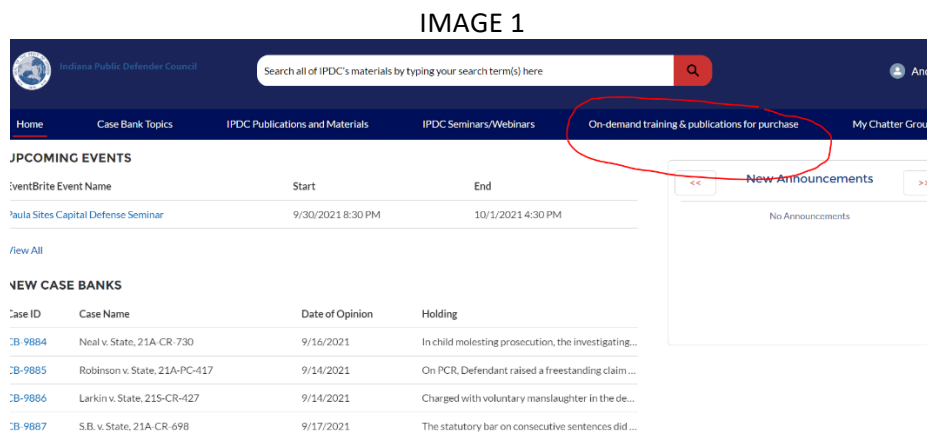


## Instructions for accessing IPDC's On-Demand CLE Course site.

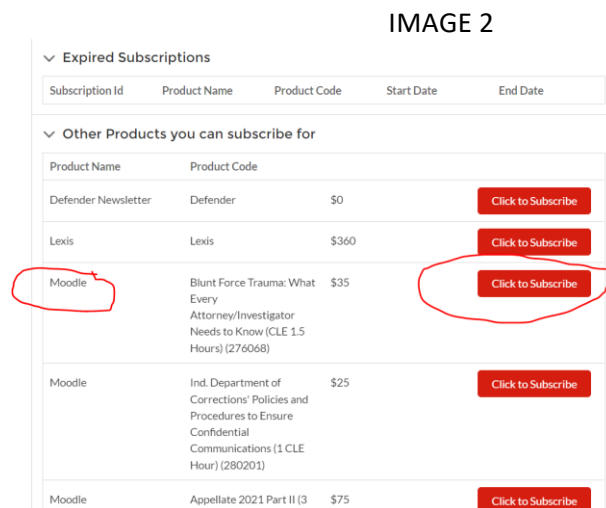
1. Log into the IPDC Membership page: <https://ipdc.force.com/login>.
2. Your username is your email address followed by .ipdc. For example [lawyername@gmail.com.ipdc](mailto:lawyername@gmail.com.ipdc) -- **do not forget to add .ipdc to the end of your email address.**
3. Forgot your password? Click the "Forgot Your Password" link. Remember your username is your email address followed by ".ipdc" Contact IPDC at one of the following email addresses ([JByrne1@pdc.in.gov](mailto:JByrne1@pdc.in.gov), [mimoore@pdc.in.gov](mailto:mimoore@pdc.in.gov) or [KiYoung1@pdc.in.gov](mailto:KiYoung1@pdc.in.gov)) if you have trouble resetting your password.

### Accessing the Courses

4. Once logged in, go to tab labeled "On-demand training and publications for purchase" (See Image 1 below). Please scroll past the images for more instructions.



