



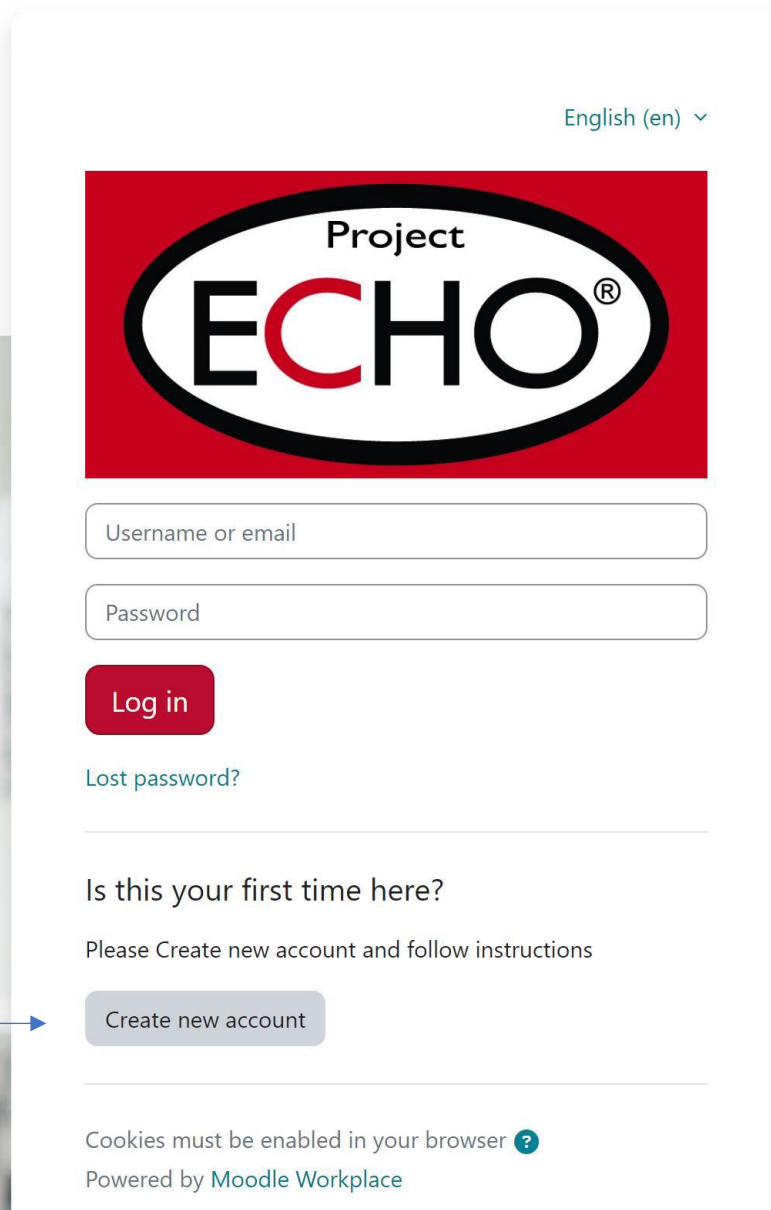
Project ECHO NI ECHO Network Registration – Moodle Guidance

Part 1 Guidance – Creating a New Account & Network Registration


1. Please follow the Link to Moodle below:-
moodle.echonorthernireland.co.uk

Please also see our Registration Guidance Video:-
<https://vimeo.com/906669255/4d112a1ecb?share=copy>

2. Please select Create New Account as below:-



English (en) ▾



Username or email

Password

Log in

[Lost password?](#)

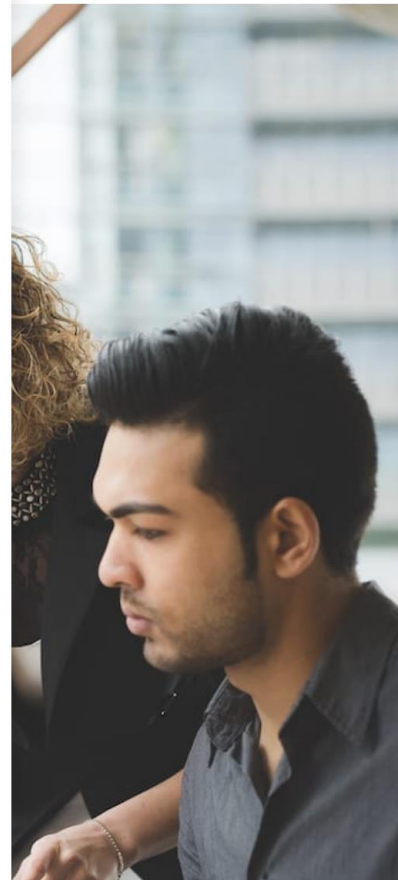
Is this your first time here?

