

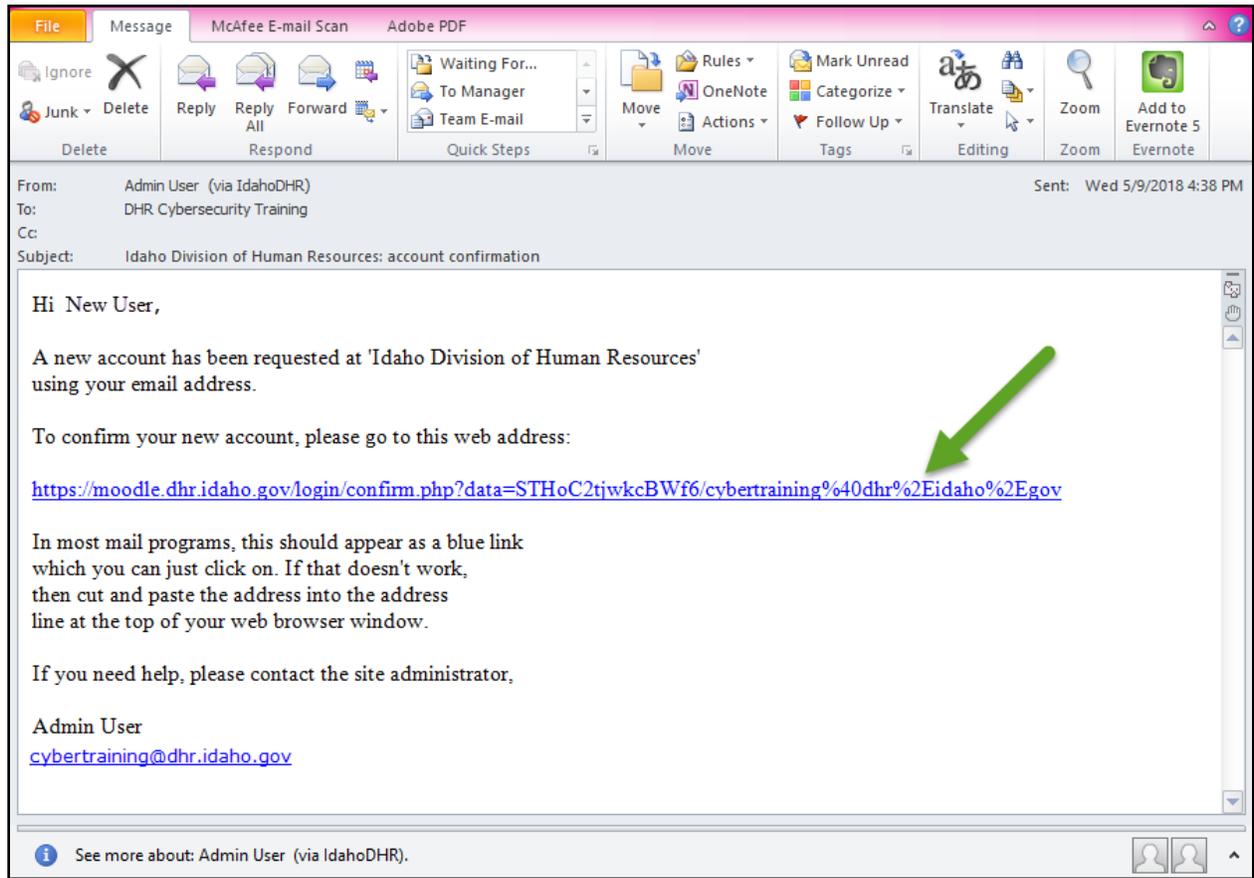
How to Create an Account in DHR's Online Learning Management System

*For any assistance in creating your DHR Moodle account, please contact cybertraining@dhr.idaho.gov

