Creating a Moodle account for GPEI Learning Management System and Registering for the RIM Basics 101 course

1. In a browser, navigate to https://moodle.gov.pe.ca/moodle/

2. In the top right corner, click **Log in.**

3. Click **Create new account**.

4. Complete the required fields for:

   - Username – recommended to use your network login.

   - Password

   - Email address – must be your government email address

   - First name

   - Surname

5. Click **Create my new account.**

6. You will receive a confirmation email with a link that you must click to activate your account.

7. After you click the link, you are given a success message. Click **Continue**.

8. On the GPEI Learning Management System page, select the course you would like to take:

   - Department of Education and Early Years
     - Records Management
       - RIM Basics 101 (English or French)

9. On the Enrolment options page, click **Enrol me**.

10. You will receive an email confirming your enrolment.

11. Follow the instructions on the screen to complete the course.

12. Complete the Acknowldgment Form

   - This form must be signed, dated and witnessed to verify completion of all three modules.

   - Mail the signed form to your Human Resource Manager to be filed in your personnel file.

   - **Also** mail or email a copy to Records Management, Charlottetown Records Centre, 40 Enman Crescent, Room 142, recman@gov.pe.ca