Please Create new account and follow instructions

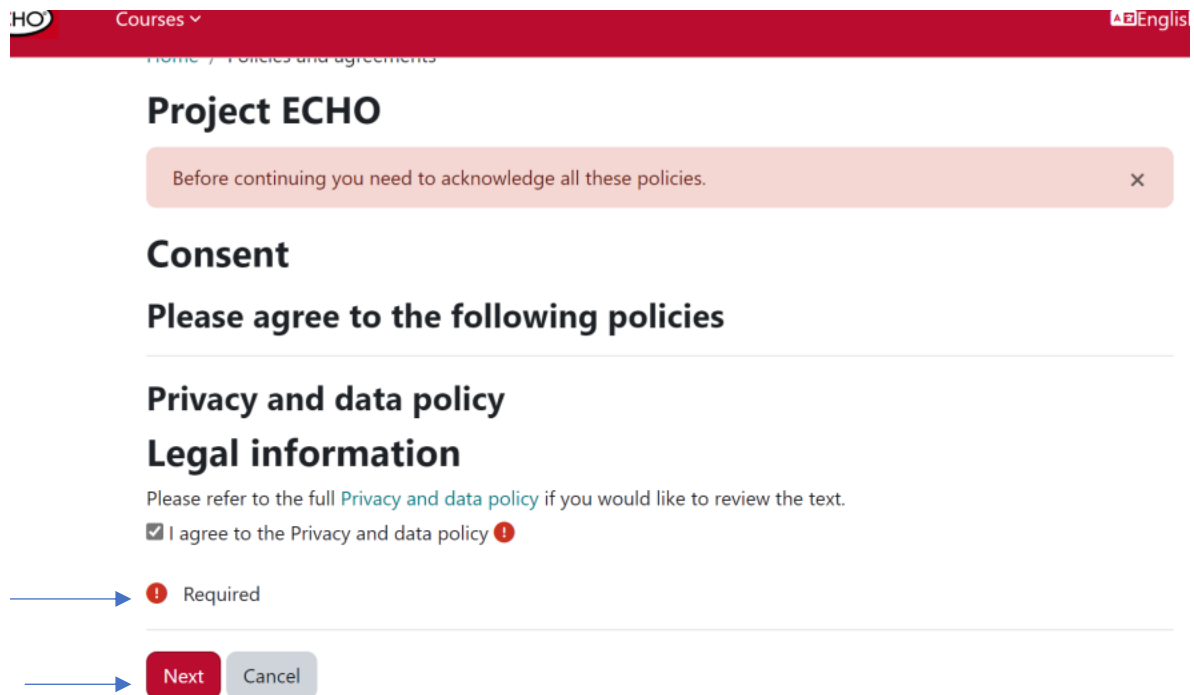
Create new account

Cookies must be enabled in your browser [?](#)

Powered by Moodle Workplace



3. Our RQIA Project ECHO Privacy & Data Policy Page will appear. *Please ensure to read our Policies before selecting Next . Select Agree tick box & proceed to Next. *Please ensure you have read & understood All of our policies before selecting agree.



4. The below screen will appear. *Please infill All required fields. The system will prompt you in infill required fields if missed. Ensure to use your work details only when submitting your information.

You will note from within the **Other** fields there is the ECHO Network drop down box. Select the Network you would like to Register with.

New account

Username ¹

The password must have at least 12 characters

Password ¹

Email address ¹

Email (again) ¹

First name ¹

Last name ¹

City/town

Country

Other fields

ECHO Network ¹

Telephone Number ¹

Job Title ¹

Organisation name ¹

Organisation Type ¹

Other type (if selected above)

Address (Place of work only) ¹

County

Postcode ¹

Create my new account






Cancel

¹ Required

****Ensure to remember your password. Never share your password with third parties****

5. You will receive a confirmation email as below. To confirm your new account, please follow the link and login using your email address & new password: -


Project ECHO: account confirmation

 Admin User (via Project ECHO)    | 
To: You Thu 18/01/2024 12:03

Hi,

A new account has been requested at 'Project ECHO' using your email address.