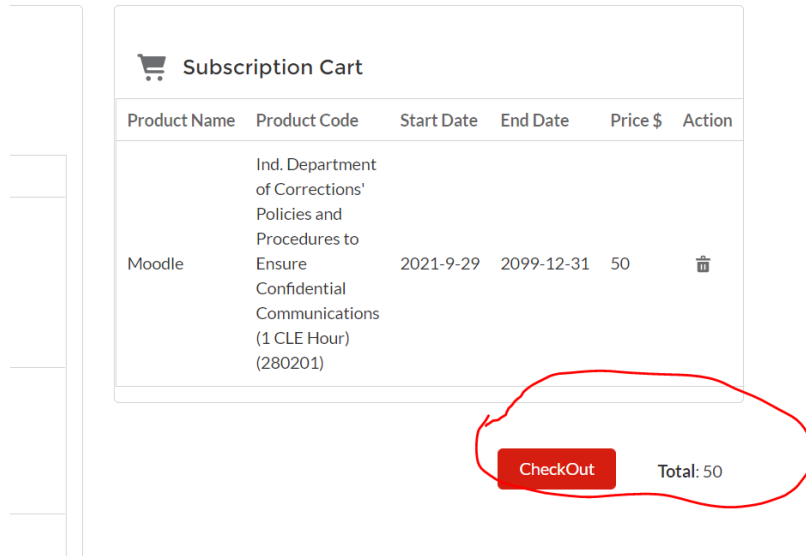
5. Choose any "Moodle" course. Click the red "Click to Subscribe" button next to the course you wish to purchase. See Image 2. When you select the course, it will be moved to the checkout box at the top of the screen. See Image 3.



## Checking Out

- When you're ready to check out, scroll to the top of the screen and go through the Checkout process. See Image 3

IMAGE 3



- Once the course is paid for, the course will appear at the top of the screen under subscriptions. Click the blue hyperlink to access the course. See Image 4.

IMAGE 4

The screenshot shows a 'Subscriptions' page with a list of active subscriptions. A red circle highlights the 'S-17966' subscription ID.

Subscription Id	Product Name	Product Code	Start Date	End Date
<a href="#">S-17966</a>	Moodle	Juvenile Defense Webinar Series 2020 (FOR COMMISSION QUALIFICATIONS ONLY, NO CLE)	2021-09-26	2099-12-31
<a href="#">S-17870</a>	Moodle	Understanding & Litigating Sex Offender Registry Issues (1 CLE Hour) (263041)	2021-08-27	2099-12-31
<a href="#">S-17872</a>	Moodle	TPR/CHINS 2020 CLE (6 CLE hours) (258784)	2021-08-27	2099-12-31
<a href="#">S-17936</a>	Moodle	CHINS/TPR Commission Certification (THIS	2021-09-17	2099-12-31

**IF YOU HAVE NEVER ACCESSED THE MOODLE ON-DEMAND COURSES, PLEASE FOLLOW STEPS 8 THROUGH 15 WHICH WILL ONLY NEED TO BE DONE ONCE. OTHERWISE, JUMP TO STEP 16**

8. For first time users of the on-demand site, there will be a one-time password set-up when you attempt to access the course
9. After clicking the blue hyperlink next to the course, you will be redirected to the course site, called Moodle.
10. If this is the first time you've accessed this site, you will be asked to enter a temporary password, which is emailed to you once you clicked the blue hyperlink to go to the course
11. If you see a screen asking you to reset your password, go to your email to obtain the temporary password.
12. The password will be a jumble of numbers, letters and symbols, including punctuation marks.
13. Copy and paste the entire temporary password into the course screen and then type in a new password on the next two lines. There will be instructions on the page to assist you.
14. You will only need to do this once. Once you have created a password, it will be stored, and you will bypass that screen the next time you go to the on-demand courses.
15. Once you have followed the password step, you will be taken to the course page to begin taking the course.

**Jump to this step if you've used Moodle in the past**

16. Click the blue hyperlink to go to the Course
17. Read the course instructions. .
18. Answer any questions that pop up during the course video(s)
19. At the end of each course video, a button will appear asking you to "Submit" the course.
20. The submit button activates the course completion, which will cause IPDC to be notified that you have completed a course.
21. Within 2 weeks of the course completion, IPDC will submit the attorney's CLEs to CLE commission.
22. At the completion of the course, you will be able to access a course completion certificate evidencing that you completed the course.
23. If you are unsure whether you correctly completed the course, please email Diane Black at [DBlack@pdc.in.gov](mailto:DBlack@pdc.in.gov) and Kim Young at [KiYoung1@pdc.in.gov](mailto:KiYoung1@pdc.in.gov) with your name, bar number and the course you completed. Someone will return your email with verification that the course shows completed and that your CLE credits will be submitted.
24. For all other questions, please email Kim Young at [KiYoung1@pdc.in.gov](mailto:KiYoung1@pdc.in.gov)

