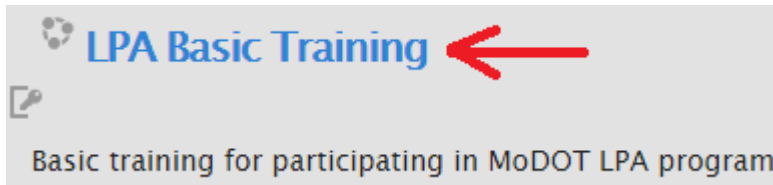


- To register click on the “LPA Basic Training” link:



- On the right hand side of the screen, you will see instructions for creating a new account:

A screenshot of a registration page titled "Is this your first time here?". The page contains a welcome message and a list of seven steps for creating an account. At the bottom, there is a button labeled "Create new account" with a red arrow pointing to it from the right.

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" – use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

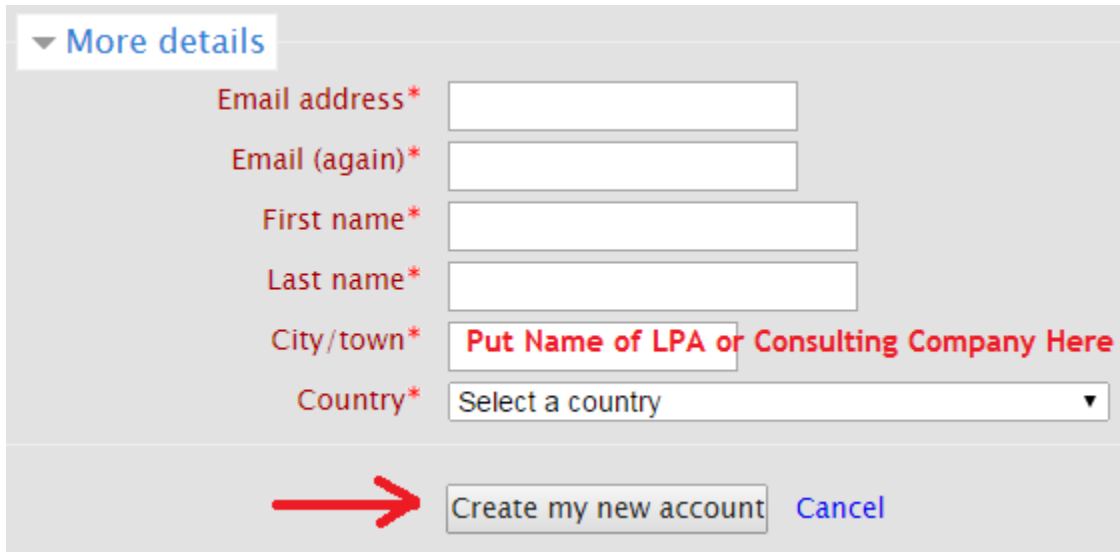
[Create new account](#)

- Once you've read the instructions, click the “Create new account” button.

- Create a username & Password (following the instructions)

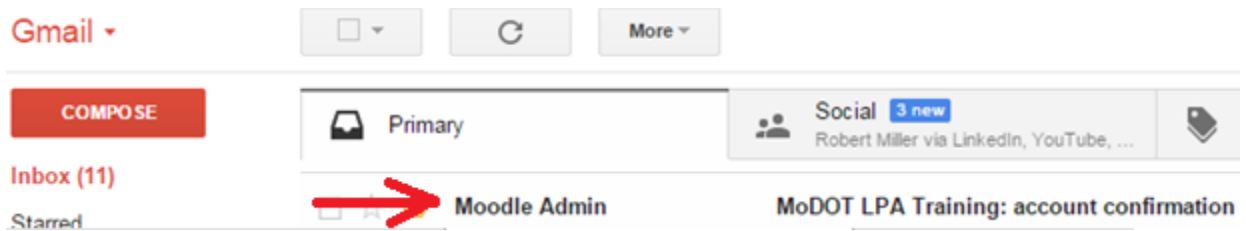
A screenshot of a registration form titled "Choose your username and password". It contains two input fields: "Username*" with the value "test4" and "Password*" with masked characters. A checkbox labeled "Unmask" is next to the password field. Below the password field is a note: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)".

- Next complete the registration form:
 - o *Note – In the box for City/Town – Put the name of the agency (City, County, Consultant, Contractor, etc) you are representing.*




A screenshot of a registration form titled "More details". The form contains several input fields: "Email address*", "Email (again)", "First name*", "Last name*", "City/town*", and "Country*". The "City/town*" field contains the text "Put Name of LPA or Consulting Company Here" in red. The "Country*" field is a dropdown menu with "Select a country" and a downward arrow. At the bottom of the form, there are two buttons: "Create my new account" and "Cancel". A red arrow points to the "Create my new account" button.

- To finish up click the “Create my new account”:
- The system administrator will send you an email to confirm your registration, It will look something like this:



- Open the email & click the link to confirm your registration.

 **Moodle Admin** <brent.fischer@modot.mo.gov>
to me ▾
Hi Jeffrey Cremer,

A new account has been requested at 'MoDOT LPA Training'
using your email address.

