OSPI Child Nutrition Services Information Sheet

Creating a Moodle Account and Accessing Trainings

1. **Create a Moodle Account**

   a. Go to https://learn.ospi.k12.wa.us/login/signup.php? and create an account.

   b. You will receive a confirmation email, please select the link in the email to confirm your account.

   c. If you do not receive this email in your inbox, please check your SPAM or JUNK box for this email.

   d. If you do not receive your confirmation email within one business day, please email the CNS Team, we can manually confirm your account.

2. **Go to the [Child Nutrition Moodle Course](#). There you will find a list of the different programs.**
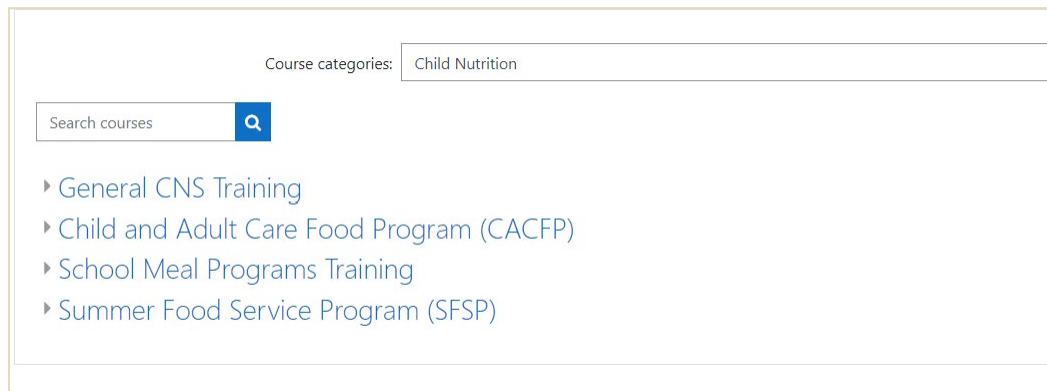
3. **Select the appropriate program and navigate to the training you would like to access.**

4. **Select 'Enroll Me' at the bottom of the page to access the training.**

5. **Complete all training requirements as outlined in the course.**