



USER GUIDE



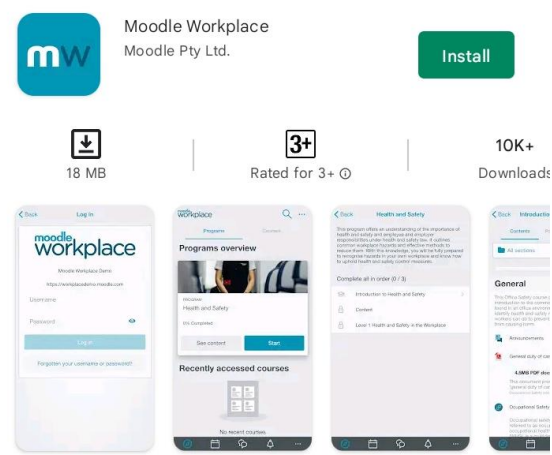
INSTALLATION OF MOODLE WORKSPACE APP & COURSE ACCESS

LAST
MILE
HEALTH



STEP 1: INSTALL THE MOODLE APP

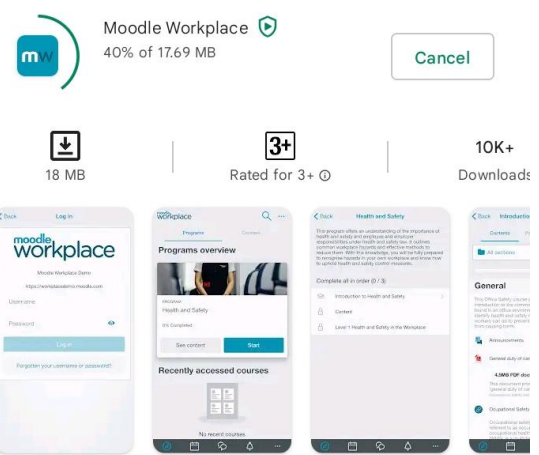
1 Search for “Moodle Workplace” App on either AppStore or Google Play Store depending on the device you use



Empowering your team with an effective learning solution for training.

2 Click “Install” button to install App on your device.

Wait for the App to install.



Empowering your team with an effective learning solution for training.

3 After installation, locate Moodle Workplace App (Icon) on your device. If found, then CONGRATS!, you have installed the App.

