The e-learning activities are being delivered using the University of Alberta's eClass eLearning platform. In order to access the course, you will need to create an account and self-enroll in the course.

Creating an eClass Account:

1. Follow this link:

https://eclass-cpd.srv.ualberta.ca/course/view.php?id=979

2. This will take you to a page where you will create your account. Scroll to the bottom of the page for full instructions.

Is this your first time here?

eClass External provides collaborative courses open to users with a CCID and to non-University users without. New external users without CCIDs are required to create an account.

Account Creation: *(Not required if you have a CCID - U of A CCID users can login above)*

Option 1: Create account using an existing non-UAlberta Gmail account

Use this option if you want to use your existing non-U of A google account to create an account on the system for you and use it to sign-in. Choosing this option will share some of your google account information with eClass-External.

> 1. To create an account, click the button above to "**Log in using your account on: Google (Non-UofA)**".
> 2. Log in using this button in future.

Option 2: Create account manually

Use this option if you do not have an existing google account you want to use. This will require a valid email address to be used as your username (and where you will need to reply to the account confirmation email.)

> 1. Click **Create new account** below.
> 2. When prompted, sign in using the security token (a username and password) provided by your course administrator or instructor.
>   ○ *Course administrators and instructors may contact eclass@ualberta.ca for the credentials (these prevent unauthorized accounts from being created.)*
> 3. Complete and submit your new account details.
>   ○ *We recommend using your email as your username.*
> 4. The system will email a confirmation link that you must click to complete your account creation.

Proceed with any additional instructions that may have been provided to you in regards to accessing your course from your course administrator or instructor. They should have provided you with at least one of the following:

- Link to the course
- Enrollment key (password) for the course
- Any other pertinent registration information about your course

Create new account

3. Select "Create new account". You will be prompted to enter a username and password. Use the following (case-sensitive) information:

Username: external

Password: MoodleExternal2012

Sign in

https://eclass-cpd.srv.ualberta.ca

| Username | external |
| Password | •••••••••••••••• |

[**Sign in**] [Cancel]

4. You will now be taken to a page to create your account. Please be sure to use a current email address, first name, last name and location.

5. The system will send you an email to confirm your account. Click (or copy and paste) the link that is sent and confirm your account. It will take you back to the eClass system.

You will now have access to the course. Use the link from Step 1 each time you want to revisit the course. We advise saving it to your bookmarks.

If you have any questions about accessing the course, please contact us via email at pietrosa@ualberta.ca