

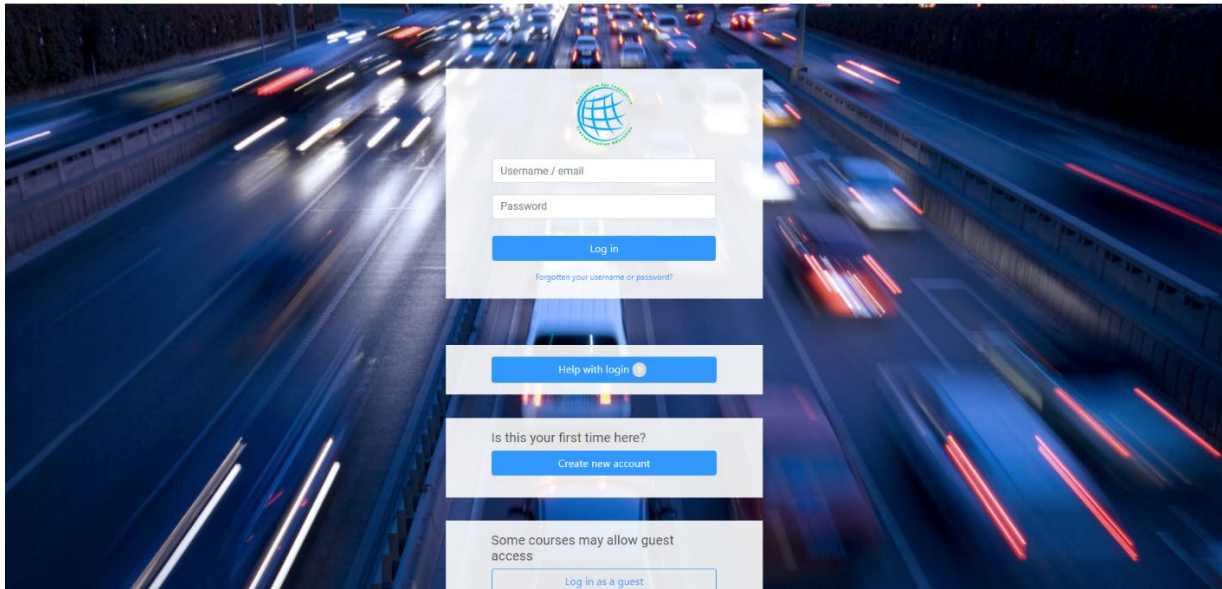


Instructions for Self-Enrollment into Free CITE Courses

Step 1

Click or copy this link into your browser – <http://mrooms.citetraining.org/login/index.php>.

This screen will appear:



Step 2

Returning Users:

If you already have a CITE Moodle account, enter your username and password, then click “Log In” and go to Step 3. If you forgot your username or password, click **Help with login**.

New Users:

Select ‘**Create new account**’; create a username and password, complete all required fields, then submit the request. Please Note: You will receive a separate email from us entitled: “CITE Learning Portal: account confirmation” and it will read as follows:

A new account has been requested at 'CITE Learning Portal' using your email address.

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

<http://mrooms.citetraining.org/login/confirm.php>

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*

Make sure your e-mail filter is set to accept messages from:
<http://mrooms.citetraining.org/> and umd.edu.

Otherwise, if you have a fire wall or a junk mail filter, e-mail may be dumped into your junk mail folder...so please make sure both are on your “safe senders” list.

If you don't receive anything within 24 hours, please check your Spam folder and/or contact Karen Swick kswick@umd.edu.

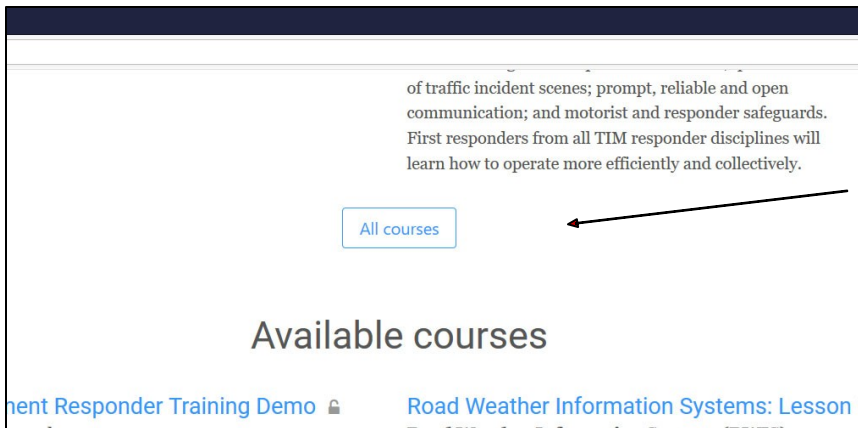


Step 3

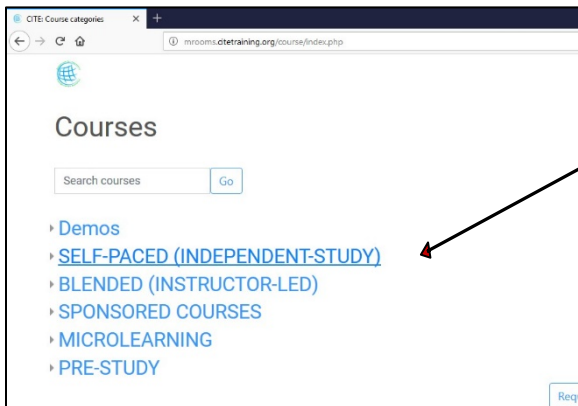
Once you are logged in, click this logo found at the top of the screen:



Scroll down and click the box entitled ALL COURSES:



Select Self-paced (independent study)



The following courses may be selected for self-enrollment

- TSMO 101 – What Is This TSMO Thing Anyway
- Integrating TSMO Into Your Agency
- Managing a Corridor
- Communicating the Value of TSMO
- CMM: Assessing Agency Capabilities