



Getting started with CIE Online Training in 3 easy steps

Step 1 Register on Moodle

- Go to the [CIE Training](http://training.cie.org.uk/courses) home page (<http://training.cie.org.uk/courses>)
- Go to the 'Login' box on the left of the screen and click on 'Create new account'
- Fill in all the details **choosing your own username and password.**
- Click on 'Create my new account'
- Check your email. You should receive an email asking you to verify your account. Click on the link in the email to confirm your account.

Step 2 Update your profile

- Click on your name in the top right hand corner of the homepage
- Select "Edit Profile" tab
- Enter your details and teaching background
- Upload a picture
- Click "Update Profile" at the bottom of the page
- Click "CIE Training" in the top left corner to get back to the homepage

Step 3 Enrol on your course

- Please note the course will not be available until the Thursday before the course starts
- Click on the relevant subject category in the "Course categories" on the homepage
- Choose the relevant course and then click the link to enrol on it
- You will be required to enter the "enrolment key" you have been sent.
- If you have not received the key by the start of the course, please contact international@cie.org.uk

NB: Before you start, please ensure that you add onlinecourses@cie.org.uk to your safe sender list to ensure you receive all emails.