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### **Tutorial for 2023 Traffic Safety Conference Course**

Provided by Indiana Criminal Justice Institute

\*\*We recommend using an updated version of Google Chrome or Mozilla Firefox.\*\*

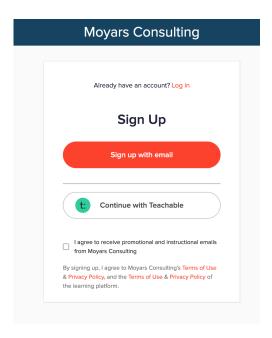
#### 1) Enroll in Course for Free

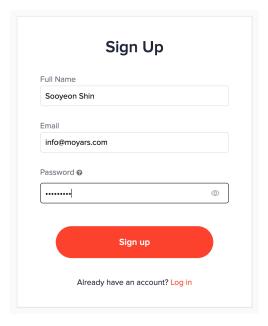
- Go to website for DREs <a href="https://www.moyars.com/2023DRE">https://www.moyars.com/2023DRE</a>
- Go to website for SFSTs https://www.moyars.com/2023SFST
- Click the orange Enroll button to get started.



#### 2) Enroll in Course for Free

• For New Users: Click on <u>Sign up with Email</u> button. On the next page, sign up with your name and your email and password for the course. Check and confirm your email to fully activate your account.







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Back on the browser, click on the <u>Continue to Course</u> button to get started with the training.

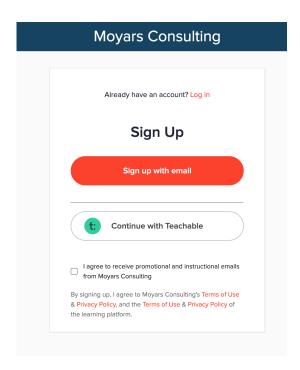


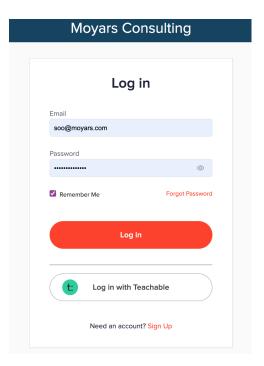
### Thanks for enrolling in this course!

Your order ID: **120208998**You will shortly receive an email confirmation at **info@moyars.com**.

Continue to Course >

For existing Users: If you have enrolled in online courses provided by Moyars Consulting, you
already have an account to proceed. Click on <u>Already have an account? Log In</u>. On the next page,
log in to your account with your email and password.



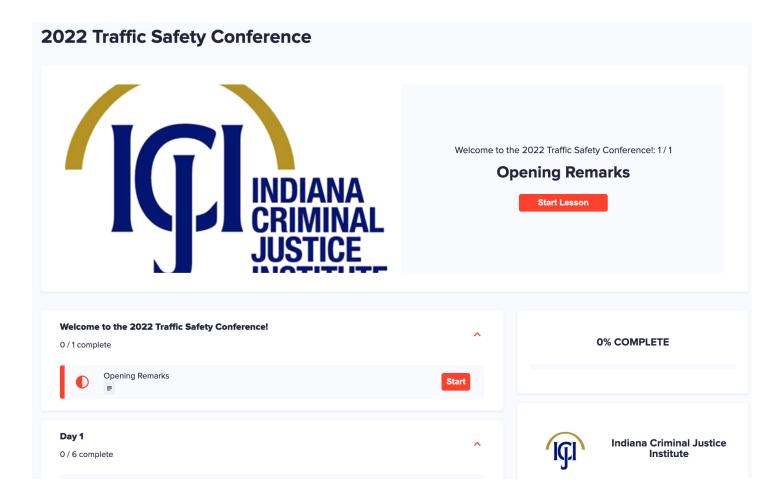




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#### 3) Navigate and View Course Content

- Once you are logged in, the main screen will show the **Start Lesson** button to begin.
- On the bottom left, there is a curriculum of the course.
- On the bottom right, you will see a progress bar displaying the percentage of the course that you have completed as well as the descriptions/bios of the training provider.

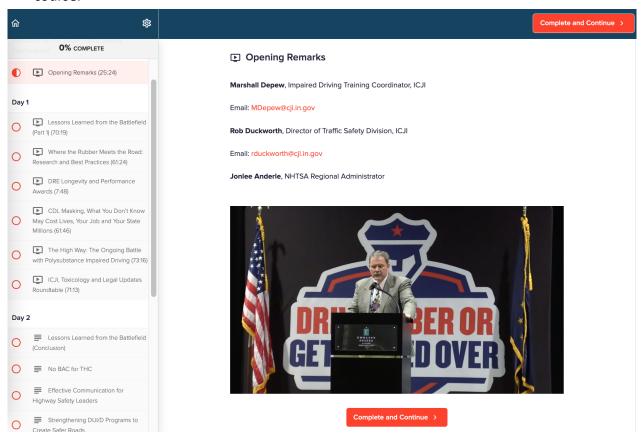




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#### 4) Start the Course

 For each section, a video lecture will play automatically. As you progress through lectures, click on the <u>Complete and Continue</u> button to mark the lecture and move on to the next lecture in the course.

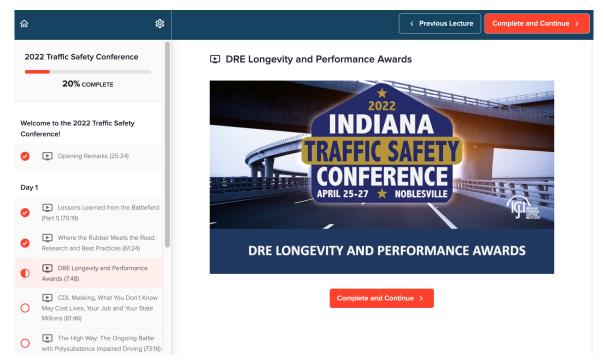




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#### 5) Navigating the Course

As you move along, you'll see a checkmark next to the completed lecture and your course progress
percentage will increase. Incomplete lectures are denoted with an empty or a partially filled-in
circle. Completed lectures are denoted with a checkmark. You can view individual lecture progress
and course progress in the course sidebar.



- It's important to note a few things as you mark your progress through a course:
  - Lectures will only be marked as complete if the Complete and continue button is clicked. If you navigate through the course by selecting individual lectures in the course sidebar, then the lectures will not be marked as complete.
  - Course progress cannot be reset, but you can still access lectures even if they are marked as complete. To do so, click on the individual lecture in the course sidebar.
  - If you want to reset your course progress, you can contact your school owner, Moyars
     Consulting at <a href="mailto:soo@moyars.com">soo@moyars.com</a> and request that your existing account is deleted and then manually add/enroll you back in the course. This effectively "resets" your course progress.



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#### 6) Completing the course

• **Certificate of Completion:** Upon course completion, your Certificate of Completion will show with the date completed and Training Provider number. You can download this certificate for your record. You will also receive an email to access the certificate.

