



**Please follow instructions carefully step-by-step.**

## Create an account:

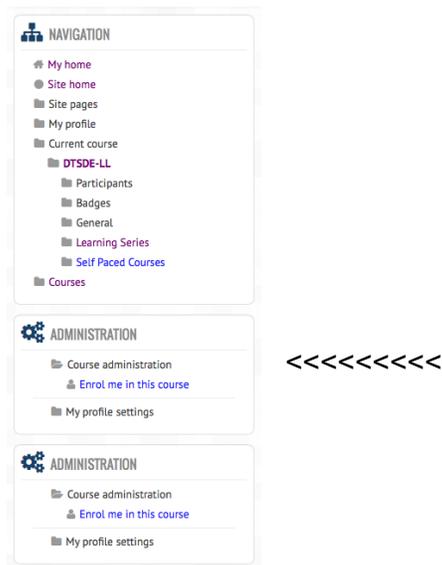
1. Click “Log in” in the top right corner of the homepage.



2. Select the “Create new account” button.
3. Fill in the required information.
4. You should immediately receive an email from [tgolden@rmcres.com](mailto:tgolden@rmcres.com) with the subject “RMC Research Center for Excellence and Innovation in Education: account confirmation.” If you don’t receive the email in your inbox check to make sure it didn’t go into your spam box. If you don’t receive an email at all, email [tgolden@rmcres.com](mailto:tgolden@rmcres.com).
5. Open the email and follow the link to confirm your account.

## Enrolling in the DTSDE Learning Lab

1. Once you have confirmed your account, click on this link <http://rmccfei.org/course/view.php?id=11> (Do not click on “Courses”).
2. On the left-hand side, select “Enrol me in this course” from the Administration block.



3. Then select the “Enrol me” button
4. The course will now appear on your homepage as well as under the My Courses tab on the top bar.