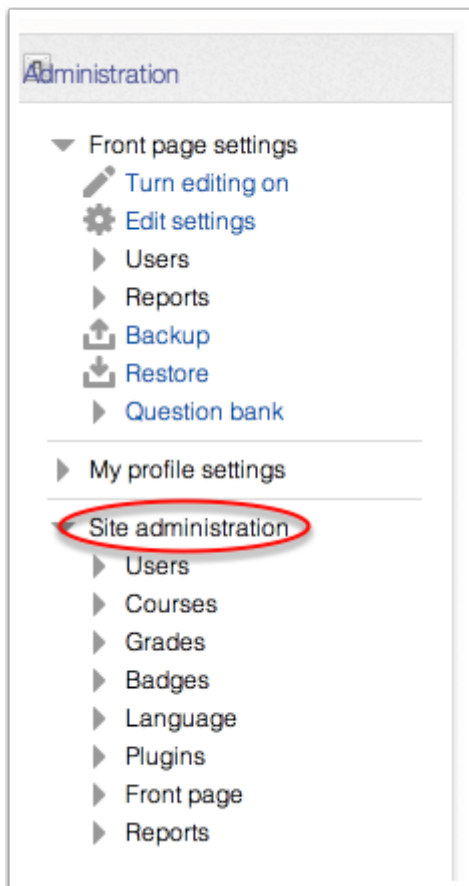


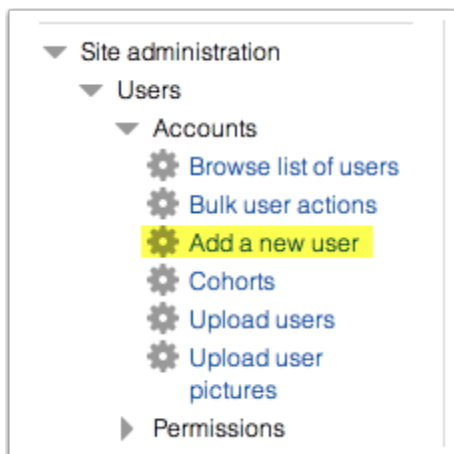
Step 1

Log into <http://nwrpca.net/moodle>. Scroll down to the bottom of the home-page and select site administration on the left side of the screen.



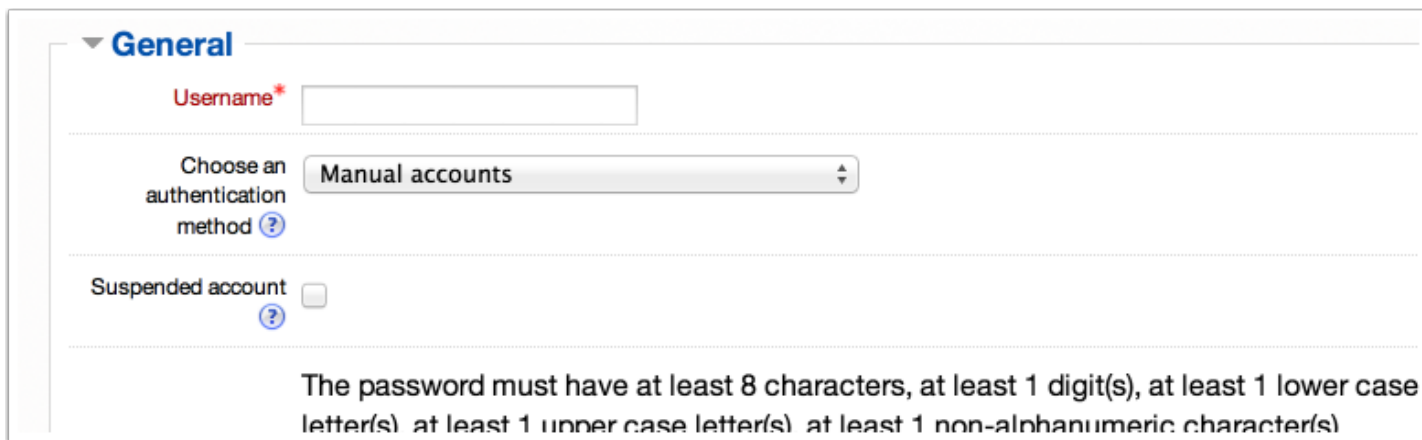
Step 2

Click on 'Users'. Then select 'Accounts' and **Add a new user**.



Step 3

Start by adding a Username. You will have to fill out other categories such as Password, First Name and Last Name.



Step 4

Scroll down to the bottom of the page and select **Create User**.

