

## FROM THE OFFICE OF ONLINE LEARNING INTRODUCTION TO JUST PEACE

To become a student in Chicago Theological Seminary's free, self-paced online course, **Introduction to Just Peace**, you will need to create your own account on CTS Moodle where all CTS course web sites are hosted.

Please follow the steps below to create your account and start engaging in the course. **If you encounter any technical problems or questions, please email, indicating the course title, and detailed description of the problem/question:**

[help@ctschicago.edu](mailto:help@ctschicago.edu)

### NOTES FOR CTS MOODLE ACCOUNT HOLDERS:

NOTE 1: If you have an existing CTS Moodle account and know your username and password, please skip steps 1-4, log on to CTS Moodle ([ctsonline.mrooms.net](http://ctsonline.mrooms.net)), find "CTS Community" at the bottom of the page, and click "Introduction to Just Peace". Then follow the Step 6-7, below.

NOTE 2: If you have an existing CTS Moodle account but forgot your password, please contact [help@ctschicago.edu](mailto:help@ctschicago.edu) to retrieve your password.

### STEPS FOR INITIAL ACCESS:

All users who are new to CTS Moodle, please complete steps 1-7, below:

1. GO to [ctsonline.mrooms.net](http://ctsonline.mrooms.net) and click "Create new account" in the Login block.
2. Fill in all the required fields. Username and password are entirely up to your decision. "City/town" is optional, but helpful for the community to have a better sense of you
  - a. NOTE: We encourage you to provide your email that you check frequently
  - b. The last field is where you type in the randomly generated characters/numbers. If this is too hard for you to see, you can get another code to type in by clicking "Get another CAPTCHA".
3. Upon "Creating my new account", you will receive an email confirmation. Click the link in that email to finalize your account creation (*specific email addresses are masked in the screen capture below*).
4. Upon clicking the link, you will get the final confirmation message. Click "Courses" at the end of ..

5. When you see the categories of courses, click “CTS Community” and then click “TEC Introduction to Just Peace”

6. When asked to enter enrollment key, type **justpeace** and then click “Enroll me”. Ticking “Unmask” will reveal the letters you type, helping you to ensure that you’re entering the correct enrollment key.

7. Welcome to Just Peace! This is the “Course Home” for Just Peace. You may wish to bookmark this now on your browser! If you have any technical questions/issues, please click the “Tech Support” sticky note on the right side of the course home.

**NOTE 1: If you do not visit this course site for more than 60 days, you will be unenrolled automatically.** You will still be able to log into the CTS Moodle site, but you will need to re-enroll yourself into the Just Peace course.

**NOTE 2: If you do not log into the CTS Moodle site for more than 180 days, your account will be completely deleted.**

**NOTE 3:** If you reach out to the tech support team, please always include to provide the following information:

- Your full name
- The nature of the issue (for example, if you can’t post to a forum, tell us exactly which forum in the course it is)
- Course title

## STEPS FOR ONGOING ACCESS:

If you wish to log back into the course once the above initial steps have been taken,

1. Log into CTS Moodle at [ctsonline.mroome.net](http://ctsonline.mroome.net)
2. Look for the “Navigations” block on the right side (you may need to scroll down a little bit to find this block, and click “My courses”. You will find Just Peace there.