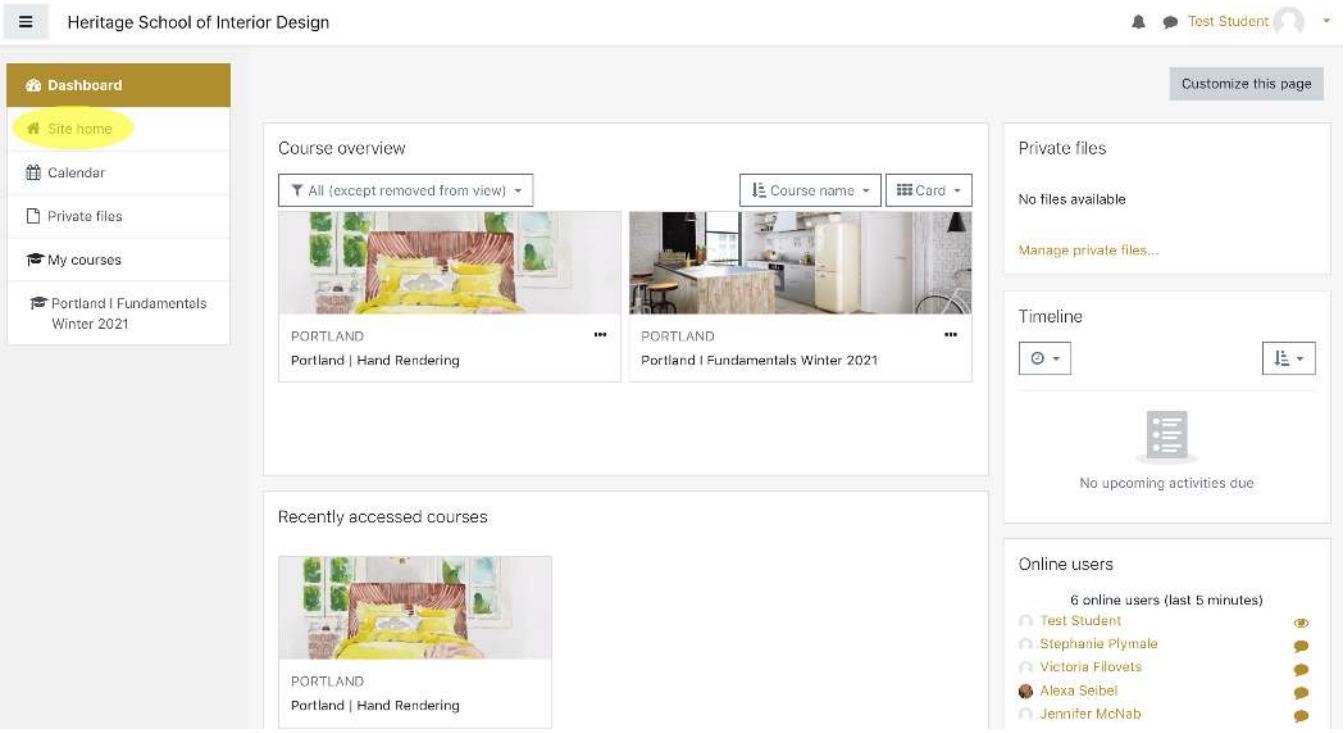
MOODLE ENROLLMENT INSTRUCTIONS

Two (2) weeks prior to the start of each course, students will receive confirmation emails for their enrolled courses. This email will come from the course instructor, and will include an enrollment key for Moodle. This key will allow students to self-enroll in the appropriate Moodle course(s). Students will be given a one (1) week window to confirm their enrollment by enrolling in the Moodle course. IMPORTANT: this step must be completed within the 1 week window to confirm you enrollment . After this window closes, any unclaimed seats will be forfeited to waitlist students.

