

Step 1: Create a Moodle Account.

- Go to online.carolinascollege.edu
- In the upper right corner of the page, **click Log in.**
- Towards the bottom of the page, **click the blue Create new account** button.
- **Complete the online form and use your Carolinas Healthcare email. Personal email accounts will not be accepted.**
- After you create a new account, you will receive an email confirmation. **Click the link in the email** to complete your account registration and go to Step 2.

Step 2: Request a Course.

- After your registration has been confirmed, **click the blue “Courses” button.**
- Scroll to the bottom of the new page and **click the blue “Request a course” button.**
- **Complete the form.**
Read the definitions of the fields below to assist you:

“**Course full name**” is the full name of your course that will be displayed at the top of your course page.

“**Course short name**” is an abbreviation of your course full name. The short name is arbitrary and will most likely be amended by the Manager, Institutional Technology.

“Summary” is a brief description of your course. It is displayed publicly on the course list page.

“Reasons for wanting this course.”

Provide your name and email here. You will complete other detailed reasons on the attached PDF in Step 3

- Click the **“Request a course”** button at the bottom of the page and go to Step 3.

Step 3: Complete an Online Course Proposal.

- Download and save the **“[Online Course Proposal](#)”** document to your computer.
- Complete the necessary **Information in the document.**
- Save and email that document to larry.turner@carolinashealthcare.org

The screenshot shows a web form titled "Course request". It has several sections:

- Details of the course you are requesting:** This section contains two text input fields. The first is labeled "Course full name*" and the second is "Course short name*". Red arrows point to both of these fields.
- Summary:** This section features a rich text editor with a toolbar containing icons for paragraph, bold, italic, list, link, unlink, and image. A red arrow points to the right side of this section.
- Reasons for wanting this course:** This section contains a text input field labeled "Supporting information to help the administrator evaluate this request*". A red arrow points to this field.

Once your course has been approved, training and implementation strategies can be arranged in-person or via Skype.

More information on this will be emailed after your course approval.

Thank you for your course request and we look forward to meeting your needs in distance education.