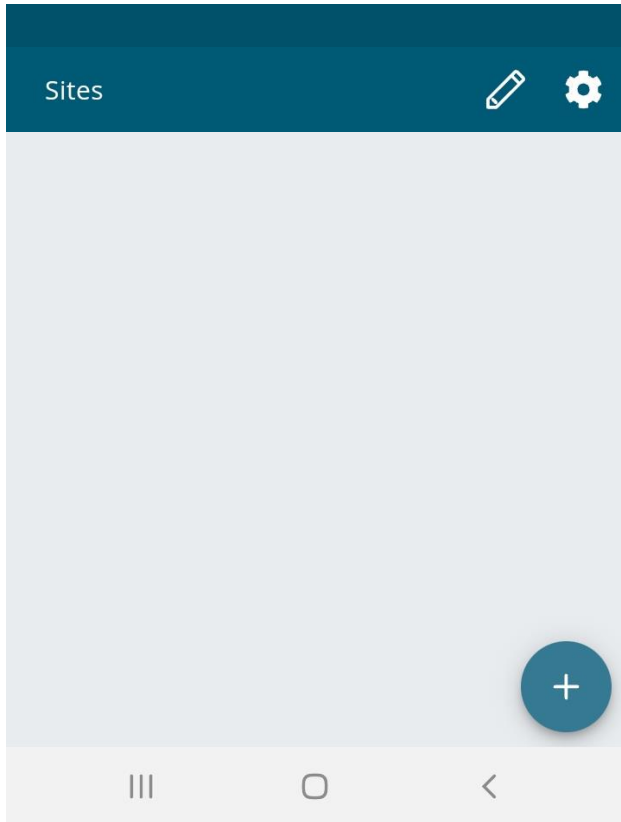
Press the ICON to open Moodle App



STEP 2: CREATE NEW ACCOUNT

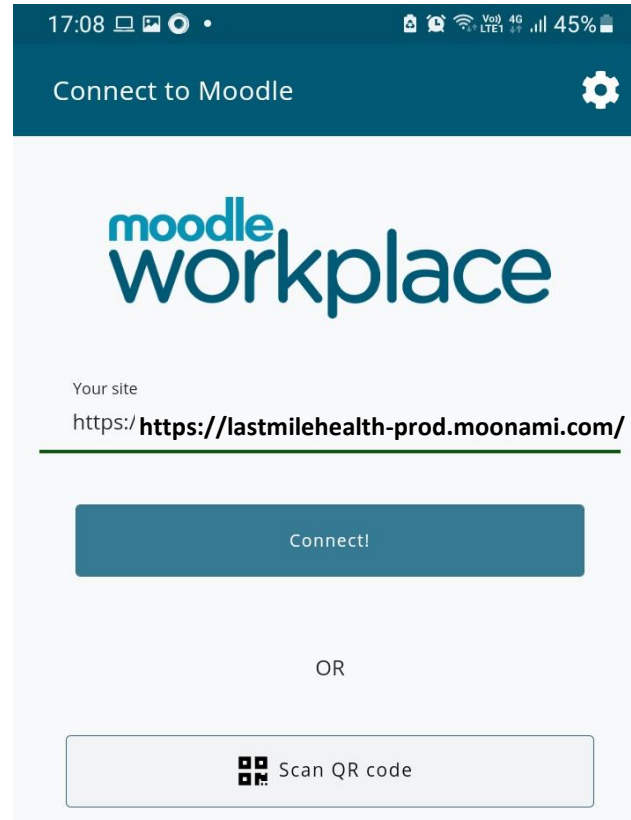
4

Click the ‘ + ’ button to create an account profile on the App.



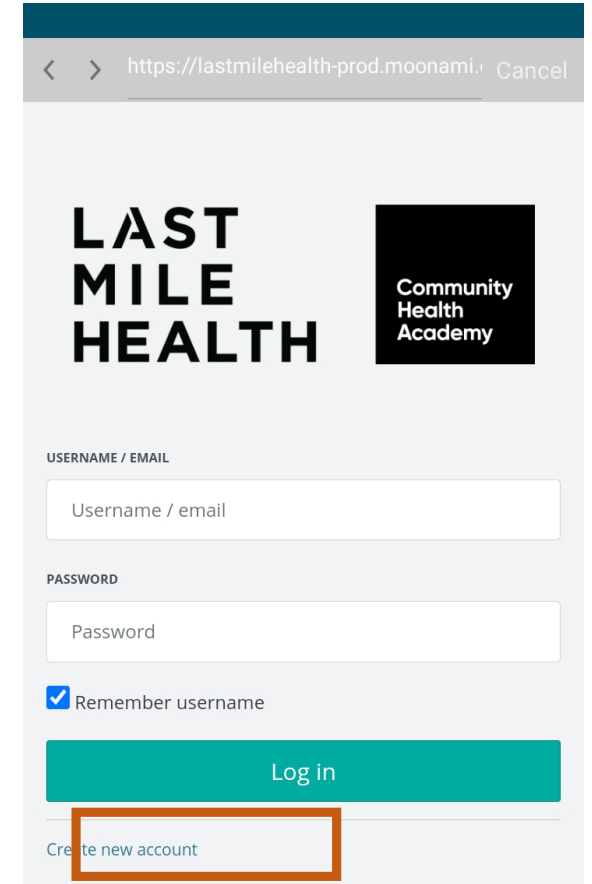
5

In the “Your Site” field, type the Website Address as shared with you, and press “CONNECT”



6

If you do not have an account, Click “Create New Account”. If you have and Account, proceed to STEP #11



STEP 2: CREATE NEW ACCOUNT

6 Fill in all relevant details

LAST MILE HEALTH
Community Health Academy

New account

USERNAME ⓘ
zickynate

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) such as *, -, or #

PASSWORD ⓘ

EMAIL ADDRESS ⓘ
zrate@gmail.com

EMAIL (AGAIN) ⓘ
zrate@gmail.com

FIRST NAME ⓘ
Zicky

SURNAME ⓘ
Nate

5 **IMPORTANT:** Do not fill 'Institution/Organization Code'

