NOT have an ISU account, and you have not previously registered for an account on this site, please press the button below to create your account.

Create new account


3. Click on the **'Create new account'** button.
4. Fill in the form – all items that contains a  next to the text box are required in order to submit your registration. Once you have completed the form, click the blue **'Create my new account'** button at the bottom of the page.




Moodle ISU Community

New account [Collapse](#)


Choose your username and password


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), at least 1 non-alphanumeric character(s) such as *, -, or #


Password 

More details


Email address 

Email (again) 

First name 

Last name 

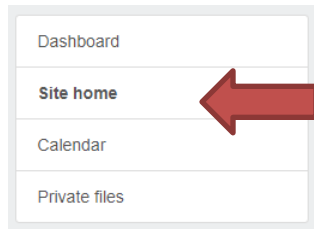
City/town

Country 

Once your form goes through, you will be directed to a new page, which will state your account has been set up and an email has been sent to you regarding account verification. Navigate to your email, open the email once it arrives to your inbox and click on the link provided in the email to confirm your new Moodle account.

Registering for the Series

1. If you just confirmed your account, you can click on the **'Courses'** button that showed up on the screen. If you exited the page after creating your account, go to the above URL and click on **'Site Home'** on the left.
2. Find the link labeled **BPA – Local Advisor Certification** and click on the link.



3.



4. It brings up a screen asking for an enrollment key. *The enrollment key for the course is* **BPAIac18!** This is case sensitive.
5. You then should see the page with all the materials and links that you will need for the class. You will also receive an email welcoming you to the class.

Website Issues/Additional Information

If you have any questions or issues with getting registered in the class on Moodle Community, please email Dr. Brenda Jacobsen jacobren@isu.edu, who will be able to further assist with your registration.