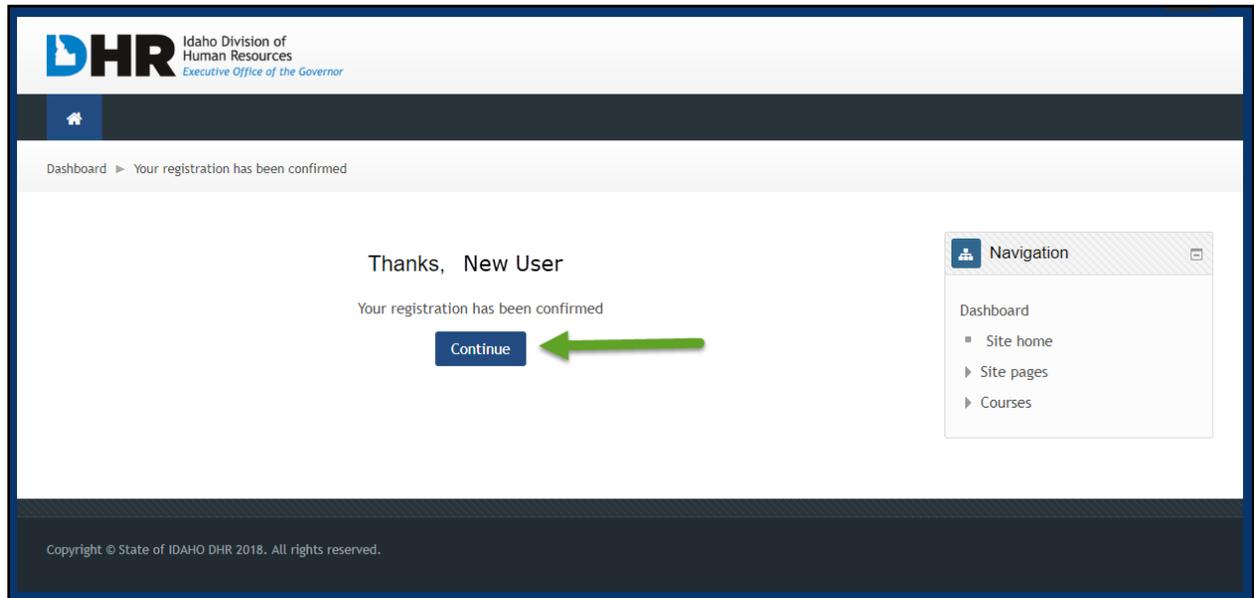
1. Visit moodle.dhr.idaho.gov
2. Click on the "Create new account" button on the main login page.

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.

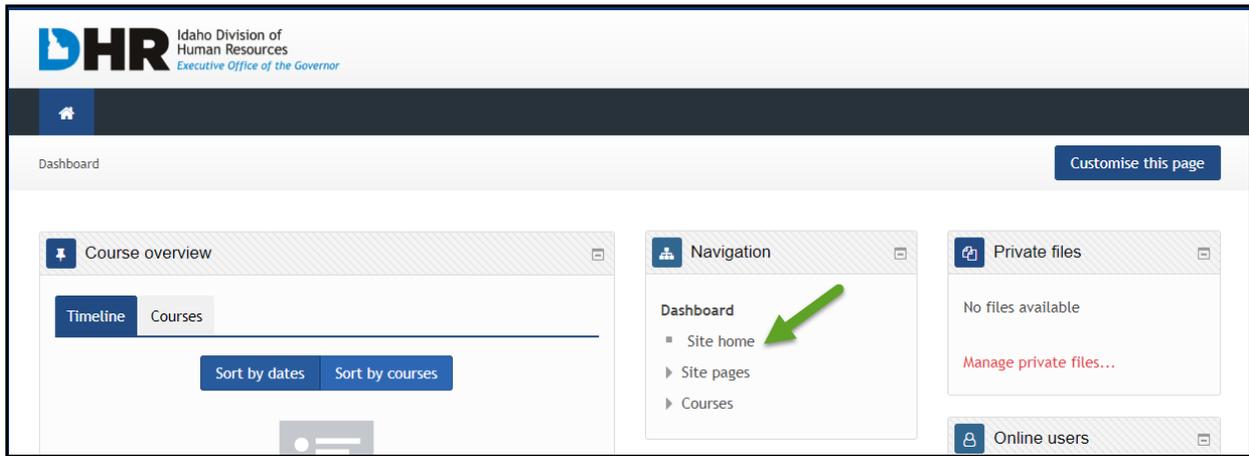
4. A verification email will be sent to your email address. You will need to click on the link in that email to be able to access your newly created account. If the email does not appear in your inbox, double check your junk folder.