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?
Master's degree

WHAT IS YOUR PRIMARY OCCUPATION? ⓘ
Health Educator

WHAT TYPE OF ORGANIZATION OR INSTITUTION ARE YOU PRIMARILY AFFILIATED WITH? ⓘ
NGO / nonprofit

PLEASE LIST YOUR INSTITUTION/ORGANIZATION NAME

PLEASE STATE THE INSTITUTION/ORGANIZATION CODE **X**

WHAT IS YOUR CURRENT LEVEL OF LEADERSHIP WITHIN YOUR INSTITUTION?
Manager, Health Education

WHERE DO YOU PRIMARILY CONDUCT THE DAILY ACTIVITIES REQUIRED FOR YOUR ROLE?
Sub-national level (e.g., district, state, or province)

7 Click "Create My New Account" to create your account

ARE YOU INVOLVED IN THE DESIGN, MANAGEMENT, AND/OR IMPLEMENTATION OF COMMUNITY HEALTH PROGRAMS?
Yes, I am currently involved

HAVE YOU TAKEN AN ONLINE COURSE BEFORE?
No, I have not taken any online course

HOW DID YOU HEAR ABOUT THE COMMUNITY HEALTH ACADEMY PLATFORM?
Recommended by employer or instructor

Create my new account Cancel

There are required fields in this form marked ⓘ.

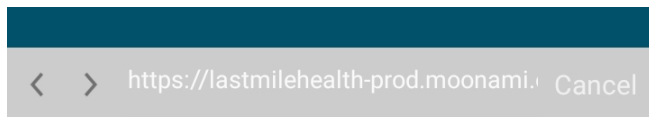
You are not logged in. (Log in)
[Home](#)
[Data retention summary](#)
[Get the mobile app](#)
[Switch to the standard theme](#)

Powered by Moodle Workplace

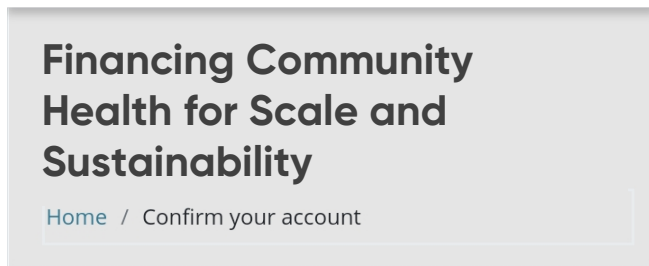
Looking for a different site?

STEP 3: CONFIRM NEW ACCOUNT CREATION

- 8 You should receive a note on your screen as below and also receive a mail in the address provided during Account creation.



LOG IN



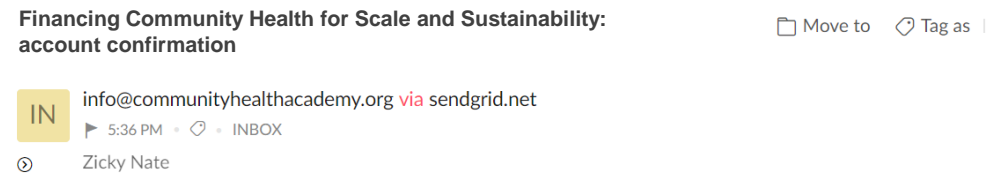
An email should have been sent to your address at **zickynate@gmail.com**

It contains easy instructions to complete your registration.

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

Continue

- 9 Open the email and click on the Confirmation URL. Clicking this URL will directly open the site and register you into the Course.



Display now · External Images are not displayed

Hi Zicky Nate,

A new account has been requested at Financing Community Health for Scale and Sustainability: using your email address.

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

<https://lastmilehealth-prod.moonami.com/login/confirm.php?data=ayaRMNxLMGxsMQT/znate>

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.