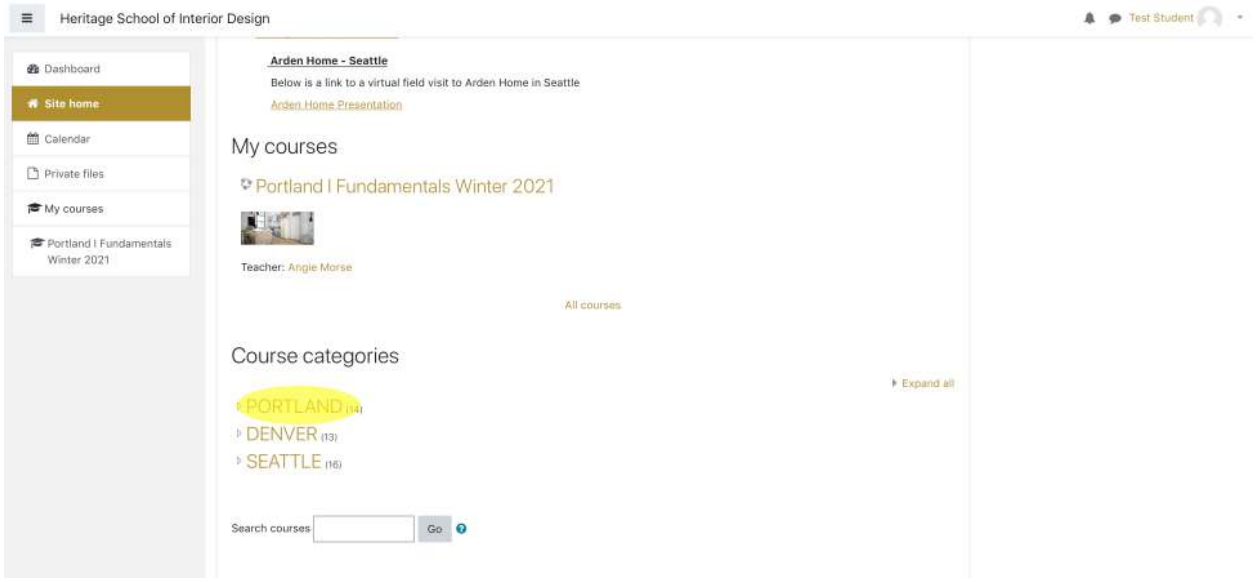
How to Confirm: Moodle Course Enrollment
1) Log into Moodle:

> To login into Moodle, please use the information below.
> Link: https://moodle.heritageschoolofinteriordesign.com
> Username: first name-last name (example: amy-white, all lowercase)
> Password: Heritage2021! (or your existing password if you already have one)

