LINCS — Literacy Information and Communication System

Welcome to the online portion of the *LINCS* Learning to Achieve training program.

To access the online training you will need to take the following steps:

1. Open your web browser and go to http://moodle.cls.utk.edu
2. Each state belongs to a Region. Click on the link for your Region.
3. Click on the link for the training you wish to complete.
4. Log In
   a. If this is your first visit to the *LINCS* Moodle learning management system, you will need to create an account.
      i. The page is divided into two panes. First time users will need to look at the right-hand pane and click on the button labeled "Create New Account."
      ii. Fill out the form. Fields with a red * next to them are mandatory.
      iii. When you have completed the form, click on the button at the bottom labeled "Create my new account." This will take you to the confirmation page.
      iv. On the confirmation page, click on the button at the bottom labeled "Continue." This will take you to back to the main menu and generate a confirmation e-mail.
      v. Go to the e-mail account you gave us in step ii. Click on the link in the e-mail. This will bring you to the course enrollment page. Enter the key for Region 1 (LTARRCI) on this page. It should be entered using all capital letters and no punctuation.
      vi. This will bring you to the course page. Please read the Technical Requirements at the top so that you will be able to access the course material and generate your certificate.
      vii. To return to the list of trainings, click the button labeled "Home" at the bottom of the page.
   b. If this is *not* your first visit to the *LINCS* Moodle learning management system, you just need to log in.
      i. In the left pane enter your user name and password in the spaces provided, and click the button that is labeled "Login."
      ii. To return to the trainings, click on your region.

Should you have difficulty logging in, help is available at mcnutt@utk.edu.