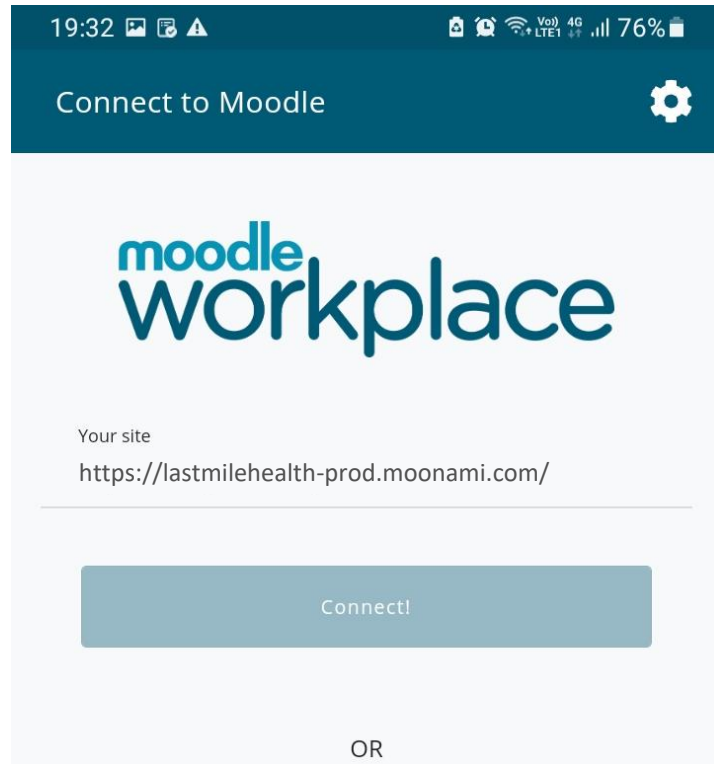
If you need help, please contact the site administrator,

Admin User

STEP 4: OPEN COURSE VIA APP

10

Open the Moodle Workplace App, and type the URL as shared with you.

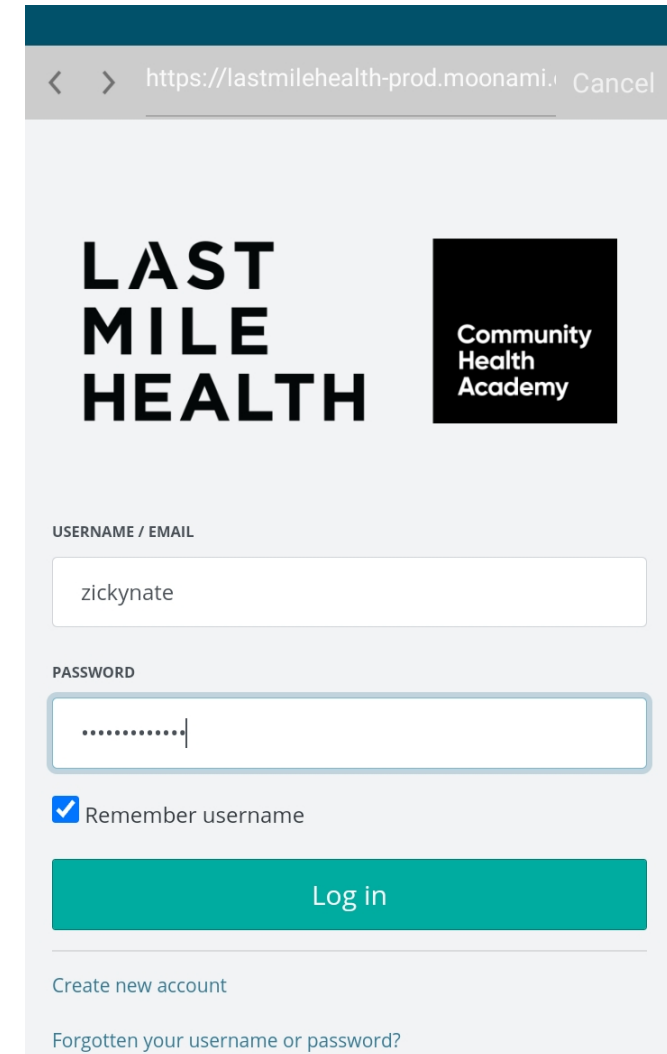


11

Type the Username and Password at the Login prompt.

Click “Login”.

Tick mark “Remember username”, if you want the App to retain your user name next time you open the App.