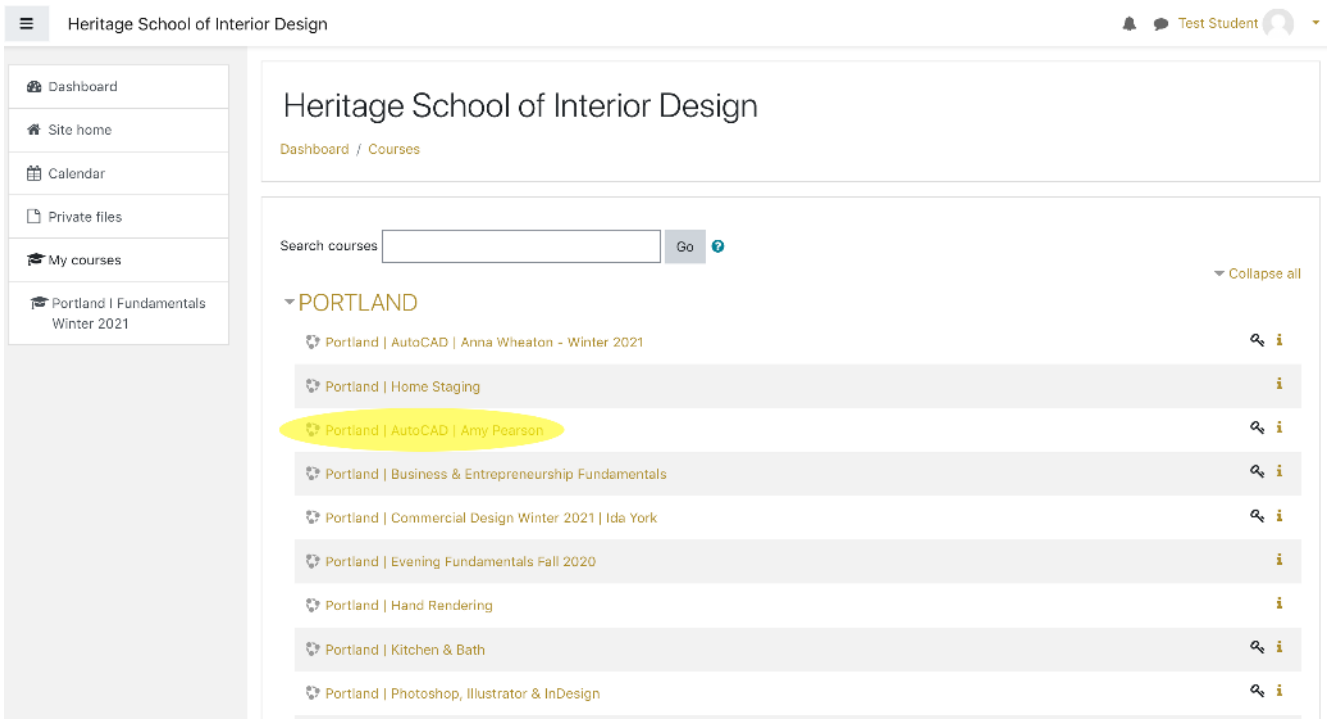
2) From the Dashboard page, click on "Site Home"



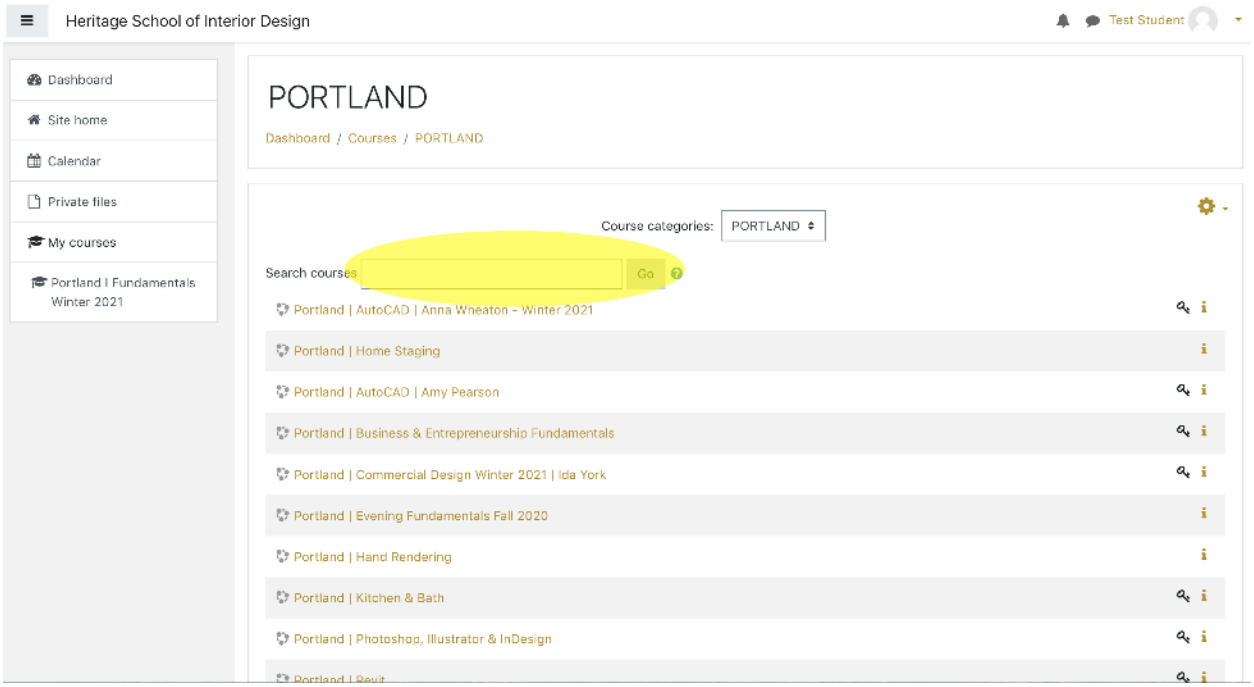
3) Scroll down to the bottom of the Site Home page and select your Heritage Location (i.e. “Portland”) to view all available courses at your location.



