How to access an ePace online course

Before you begin:

1. First you will need to create a **username** and **password** for the ePace Moodle. It's helpful to write these down for later reference, or use an existing username and password that you have for other web sites or perhaps your network login.

2. Before you register you need to have an **email account**. To complete the registration straight away you will need to have access to your email from your current location. It's important to use an email address that you check regularly.

Creating your account:

3. Go to **http://epace.tafesa.edu.au/login** in your web browser. This will take you directly to the login page.

4. Once there, if you do not have a login simply click on "Create new account" and fill in your relevant details.

5. Please note you must fill in the **mandatory fields**. The titles of these fields cannot be changed, so choose the best option available for your situation.

6. You will then receive an email with a **confirmation link**. Go to your email and open the message that has been sent to you from the ePace Moodle. **Click on the link contained** in the email to confirm your account. *If you can't find the email in your inbox check your spam or junk mail folder. Some email providers think this is junk mail and will put it in these folders.*

7. Once your account has been confirmed you can **enrol** in your course. To do this you will need the **course name** and an **enrolment key**. These will be supplied to you by your course facilitator. *You only need to use the enrolment key the first time you enter this course.*

8. If you have trouble locating the course through the above process, type the course name into the **search courses** field.