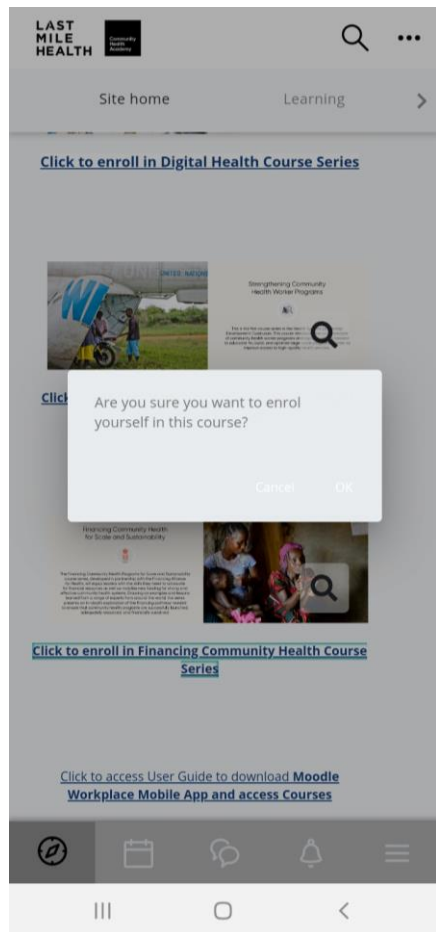
STEP 5: SELF-ENROLMENT

12

When you log in prior to enrolment, you will be prompted to confirm that you want to enrol into the Course.

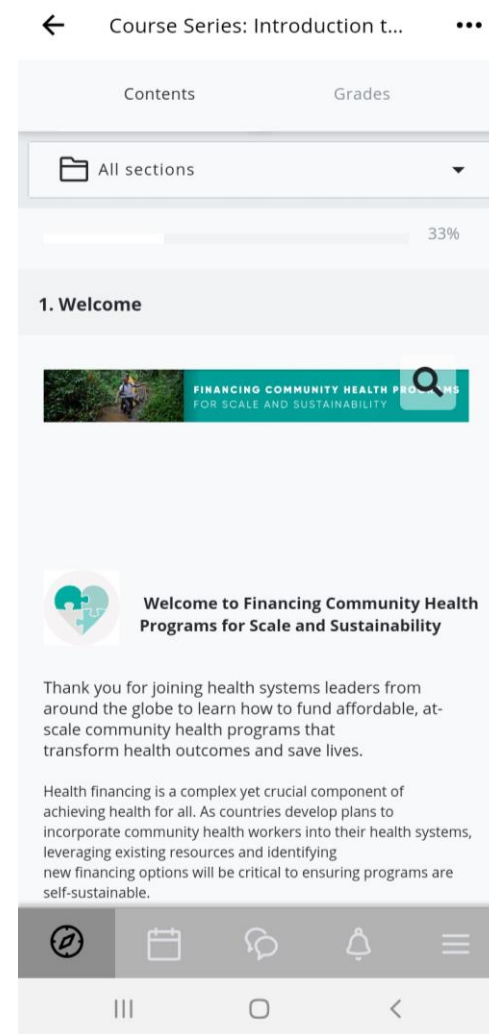
Click 'Ok'

This step is very **important** as it Self-Enrols you into the Course Series.



