Directions for Accessing the Office of Career and Technical Education's Collaborative and Sharing Moodle Web Site
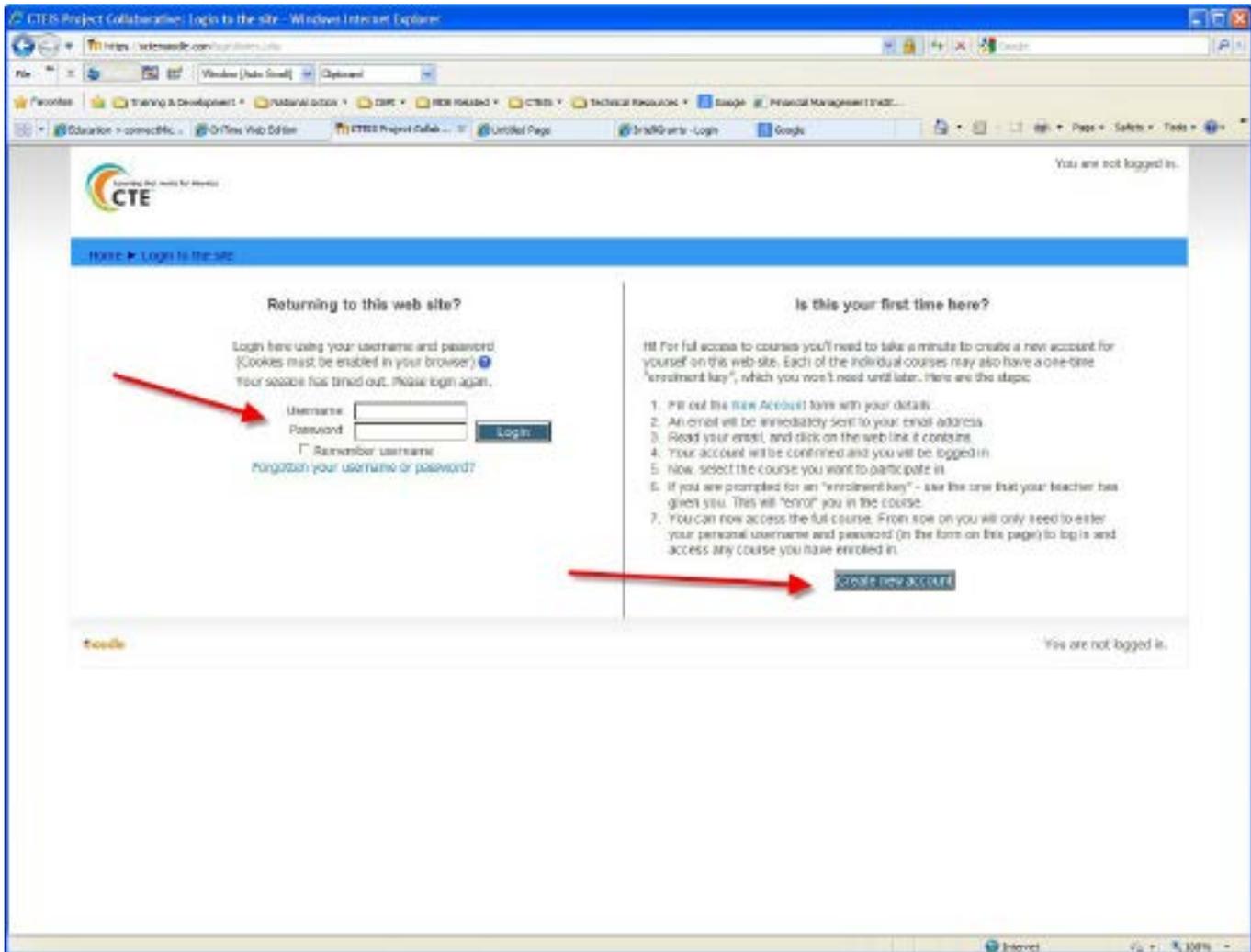
1. Go the OCTE Moodle Site.
2. If an Internet Explorer browser is used, and it brings up a warning about entering a secure site – accept the certificate.