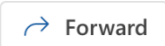
To confirm your new account, please go to this web address:

<https://echotest.echonorthernireland.co.uk/login/confirm.php?data=9rrW7JVLGRQ3BbP/hukecho5%40outlook%2Ecom> 

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

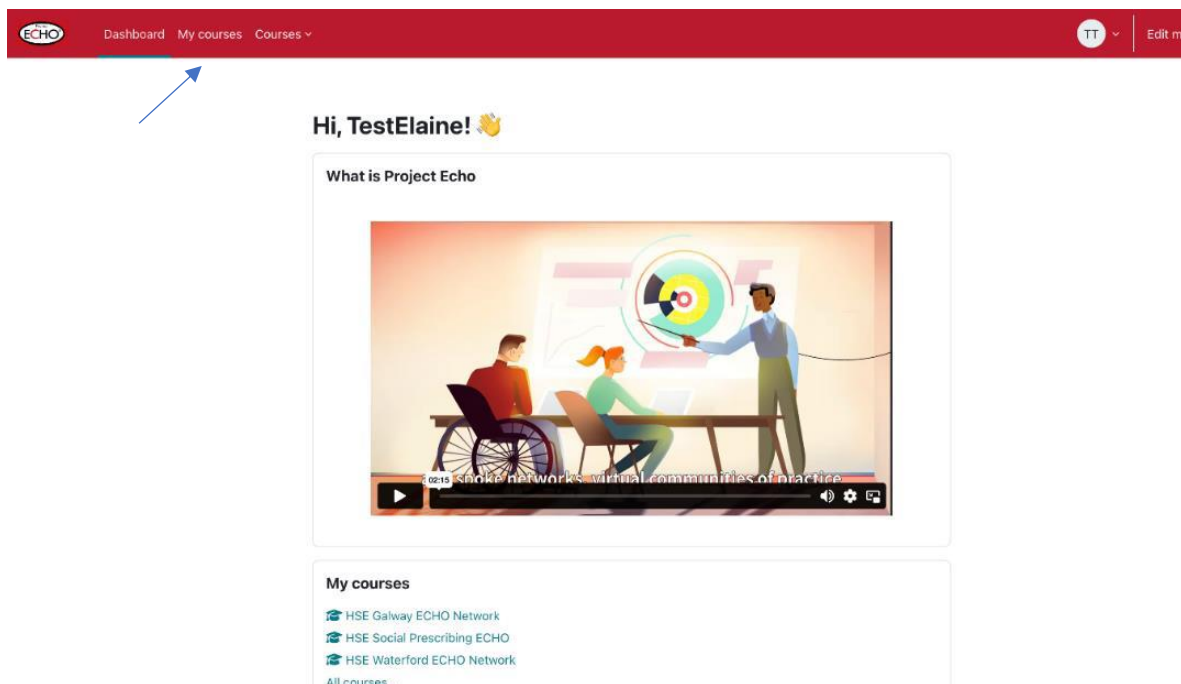
If you need help, please contact the site administrator,

Admin User

Part 2 – Moodle Access & Enrolment

1. Your Homescreen will appear as below. You can now select My Courses: -



***You will note on the dashboard that you are not enrolled within the course**



2. To enrol onto the course you will be required to self-enrol. Go to Course categories on the dashboard page. Select ECHO Networks:-

Course categories

 ECHO Networks ←

Select the Course you wish to enrol to from the selection:-

The screenshot shows the Moodle interface for ECHO Networks. At the top, a dark red navigation bar contains links for 'Dashboard', 'My courses', 'Site administration', and 'Courses'. Below this, the breadcrumb 'Courses / ECHO Networks' is visible. The main heading is 'ECHO Networks'. A secondary navigation bar includes 'Category', 'Settings', 'Upload courses', and 'More'. A search bar is present with 'ECHO Networks' in the dropdown and a search icon. Below the search bar is a pagination control showing '1' (selected), '2', and a right arrow. A list of course categories follows, each with an information icon and a right arrow: 'Cardiology Heart Failure South', 'Care Homes Southern Trust', 'Care Homes Western Trust & PC Support', 'Co-Creating Hope', 'Collaborative Community Pharmacy 2023/24', 'Community Neurology', and 'Community Palliative Care Out of Hours Nursing Service'. A blue arrow points to the 'Collaborative Community Pharmacy 2023/24' entry.

