**unm-transparent-white**

**New Mexico Pharmacists Prescriptive Authority for Contraception**

**Moodle**

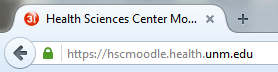
**Q**

**UICK STEPS**

1. Access Moodle course at: <https://hscmoodle.health.unm.edu/course/view.php?id=535>
2. Log in or create an account [Confirm account if needed]
3. Enter enrollment key to enroll [**birthcontrol**]
4. Begin course

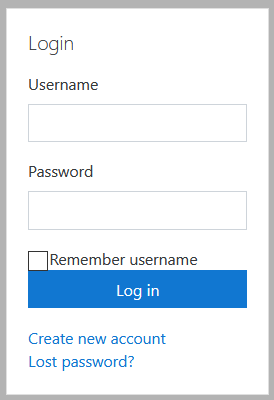
**A**

**CCESSING MOODLE**

Type <https://hscmoodle.health.unm.edu/> into the Address bar or click on the link. **Don’t forget to bookmark it!**

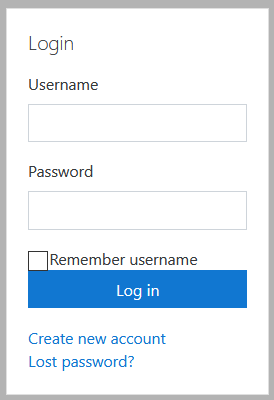
**N**

**EW ACCOUNT USER**

1. On the right hand side of the page select 'create new account'.
2. Fill in the required fields (we suggest your first initial plus last name for a username e.g. gwashington)
   1. Note that your first and surname (Last name) you enter is what will print on any certificates awarded.
3. Click **“create my new account”**
4. Click the link in the confirmation email to confirm your account [required].
   1. If no email is received with-in 30 minutes check your junk folder.
   2. If no email is present contact [HSC-NEOTechSupport@salud.unm.edu](mailto:HSC-NEOTechSupport@salud.unm.edu) for us to confirm for you.
5. **Don’t forget to write down your username and password**

**P**

**REVIOUS ACCOUNT USER**

****If you have an existing account, use this information to log-in.

***Forgotten Username or Password***Do one of two things depending on your needs

1. **Active email account:** Request your account information by clicking on the Lost Password link. You will need to know your username OR email account information.
2. **Inactive/wrong email account:** If you requested a rest and never received an email OR it is no longer in use contact NEO directly at [HSC-NEOTechSupport@salud.unm.edu](mailto:HSC-NEOTechSupport@salud.unm.edu) to request an update. We will update your account information and assign a temporary password.

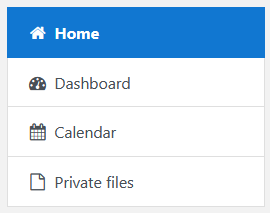
**E**

**NROLL IN COURSE**

There are two ways to access your courses

1. Direct link: <https://hscmoodle.health.unm.edu/course/view.php?id=535>
2. Find the Course in the course Categories as follows:

Pharmacy >> Pharmacists >> NMhA Prescriptive Authority for Hormonal Contraception (Pharmacists)

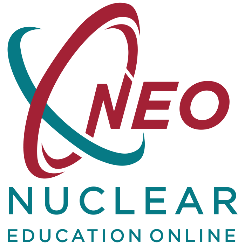
1. After you’ve found your course, enter the enrollment key (You will only need to enter this key ONE time per year).
2. Once enrolled you can access the “**Dashboard**” to see a list of enrolled courses

Located on the left side of the main page; can also found under your profile

**T**

**ECHNICAL SUPPORT**

If you run into any technical problems email: HSC-NEOTechSupport@salud.unm.edu with your name, course title, and any specifics on your problem.

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**Enrollment Key = birthcontrol**