

CTAT Online: Creating Accounts and Enrolling in INVEST

Creating accounts and enrolling in courses on CTAT Online is a two-step process.

1. Create an account on the CTAT Online website: www.ctatonline.org.
2. Login to CTAT Online and, using your enrollment key, enroll in the course.

- The enrollment key for the INVEST course is: **MTINVEST2014**

Creating a CTAT Online Account

1. Open your Internet browser to www.ctatonline.org. A page resembling the image below will appear.
2. Click the name of the course you wish to take, or click **Login** at the top-right corner of the page.

The screenshot shows the RMHS website interface. At the top left is the RMHS logo with the tagline 'Opportunity Through Expertise'. A navigation menu on the left contains 'Home' and 'Courses'. The main content area has a welcome message and a list of available courses. One course, 'Montana Employment Specialist Training', is highlighted with a red arrow. In the top right corner, there is a 'Login' link also indicated by a red arrow.

3. If you have a CTAT Online account, type your username and password into the appropriate fields and click **Login**. If you **do not** have a CTAT Online account, click **Create new account**.

The screenshot shows the login and account creation page. The left side is titled 'Returning to this web site?' and contains a login form with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Login' button. A red arrow points to the 'Username' field. The right side is titled 'Is this your first time here?' and contains instructions for creating a new account, followed by a numbered list of steps. A red arrow points to the 'Create new account' button at the bottom.

4. Type your email address, your first and last names, and your city/town and country into the appropriate blank fields on this page.

The screenshot shows a registration form with two main sections: "Choose your username and password" and "More details".

- Choose your username and password:** Includes a "Username*" field with a red arrow pointing to it, and a "Password*" field with a red arrow pointing to it. A note below the password field states: "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)". There is an "Unmask" checkbox next to the password field.
- More details:** Includes fields for "Email address*", "Email (again)", "First name*", "Last name*", "City/town*", and "Country*" (set to "United States"). A red arrow points to the "Email address*" field.

At the bottom, there are two buttons: "Create my new account" (with a red arrow pointing to it) and "Cancel". A red note at the bottom right says: "There are required fields in this form marked *."

5. Click **Create my new account**. A page with the following text will appear, and you will receive a registration confirmation email.

An email should have been sent to your address at testemail@testemail.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

[Continue](#)

6. Open your email account and find the email from Moodle Support Admin with the subject line, **RMHS: Opportunity Through Expertise: account confirmation**.
7. Open the email. Within the email you will find a link for confirming your account.
8. Click the link, or copy-and-paste it into a browser and press Enter. The following will appear in your browser, confirming your registration.
9. Click the **Courses** button. This will take you to the CTAT Online All Courses page

Thanks, jdl test

Your registration has been confirmed

[Courses](#)

Enrolling in a CTAT Online Course

1. Click the name of the course you wish to take. This will take you to the Enrollment Options page.
2. Type or copy-and-paste your enrollment key in to the **Enrollment key** field. (We suggest selecting the Unmask check box to confirm the Enrollment key is correct.)
3. Click **Enroll me**. This will automatically enroll you in the course and take you to the course page. You will also receive an enrollment confirmation email.

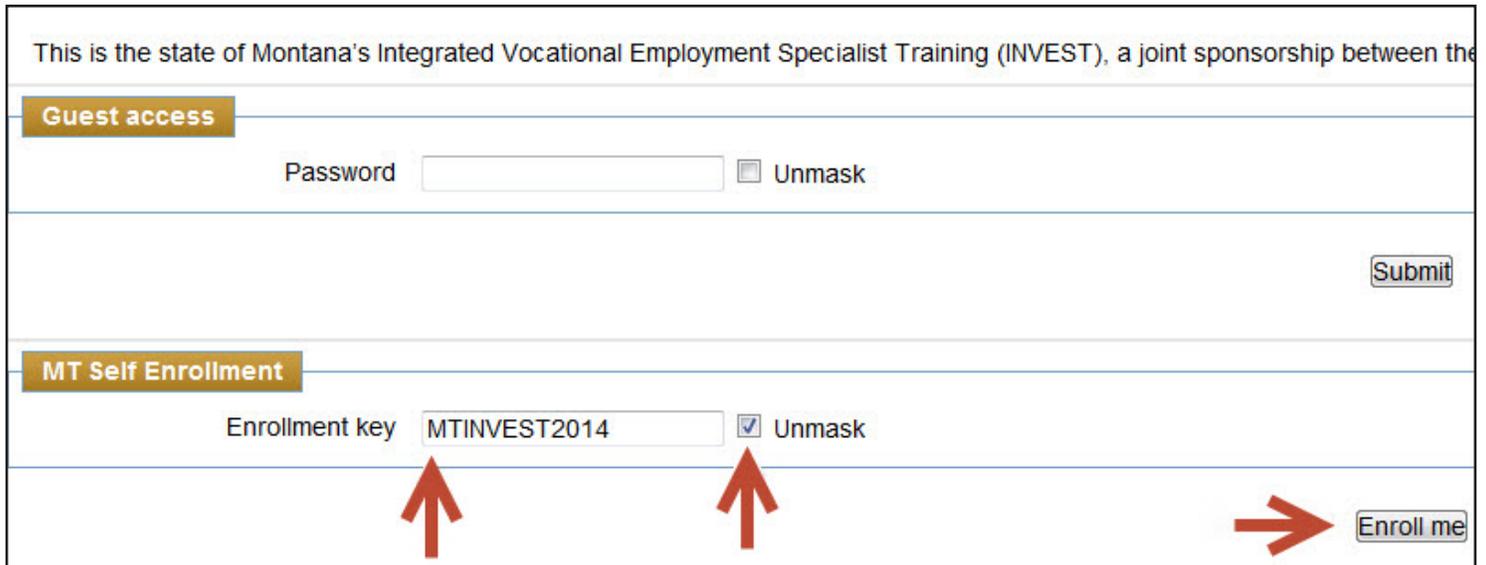
This is the state of Montana's Integrated Vocational Employment Specialist Training (INVEST), a joint sponsorship between the

Guest access

Password Unmask

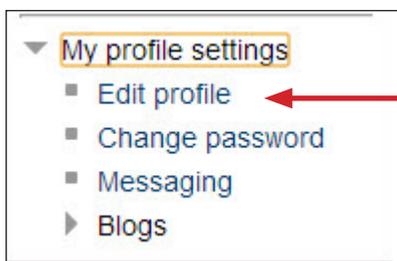
MT Self Enrollment

Enrollment key Unmask



Adding Additional Information to Your Profile

1. After confirming your registration, return to the CTAT Online website.
2. Click the **My profile settings** link, located on the left side of the page.
3. Click **Edit profile**.



4. We encourage you to edit your profile to include some additional information about yourself and your organization. You may upload a **User picture** (tasteful and professional pictures only, please), and feel free to enter information into the **Interests** field, but this is optional.
5. Click **Update profile**.

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