

— EST. 1981 —

**PORTOBELLO  
INSTITUTE**  
**DISTANCE LEARNING**



**Instructions for  
Enrolling on a Portobello Institute Distance  
Learning Course**

To enroll for a distance learning course with Portobello Institute please follow the steps outlined below:

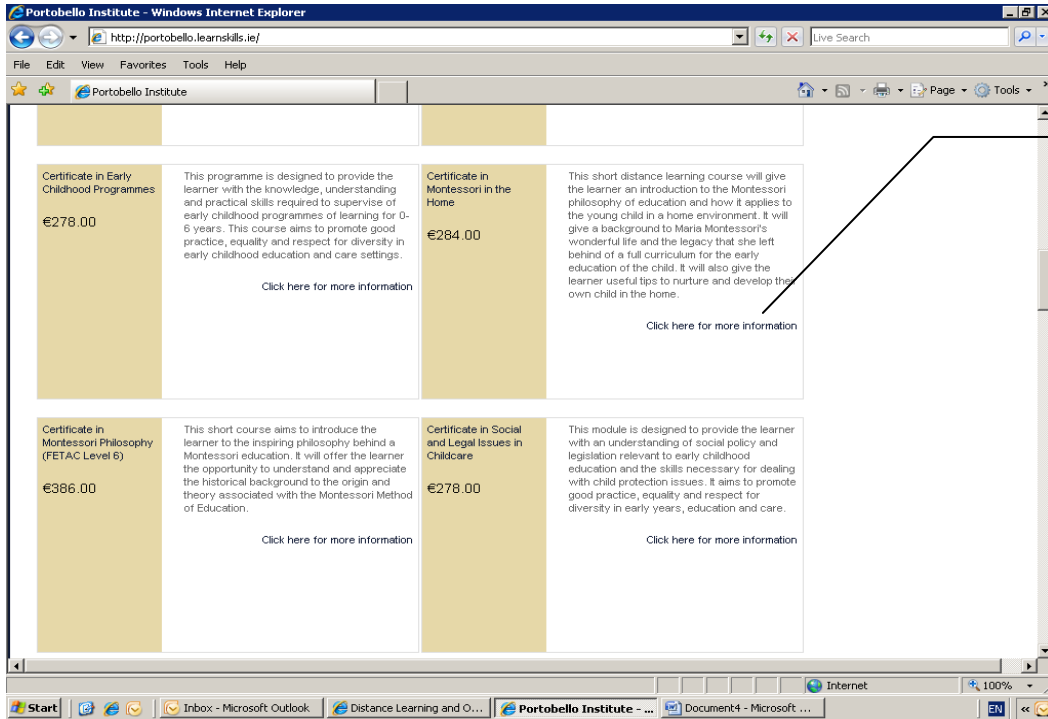
- 1) First, select a programme that you are interested in on our Online Learning Centre.

The screenshot shows the Portobello Institute website in a Windows Internet Explorer browser. The page has a header with the site name and a navigation menu. Below the header is a 'Welcome to Portobello Institute Distance Online Learning Centre' section with introductory text and a 'Login' form. The 'Login' form includes fields for 'Username' (pre-filled with 'lykeohane') and 'Password', along with 'Login', 'Create new account', and 'Lost password?' buttons. Below the login form is a 'Calendar' for April 2010. The main content area is titled 'Available Courses' and features two course listings. The first listing is for an 'Advanced Certificate in Supervision in Childcare Major Award' priced at €1112.00. The second listing is for a 'Certificate in Arts and Crafts' priced at €192.00. Below these listings are two smaller course cards: 'Certificate in Caring for...' and 'Certificate in Child...'. A 'Request a Brochure' button is located at the bottom right of the course listings. The browser's taskbar at the bottom shows several open applications, including Microsoft Outlook and the Portobello Institute website.