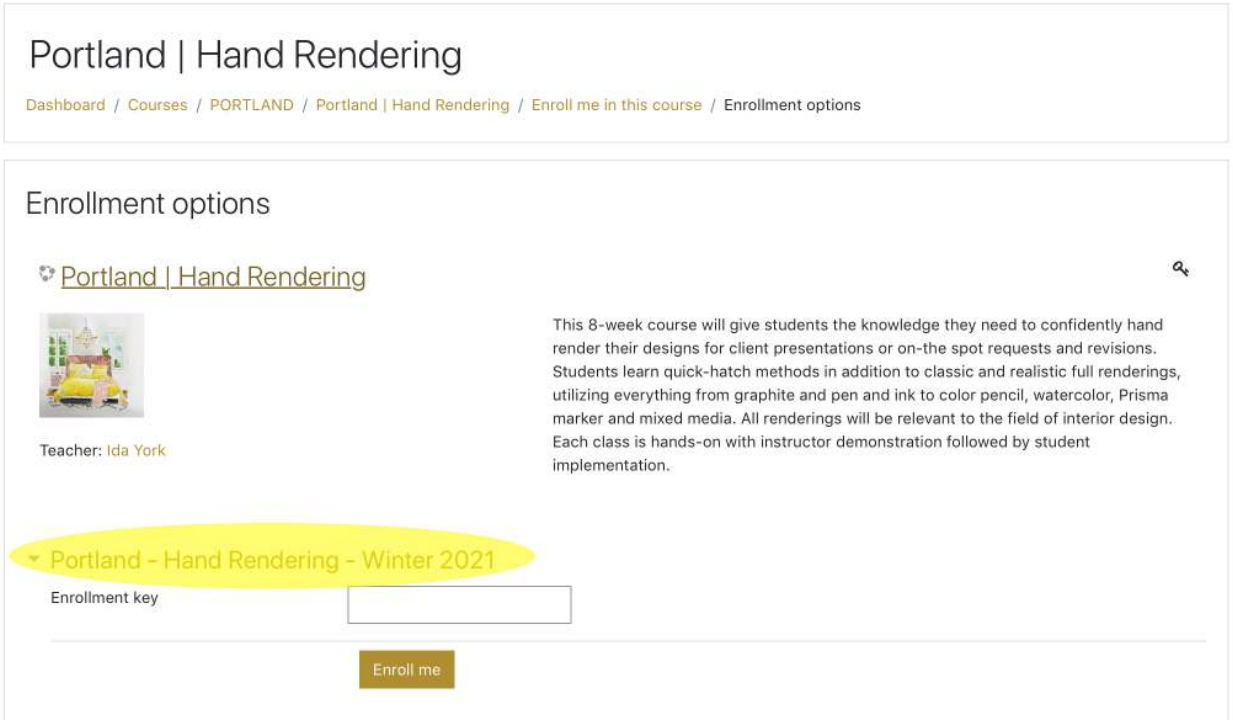
4) Select your course by clicking directly on the course title.