To confirm your new account, please go to this web address:


 <http://design.modot.mo.gov/lpatraining/login/confirm.php?data=EJSOGSGGj5bbQnv/test4>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.




If you need help, please contact the site administrator,

- **You will be directed back to the online training course with this message. Click "Courses" to start the LPA Basic Training Course enrollment process:**

Thanks, Jeffrey Cremer
Your registration has been confirmed



- Once Registered & logged in, click the class for LPA Basic Training again:

 **LPA Basic Training** 
 Basic training for participating in MoDOT LPA program

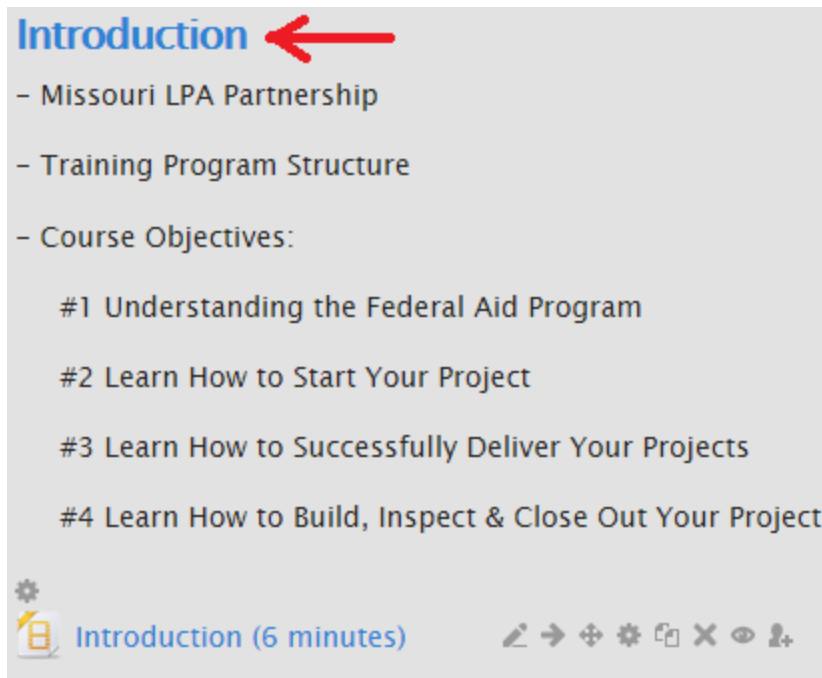
- **You should now see this enrollment section:**

Enrollment key Unmask



- **Enter the enrollment key, "LPA", & click the enroll me button**

- Once you are enrolled a summary of the class will be displayed:

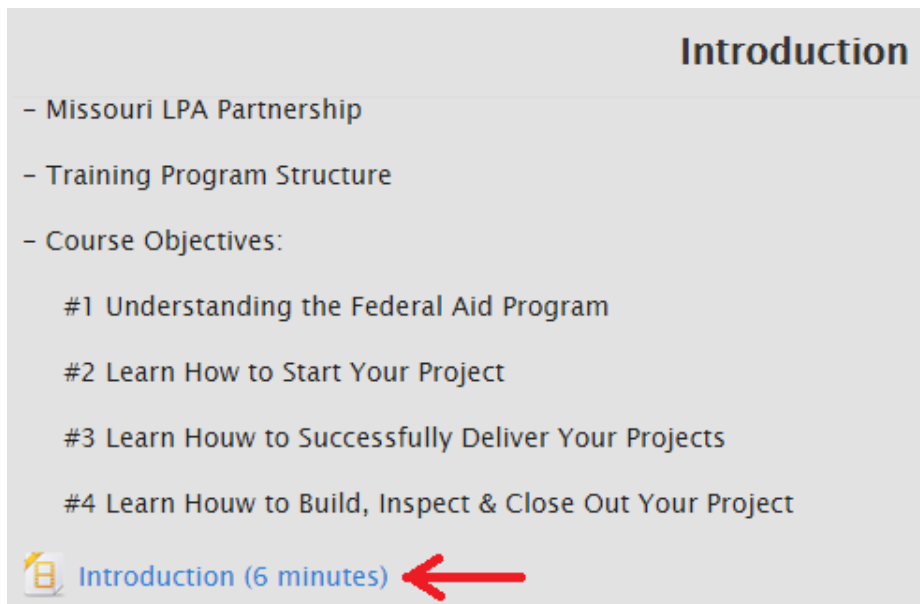


Introduction ←

- Missouri LPA Partnership
- Training Program Structure
- Course Objectives:
 - #1 Understanding the Federal Aid Program
 - #2 Learn How to Start Your Project
 - #3 Learn How to Successfully Deliver Your Projects
 - #4 Learn How to Build, Inspect & Close Out Your Project

Introduction (6 minutes)

- Now click the "Introduction" video file at the bottom of the page:



Introduction

- Missouri LPA Partnership
- Training Program Structure
- Course Objectives:
 - #1 Understanding the Federal Aid Program
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Introduction (6 minutes) ←

- Click the video file & your video player should automatically come up & play the video.

- *Note: Sometimes the browser will download a file in the lower left hand part of the screen, if that happens, click the file & it will automatically open the video player for you.*
- **The introduction video contains additional instructions for completing the online LPA Basic Training Course.**