How to: Access the Pre-Observation Health and Safety course

Please read the following instructions to assist you to access and complete the Pre-observation Health and Safety Course.

<u>You MUST access this course through Chrome or Firefox Internet Browser</u>

==**If you are an existing student**, you do not need to create another Moodle account. Simply log into Moodle with your current username and password and continue from Step 4 below.==

==**If you are a new/prospective student**, here is the link for you to create a Moodle account: **https://moodle.op.ac.nz/login/signup.php**==
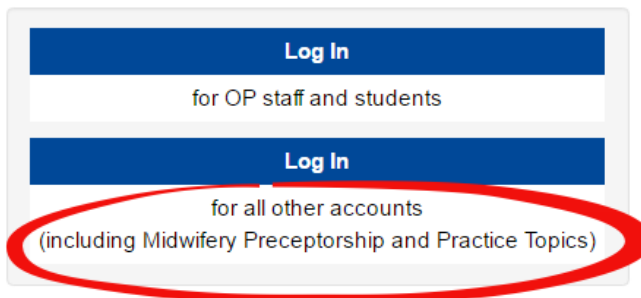
1. **To create a New Moodle account:**
   Username: use your real name. Do not use spaces, underscores or symbols, only letters and numbers.
   Password: make up your own. It must contain at least 6 letters and 1 number, do not use underscores or symbols, only letters and numbers.

2. You will then receive an email from IT Service Desk with the subject line "Otago Polytechnic Online: account confirmation". **This email contains a link to confirm your new account.** Once you access the link provided in the email, your registration has been confirmed, and you will be automatically logged into Moodle.

3. **Log into your Moodle account http://moodle.op.ac.nz/** Refer to the left hand side of your screen and look for the **Log In "for all other accounts"** – see the picture below:

4. Click **on this link which should take you directly to the Moodle course**

5. Select **Enrol me** to start the course. This should take you 10-20 minutes.

6. Once you have completed all three modules, print your **Confirmation of Participation (COP)** and take this to all Veterinary Clinics you approach.

Please Note: do not use this username and password in relation to anything else you do as a student at Otago Polytechnic. You will be provided with your unique Otago Polytechnic Student Username and password on your Invoice once you have been fully enrolled. Use this to access all Otago Polytechnic learning systems and information.

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