Select enrol me:-

The screenshot shows the 'Enrolment methods' section for the 'Cardiology Heart Failure South' course. It features a dropdown menu with 'Self enrolment (Requires Approval)' selected. Below this, there is a red 'Enrol Me' button. A green callout box with a white border contains the text 'Now select Enrol Me to join this Network'. A blue arrow points to the 'Enrol Me' button.

The ECHO Team will receive a notification & enrol you:-

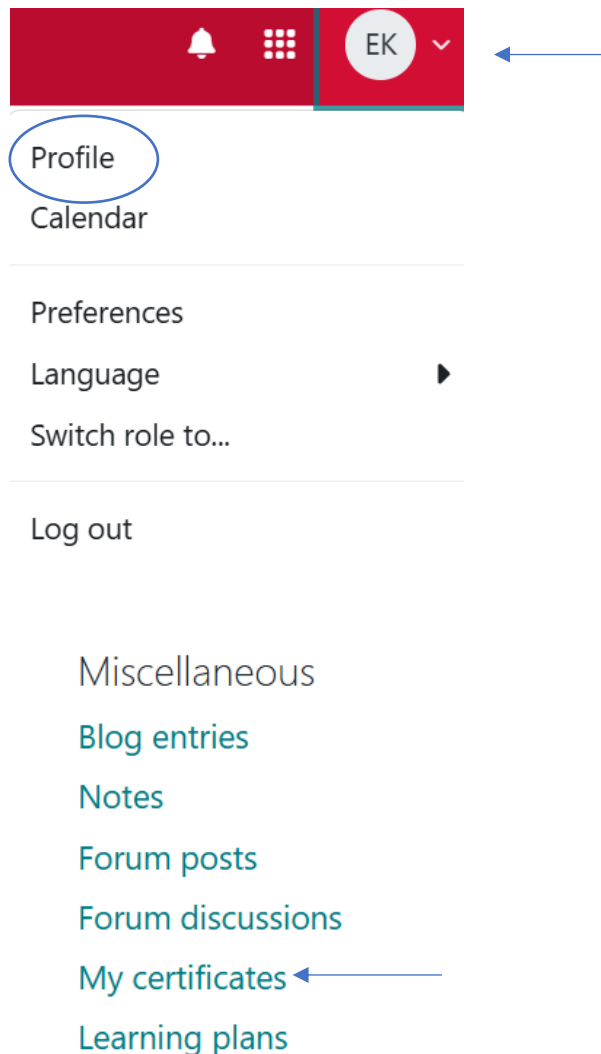


3. You can now access all of your Network ECHO session recordings and resources. Simply select the course from the homepage and select your Network. You can now freely access ECHO session recordings and resource Materials by selecting either Presentations or Video Recording of the Session.

A screenshot of a web application interface. At the top is a dark red navigation bar with the ECHO logo, 'Default tenant', 'Dashboard', 'My courses', 'Site administration', and 'Courses'. On the right of the bar are a bell icon, a grid icon, and a user profile icon labeled 'EK'. Below the navigation bar is a sidebar with a hamburger menu icon. The main content area shows a course titled 'Year 2 - Week 17: 29/04/2025 HFVC'. Underneath, there is a list of activities:

- 'Cardiology Heart Failure South ECHO Knowledge Network - HVFC 29th April 2025 Agenda & Zoom Link' with a 'To do' status and a 'Hidden from students' tag. Below it, it says 'Booked: Tuesday, 29 April 2025, 12:45 PM - 2:00 PM'.
- 'ECHO Session Save the Date & Zoom Link PDF' with a 'To do' status.
- 'Presentation 29/04/2025 PDF' with a 'Done' status. A blue arrow points to this item from the left.
- 'Project ECHO Attendance Certificate Cardiology Heart Failure South - HFVC 29th April 2025' with a lock icon and a message: 'Not available unless: The activity Cardiology Heart Failure South ECHO Knowledge Net... Show more'.
- 'Video Recording' with a 'To do' status. A blue arrow points to this item from the left.

4. User Profile. You can choose to select your Profile to view your information and the Network/s you are registered with. Select your initials at the top right of the & select Profile. **You can view and download Attendance Certificates from your Profile:



Should you have any queries around Moodle access or ECHO Network Registration, please email us:

projectecho@rqia.org.uk

A member of the team will contact you shortly to assist.