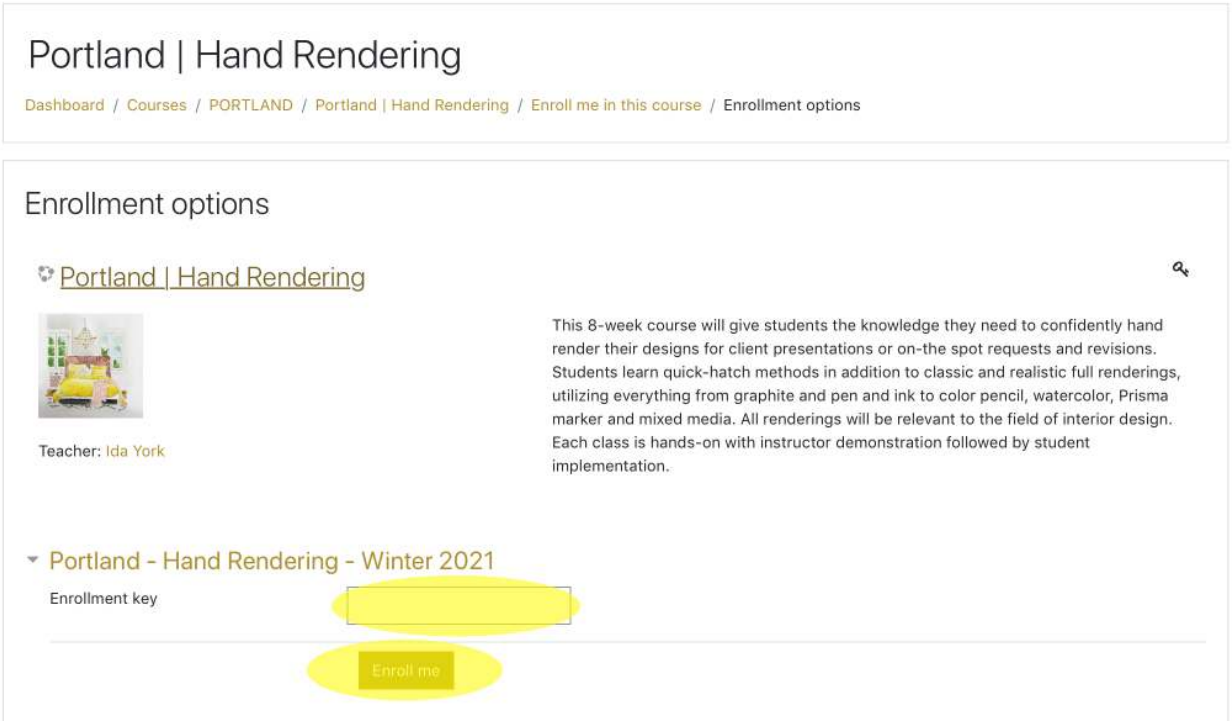
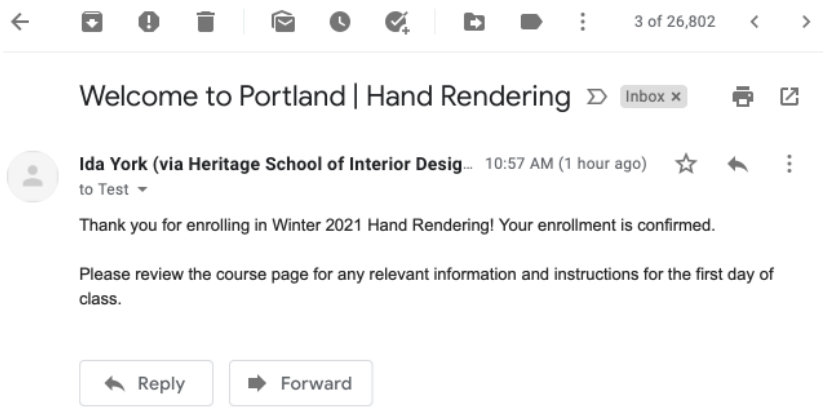
5) OR: use the “Search Courses” bar to search for your course.



6) You will be taken to the course description page-- if not already expanded, click to expand the



7) Enter your Enrollment Key (provided in the email from your instructor) and click “Enroll Me”.



8) You are now enrolled in the course. You will receive an automatically generated email from