All courses are listed under the 'Available Courses' tab on the Moodle homepage

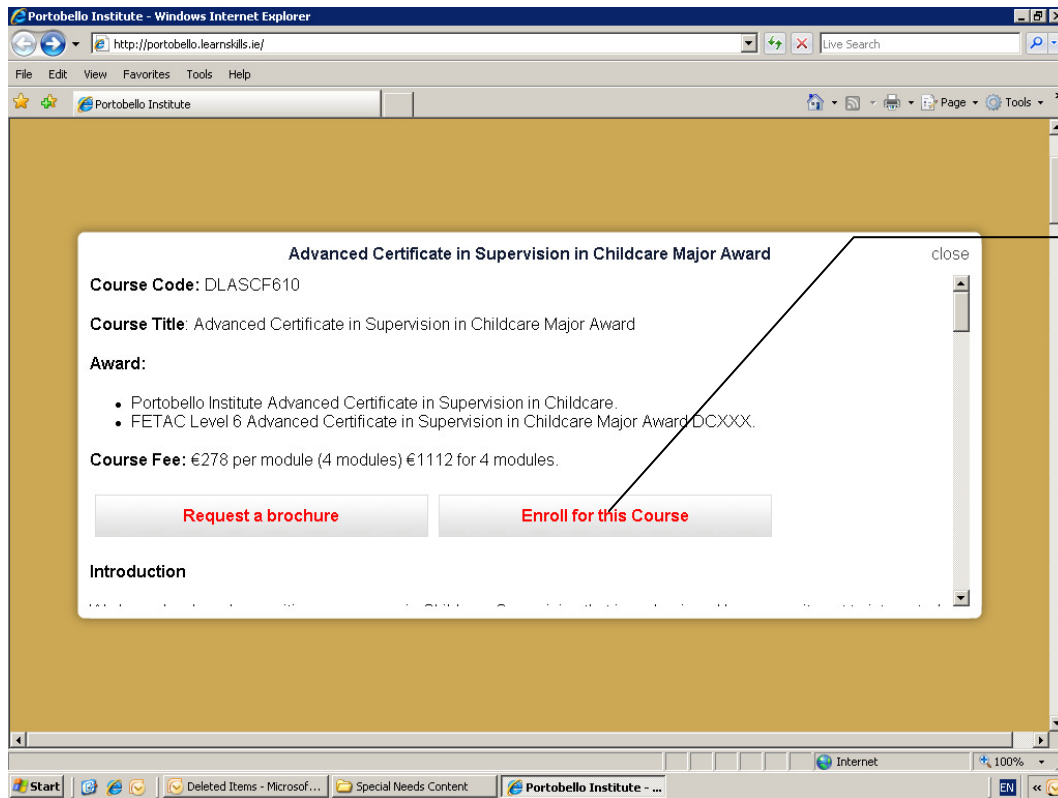
Alternatively click on a category of your choice

2) For more information on your chosen course, please click the 'Click here for more information' tab



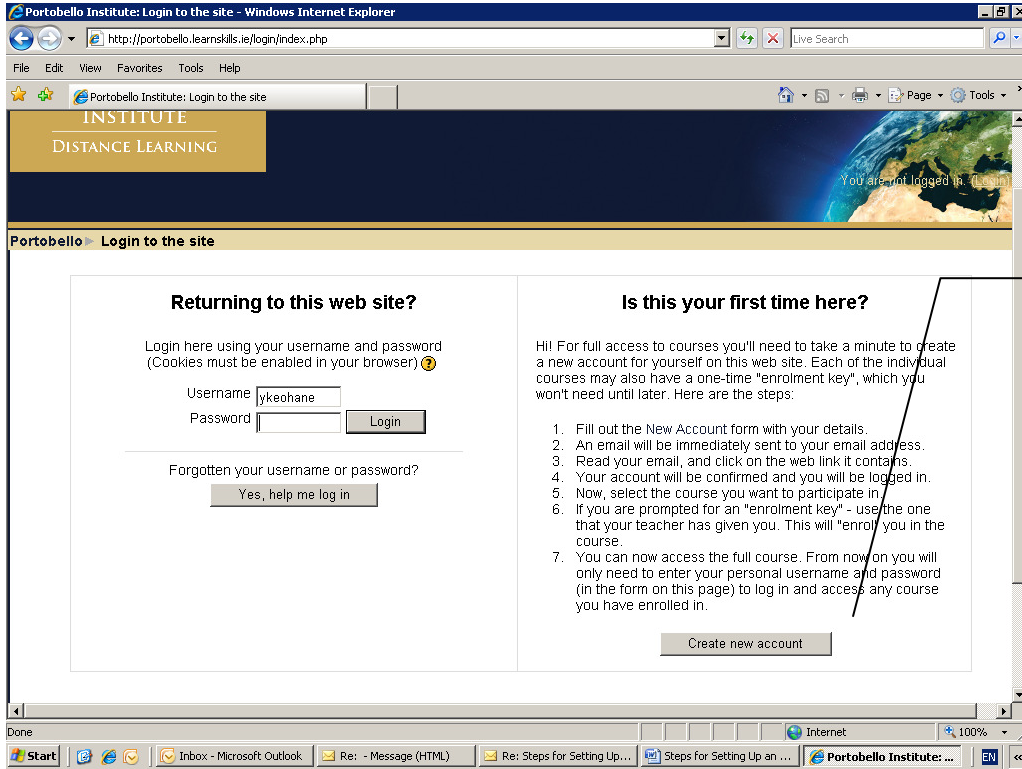
'Click here for more information'

- 3) If you decide that you would like to enroll for a course you can enroll by clicking on the 'Click here to enroll for this course' button (this button also appears at the bottom of the screen).