3. Select your work room category and work room:
   a. Within OCTE Internal Project Rooms
   b. Within the Michigan Project Rooms

4. Either Create a New Account per the directions or Login with existing Username and Password.

5. If creating a new account, enter New account information and then click create new account.
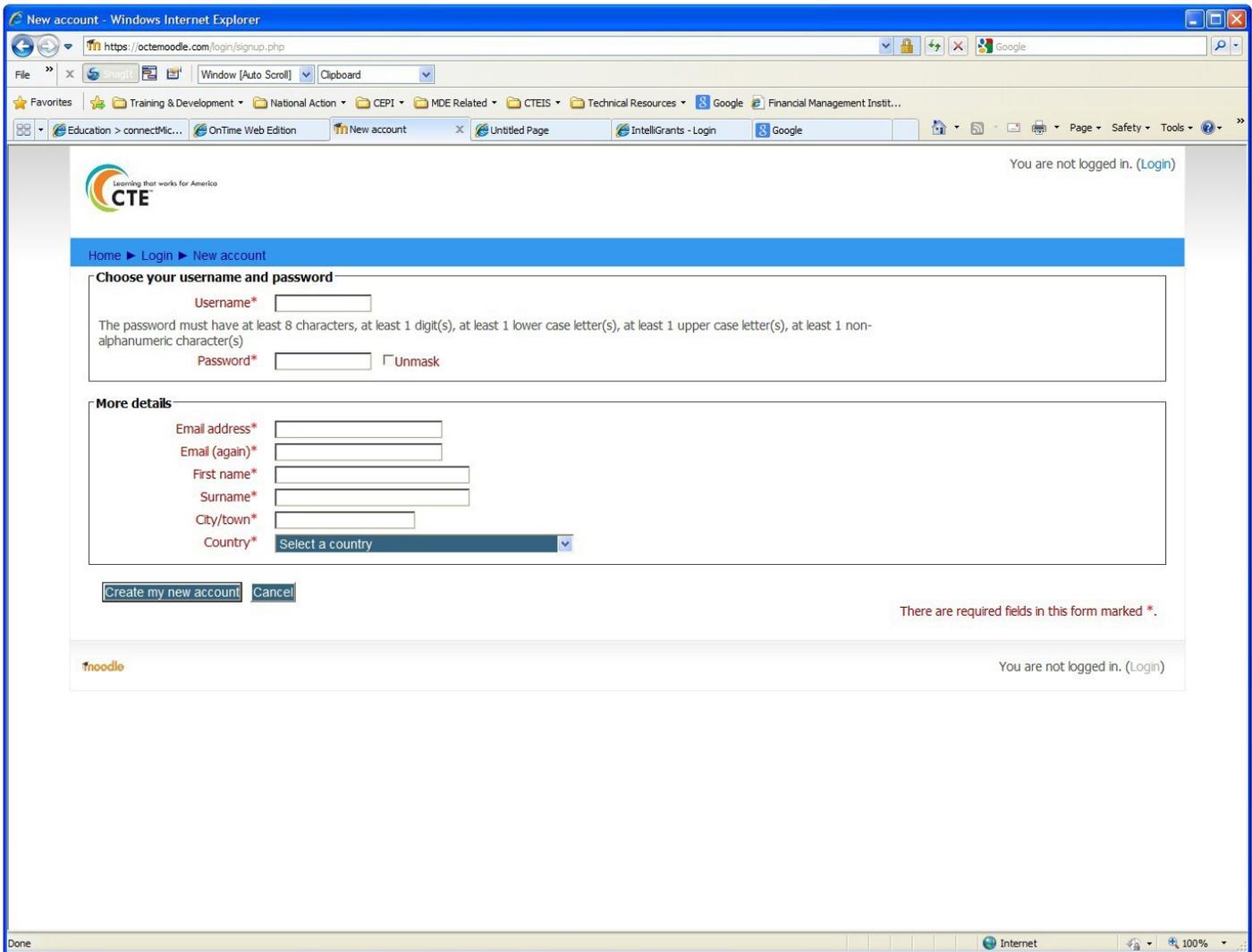
6. An email will be sent your email address. Go to your email and locate the confirmation message verified your correct email address by clicking on the link in the email.