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



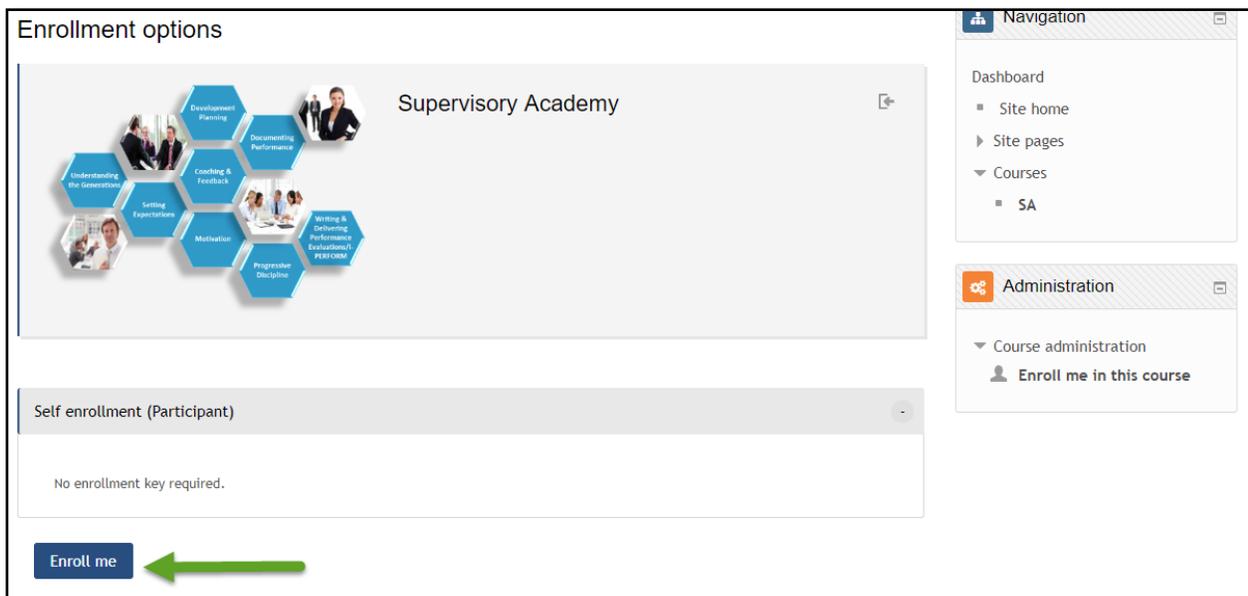
6. From your dashboard, click on the “Site home” page to view all of the currently available courses.



7. Click on “Supervisory Academy” .



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



9. You are now enrolled in the course.

10. From the course main page, select the date that you would like to register for.

Boise Classes

Below are the Supervisory Academy courses available for registration. All Boise classes are held at the Borah Court room. A week before the first class date, an email will be sent with more instructions.

If you have any questions, please contact Jana Huffaker at jana.huffaker@dhr.idaho.gov.

-  July 9th, 16th, 30th
-  August 13th, 20th, and 27th
-  September 10th, 17th, and 24th
-  October 16th, 23rd, and 30th

11. Click on Sign in to register for those dates.

July 9th, 16th, 30th

Registration-Date:	Tuesday, July 9, 2019, 11:59 PM (35 days 13 hours)
Registration-Period until:	Tuesday, July 2, 2019, 11:59 PM (28 days 13 hours)
Room:	Borah Courtroom
Maximum number of students:	24

[Sign in](#)

****If the dates you selected are full, you can add your name to the que and be notified of any openings that might be made available later. This does not guarantee a spot in the class for you.****

12. A message will display notifying you of your registration. Please be sure to add these dates to your Outlook calendar right after you enroll.

You are signed in for date: "July 9th, 16th, 30th", Tuesday, July 9, 2019, 11:59 PM

[Sign out](#)

13. If you need to cancel or change your registration, visit the dates you registered for and use the Sign out button to unenroll.

14. To return back to the main page of the Supervisory Academy online classroom, click on the SA in the breadcrumb at the top of the page.

 Idaho Division of Human Resources
Executive Office of the Governor

Dashboard ▶ My courses ▶ SA ▶ Course Registration

 En_us

15. The main page houses many important resources you will need to review prior to class. This includes (1) daily agendas, (2) prep-work to be completed before your first day and (3) details about training locations.

1  Course Agendas

Please note that classes run from 8:30-5:00 with an hour break for lunch from 12:00-1:00.

2  Homework

3  Training Locations