13

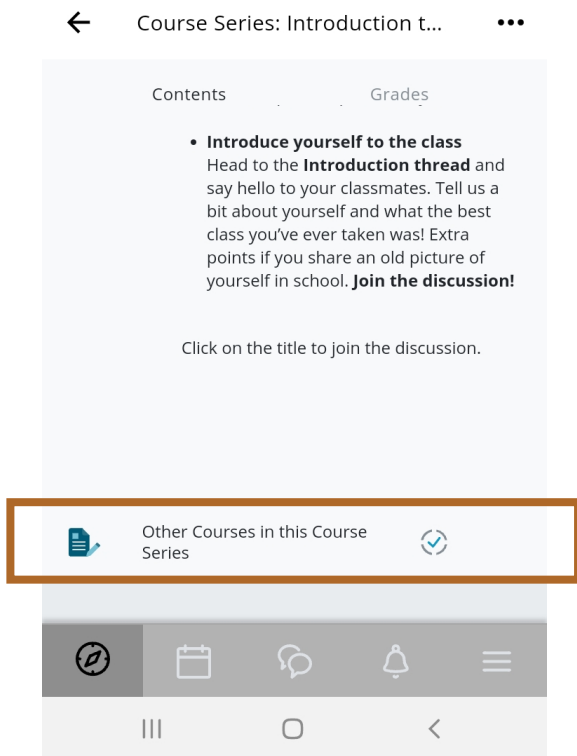
That brings you to the Welcome page



STEP 6: ACCESS COURSES IN THE SERIES

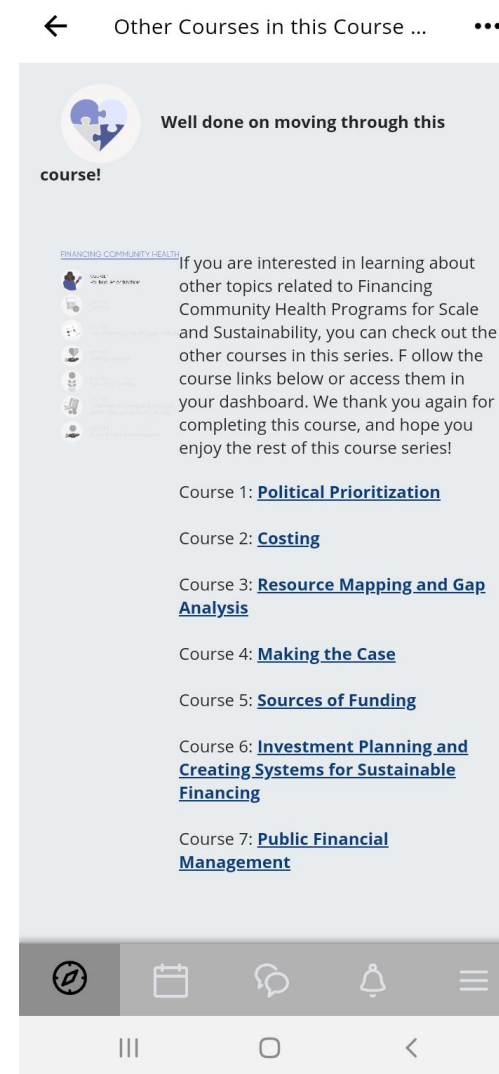
14

To continue learning, click on 'Other Courses in the Course Series' (found at the bottom of the Introduction Lesson)



15

Click on each course to continue learning.



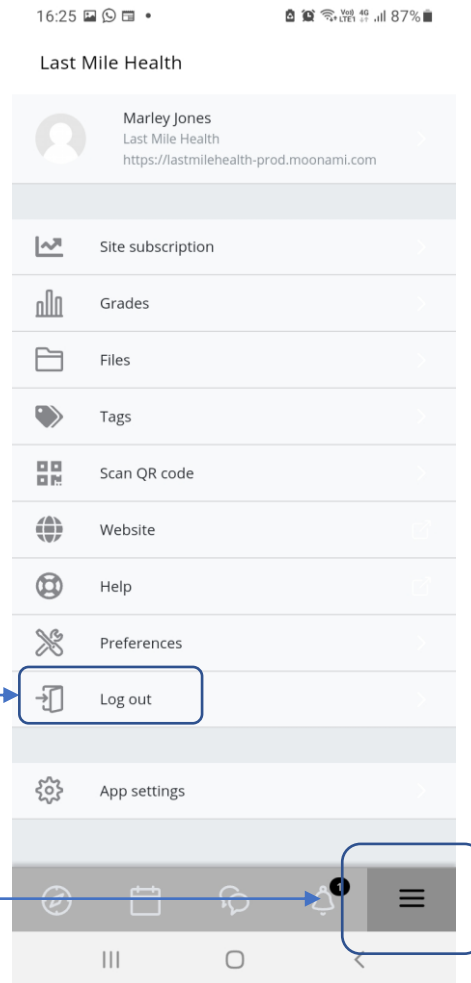
STEP 7: LOGOUT FROM THE APP

16

To Logout, press the triple lined Icon (at the bottom right of the screen).

This opens other details you will be interested to know.

