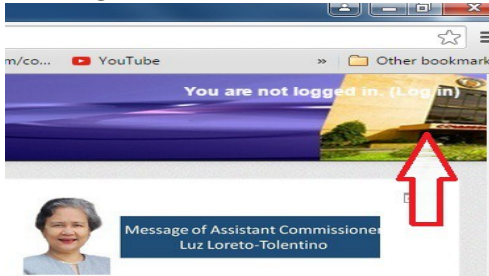


Step by step Moodle Registration and Enrollment

The following are the steps in registering and enrolling in the COA Online Training course:

1. Log on to <http://elearning.coa.gov.ph>.

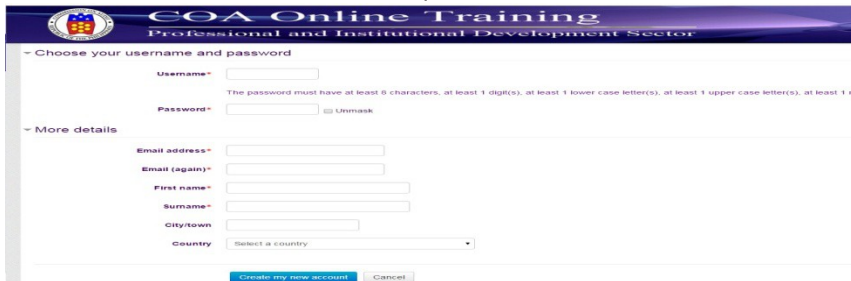
2. Click **Log in**.



3. Click **Create New Account**.



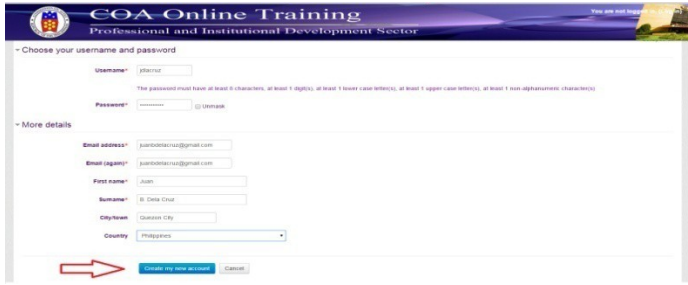
4. Fill in all the information and/or required fields



5. Follow the **First name** (Ex: **Juan**) and **Surname** (Ex: **B. Dela Cruz**) input format. In the space for the Surname, type in your Middle Initial (space) Surname.

6. Click the **Create my new account** button.

Step by step Moodle Registration and Enrollment



The screenshot shows the registration form for COA Online Training. It includes fields for Username, Password, Email address, First name, Surname, City/Town, and Country. A red arrow points to the 'Create my new account' button.

7. Click **Continue**.



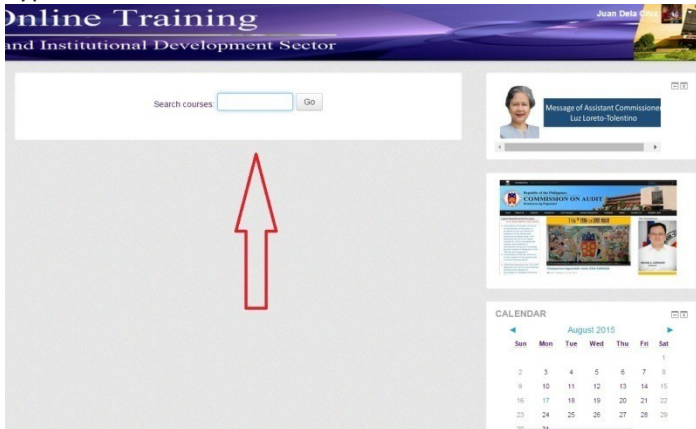
8. Log in to your email.

