Booking and Enrolling onto your eCARE course
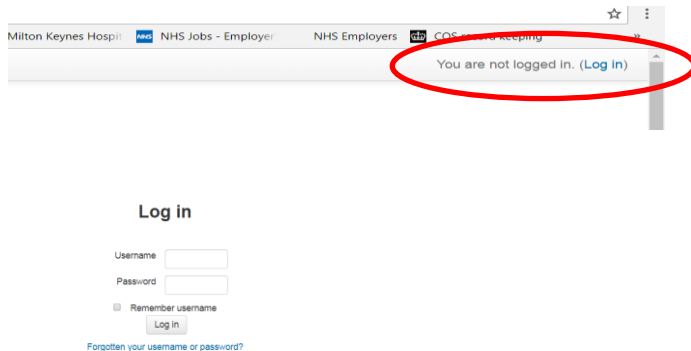
eCARE courses are booked via moodle. moodle can be accessed by visiting https://moodle.mkuh.nhs.uk/

1. Login to moodle (top of the page on the right)

2. Use the IT user name and password that you use to login to your Trust computer/email.

3. Browse the courses and click on the one you need to take. You will see the categories of this course – please click on the one that applies to you.

4. Browse the training sessions available and agree with your line manager which one you can attend. Once agreed, click on your selected session. Don't worry about reference at the end of the course title, these are used for our trainers to identify rooms.
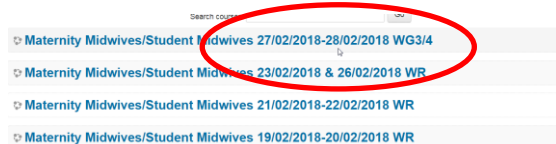
5. Select 'Enrol me'
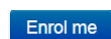
6. Under the tab 'All bookings' you will now see the time, venue and number of places available on the session. If you're happy, click 'Book now'.

7. Once booked, click 'continue'.

8. You will be able to see your booking, and will notice that the number of places has decreased.

9. Your will receive an email confirming your enrolment and you can print a booking confirmation by clicking this icon , this will take you to a page which has a summary of your booking, you can print this, or copy and paste the text into your outlook calendar.
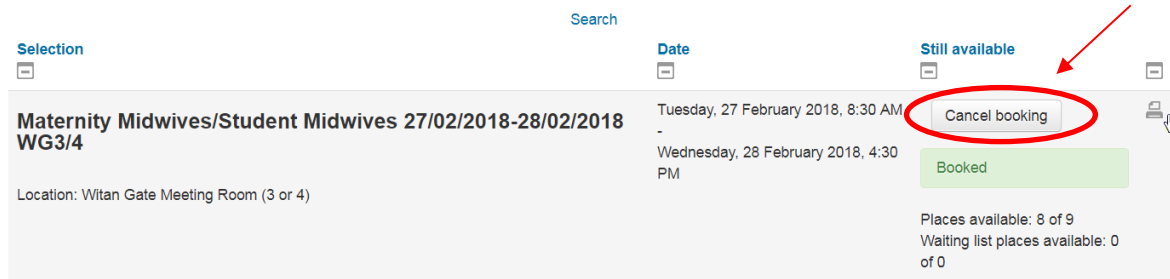
10. Need to cancel?

Follow the previous instructions and find your course and click on the cancel booking button

Selection ⊟	**Date** ⊟	**Still available** ⊟	⊟
Maternity Midwives/Student Midwives 27/02/2018-28/02/2018 WG3/4 Location: Witan Gate Meeting Room (3 or 4)	Tuesday, 27 February 2018, 8:30 AM - Wednesday, 28 February 2018, 4:30 PM	Cancel booking Booked Places available: 8 of 9 Waiting list places available: 0 of 0	🖶

And finally….

Thank you for taking time out to book your eCARE course - as you know eCARE will transform the way we work and make real improvements to patient care.

Enjoy your course, and don't forget to cancel if you can't make it.