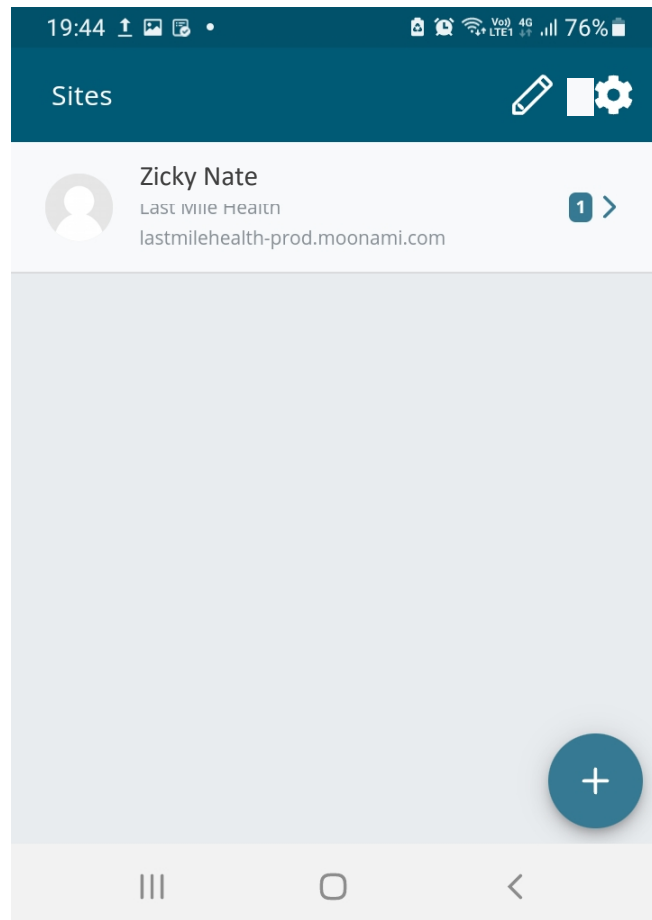
Also found at the bottom of the list is “Logout”, if pressed will Exit the App.



STEP 8 RE-LOGIN PROCESS

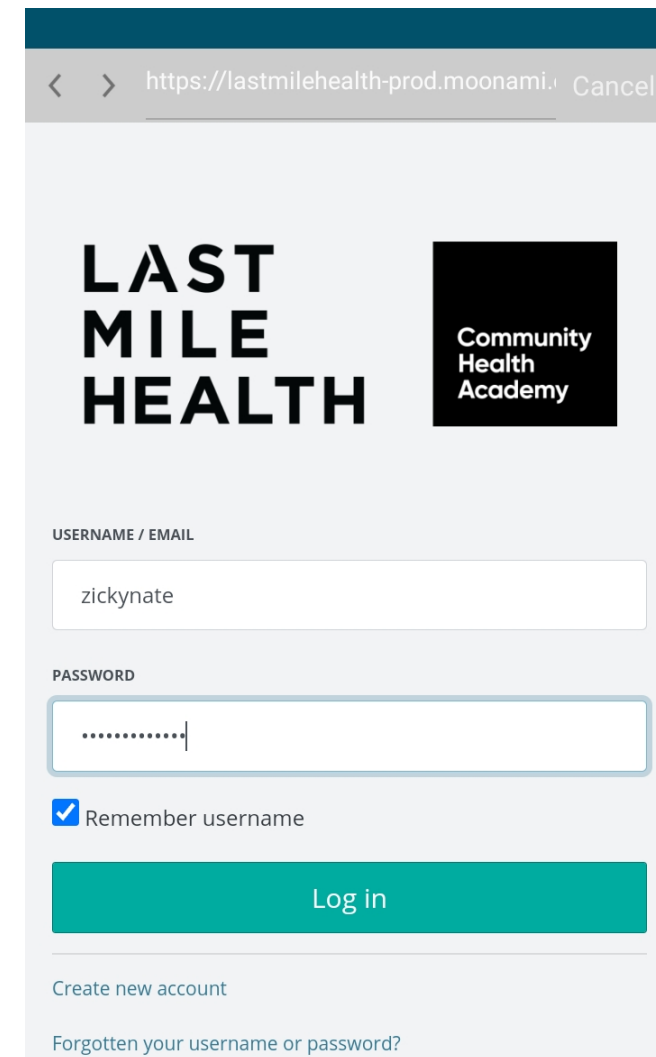
17

Click the learning profile to log in back into the system and access courses.



18

This takes you to the Login page from where you can login and access your courses.



STEP 9: CONTINUE LEARNING

19

Courses you are enrolled into are listed on the 'Learning' Page.

Click the "Start" button to open the Course, and begin learning.