9. Open your Inbox.

10. Open the **Commission on Audit e-learning: account confirmation** message.

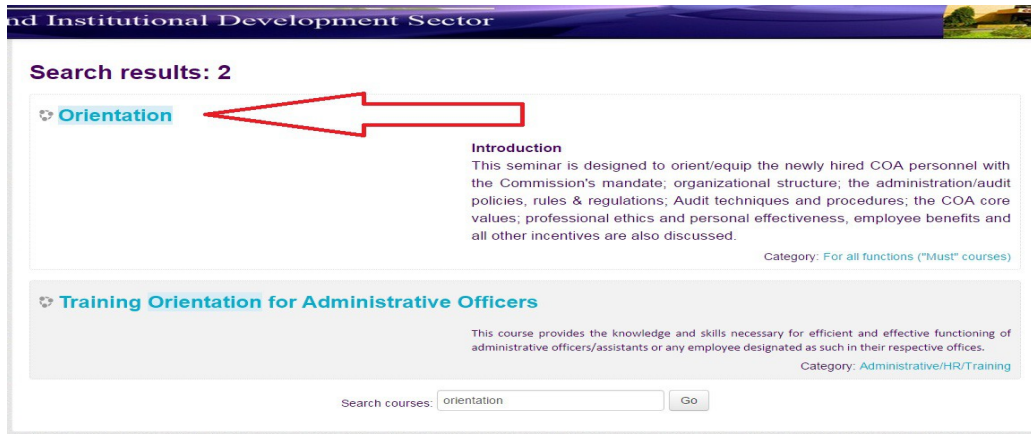
11. Click the confirmation link.

12. Type **Orientation** in the course search box and click **Go**.



13. Click the course on **Orientation**.

Step by step Moodle Registration and Enrollment



nd Institutional Development Sector

Search results: 2

Orientation

Introduction
This seminar is designed to orient/equip the newly hired COA personnel with the Commission's mandate; organizational structure; the administration/audit policies, rules & regulations; Audit techniques and procedures; the COA core values; professional ethics and personal effectiveness, employee benefits and all other incentives are also discussed.

Category: For all functions ("Must" courses)

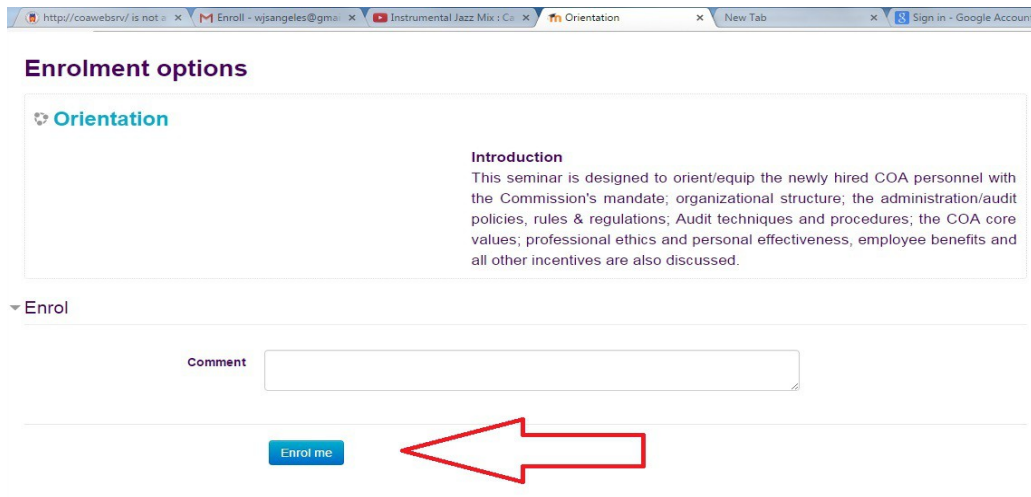
Training Orientation for Administrative Officers

This course provides the knowledge and skills necessary for efficient and effective functioning of administrative officers/assistants or any employee designated as such in their respective offices.

Category: Administrative/HR/Training

Search courses:

14. Click the **Enroll me** button.



http://coawebsrv/ is not ... x Enroll - wjsangeles@gmail.com x Instrumental Jazz Mix : C# x Orientation x New Tab x Sign in - Google Account

Enrolment options

Orientation

Introduction
This seminar is designed to orient/equip the newly hired COA personnel with the Commission's mandate; organizational structure; the administration/audit policies, rules & regulations; Audit techniques and procedures; the COA core values; professional ethics and personal effectiveness, employee benefits and all other incentives are also discussed.

Enrol

Comment

15. Monitor the approval of your enrolment by logging in to your account.
16. Upon approval of your enrolment, Click the course on Orientation.
17. Download the **Before you begin** Powerpoint file by clicking the link.
18. Read and follow the instructions.
19. For learners in the regional offices who may encounter technical difficulties not concerning the Moodle(e.g. internet connection, etc.), please contact your respective IT personnel.
20. Should you encounter any technical difficulties concerning the above steps, email troy.lucena@coa.gov.ph.
21. Questions and/or clarifications regarding readability of course content and/or materials, email coaonlinetraining@gmail.com.

Good luck!

eLearning Team