



How to:

Set up your own Moodle account in the ACM's e-learning website: Midwives Learn

You may need this option if you wish to self enrol into the ACM Free courses. These are courses that are available free of charge to all Midwives. If you wish to enrol in a course that attracts a fee, you can create an account but you must remember to advise the ACM Education unit that you have done so when registering for the course so that a new account is not created for you (as this will require you to remember multiple passwords and usernames) and or an error encountered as the system will only allow an email to be used for one account.

Getting started

- 1) You will need to access the ACM Midwives Learn Home page (<http://learn.midwives.org.au/moodle/>)
- 2) Click onto "Create new account" on the left hand side, under "LOGIN"

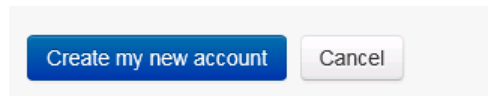
A screenshot of the Moodle LOGIN page. The page has a white background with a grey header. The header contains a user icon and the word 'LOGIN'. Below the header, there are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember username'. There are three buttons: a blue 'Log in' button, a green 'Create new account' button, and a red 'Lost password?' button. A large red arrow points from the left towards the 'Create new account' button.

- 3) The following screen will appear. You need to fill in all fields with an asterix *

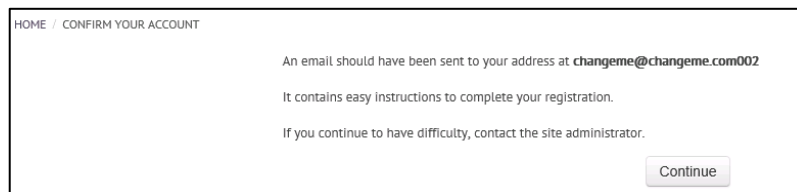
A screenshot of the Moodle account creation form. The form is titled 'Choose your username and password' and 'More details'. It contains several input fields: 'Username*', 'Password*' (with a note: 'The password must have at least 6 characters, at least 1 digit(s)'), 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town', and 'Country' (a dropdown menu with 'Select a country'). There is also an 'Unmask' checkbox next to the password field.

- 4) We suggest that you make your **username** your first name and surname combined, no spaces and all in lower case. For example ruthking
 - a) If when you have entered all of the details you are advised that your username is already in use, please change to something that you will remember by adding a numeral eg ruthking1
- 5) Make sure your **password** is one you will remember and that it has six characters (letters) and one numeral

- 6) Please enter the **email account** that you use the most often (if you have more than one).
 - a) If when you have entered all of the details you are advised that your email is already in use, it is possible that you already have an account. In which case, we suggest you attempt to log in. If you cannot remember your username, follow the prompts in the '**How to reset your password**' file to get a new password (note you will be given the opportunity to reset your password by entering your email address)
- 7) Please enter the **State** you live in in the **City/town** field
 - a) eg SA, NT, NSW, VIC, TAS, QLD, WA
 - b) If you live outside of Australia, enter the details of the City you live in, as it is spelt in full
- 8) Select your country of residence (eg Australia)
- 9) Complete your registration by **selecting** 'Create new account'

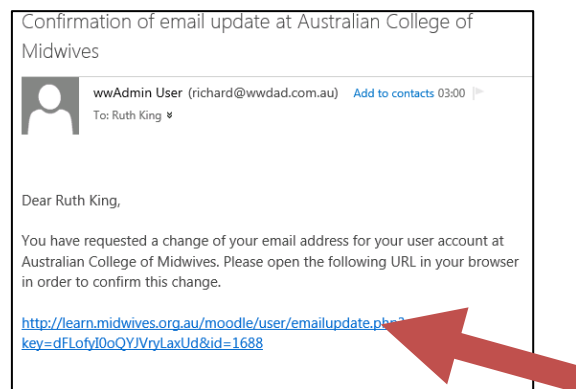


10) You will get a screen as follows:

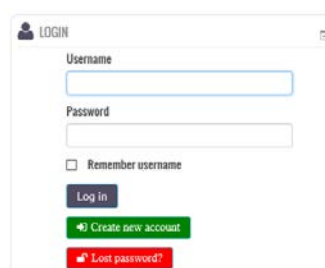


11) As long as you have entered a correct email address you will be sent an email to confirm your new account has been activated. When you receive the email follow the prompts to confirm your account.

12) A confirmation email will be sent to you - click on the url which is provided in the email



13) Log into "Midwives Learn" - typing in your username and password as you set previously.



14) Please now take the time to update your profile.

You can now look at access those courses which are free to all Midwives - Telehealth and Women want to Know: Alcohol and pregnancy. For more details see the **How to guide to enrolling in the free courses**. Please contact us with any further queries at education@midwives.org.au or call the office at (02) 6230 7333.

- the ACM Education Unit team