<div align="center">

Unlicensed Assistive Personnel Online Curriculum
Moodle Version 3.5

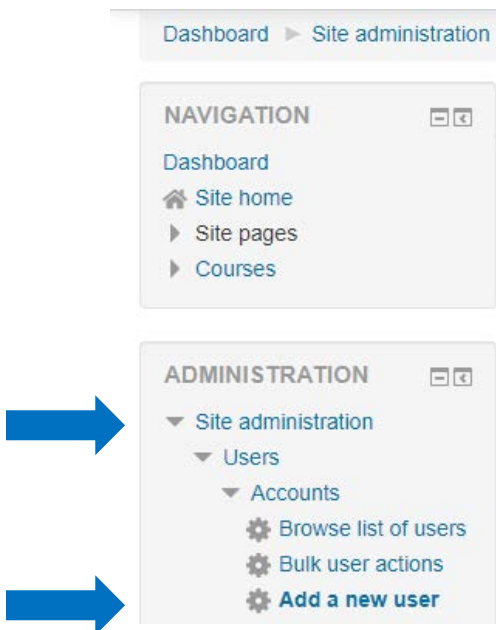Manual Account Creation

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In order to access the Unlicensed Assistive Personnel Online Curriculum a user account needs to be created. The UAP Administrator or staff member can complete this process.

Add new user – manual by UAP Admin or staff

Log in to the UAP site.

From the front page open the Administration block if it is not already open. Within the Administration block open the **Site administration** block, and then:

> select **Users**,
> then **Accounts**,
> then **Add a new user**

When you click on **Add a new user**, the following screen will appear on the right side of the screen:

▶ Expand all

▾ **General**

Username ⓘ

[   ]

Choose an authentication method ⓘ

| Manual accounts ⌄ |

Suspended account ⓘ

☐

Generate password and notify user ☐

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 as *, -, or #

New password ⓘ

Click to enter text ✏ 🔍

Force password change ⓘ

☐

First name *

[   ]

Last name *

[   ]

Email address *

[   ]

Email display ⓘ

| Allow only other course members to see my email address ⌄ |

City/town

[   ]

Select a country

| United States ⌄ |

Fill in the required fields indicated by a red asterisk *.

The **username** must be lower case. You will need to let your student or staff member know what username you have assigned.

Create a password for the user. Initially you may use the same password for all the users you are creating. You will need to let your students know what password you have assigned.

If you check **Unmask** located next to **New Password**, it will display the text for the password instead of masking it with asterisks. This only applies while you are creating a new user. Once you click on the **Create user** button at the bottom of the screen the password is encrypted. If a student or staff member forgets their password you will need to come to this screen (which becomes the **user's profile**) and create a new password for them.

If you want your student or staff member to create their own passwords (which is a best practice) check the box next to **Force password change**. The student will then be requested to create their own password as part of their initial log in process to the course site. Again, it is the best practice to have the user create their own unique password.

(If you don't want to include an email address for a student or staff member, a fake one must be used, such as LastnameFi@example.com. **An email address is required to complete the process**.

Review the information and scroll to the bottom of the screen and click **Create user**.

You will be returned to the screen with the Administration block on the left and the list of user accounts on the right.

Each new user is automatically assigned the role (set of permissions) for a student.

The student may now be enrolled in the course.