7. Go back to your project room, click on it, and login.
8. Enter the Enrollment Key supplied by the Work Room manager exactly as provided to you.
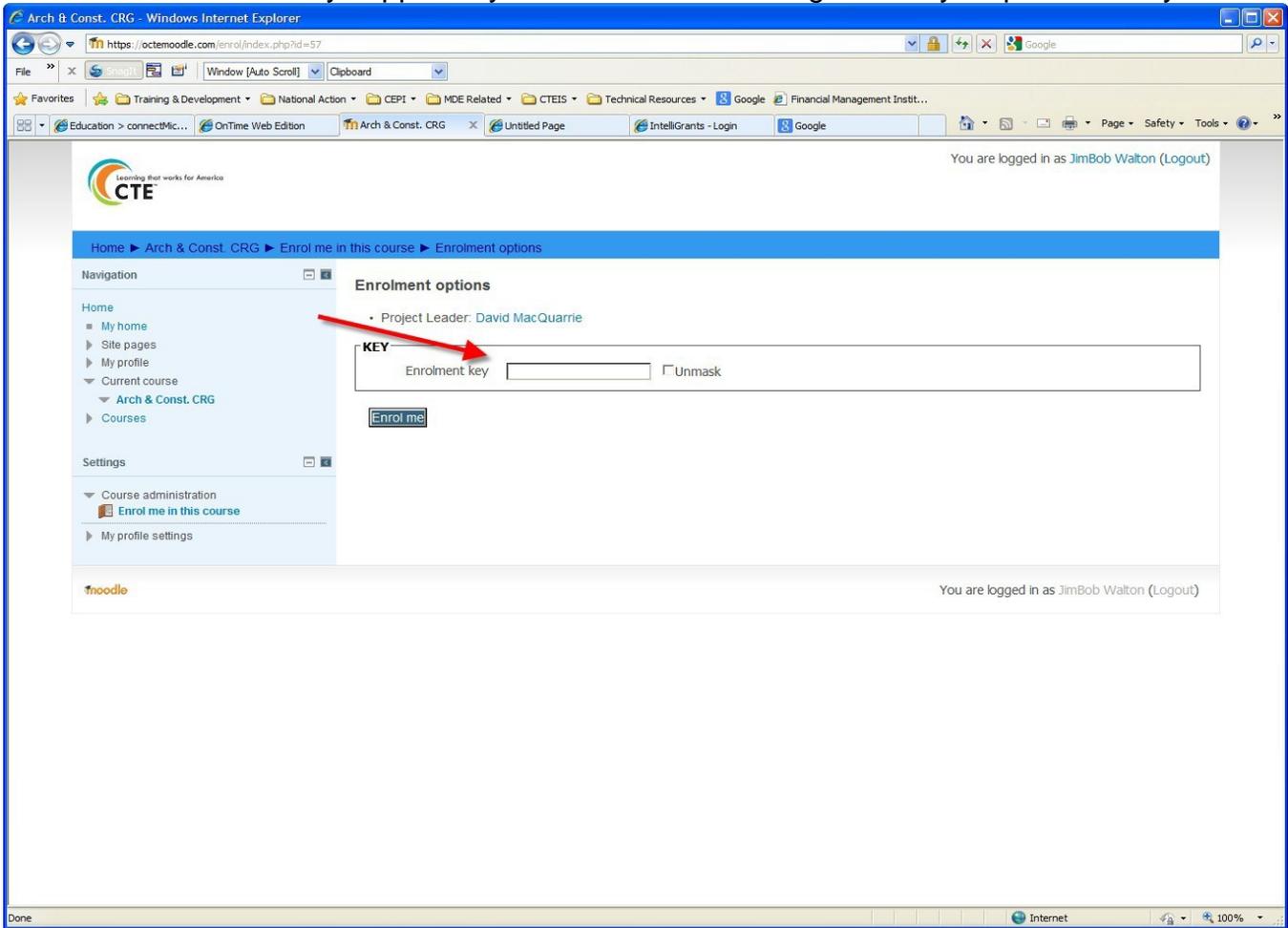
9. Upon successfully supplying the Enrollment Key – you will find yourself within your work room.
10. Please explore the room's features and read the introduction and topics as directed.

Please forward any questions or comments to your work room manager. If you cannot obtain resolution, please contact Valerie Felder at felderv@michigan.gov.

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