Click on this button to enrol for a course

4) Click on the 'Create a New Account' tab to activate your new account.



You are now required to set up a new account in order to pay for and access the course of your choice

5) Fill out the New Account form with your details.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://portobello.learnskills.ie/login/signup.php>. The page title is "New account". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is titled "Portobello > Login > New account".

The form is divided into three sections:

- Choose your username and password:** Contains fields for "Username\*" and "Password\*" with an "Unmask" checkbox.
- More details:** Contains fields for "Email address\*", "Email (again)\*", "First name\*", "Surname\*", "City/town\*", and "Country\*" (a dropdown menu).
- Section A: Contact details:** Contains fields for "Company Name", "Job Title/Position in Company", and "Home address".

The browser's status bar shows "Done" and the taskbar includes icons for "Start", "Inbox - Microsoft Outlook", "Distance Learning and O...", "New account - Windo...", and "Document4 - Microsoft ...".

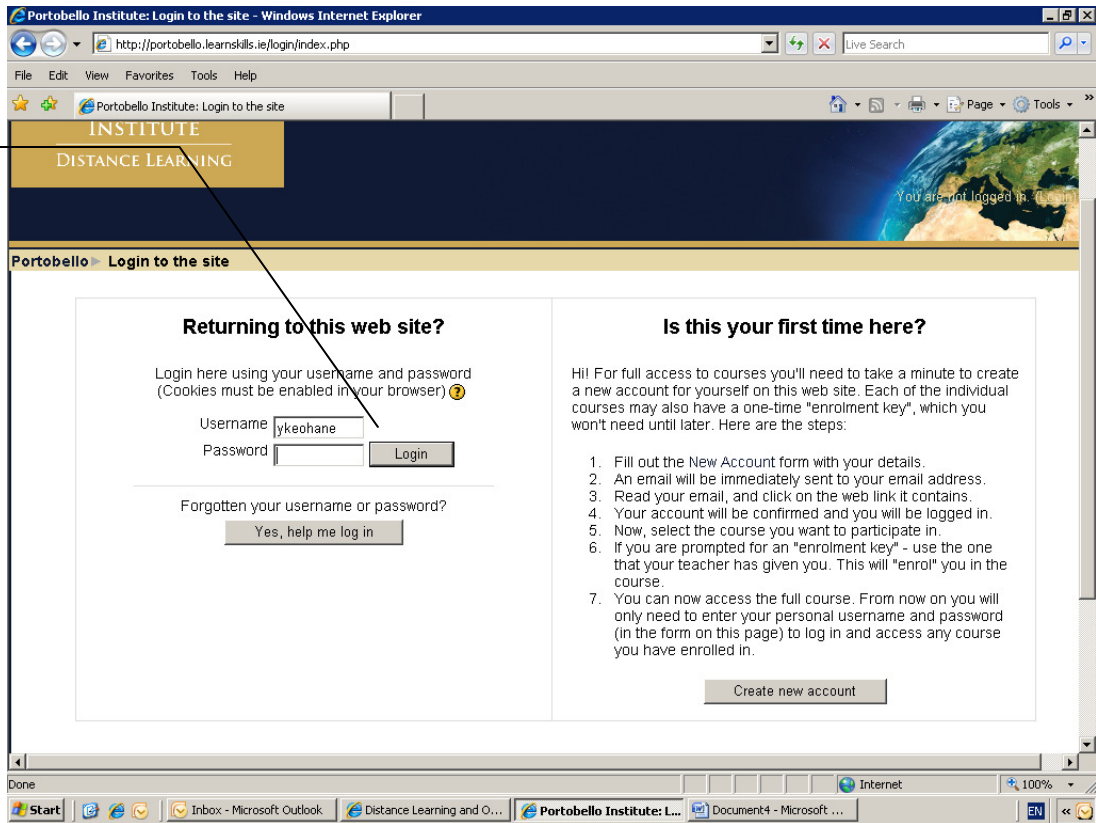
It is compulsory to fill out all information marked with a \* in order to successfully create a new account.

6) When you have created an account an email will be immediately sent to your email address.

7) Read your email, and click on the web link it contains.

8) Your account will be confirmed and you will be returned to this screen.

Fill in your  
username  
and password  
here



9) Now, select the course you wish to participate in.

10) When you have selected the course you wish to participate in you will be presented with the following screen:

Please ensure that this is the correct course and then click on the 'Pay Now' button

The screenshot displays the Portobello Institute website interface. At the top left, the logo for Portobello Institute Distance Learning is visible, established in 1984. The top right corner shows the user is logged in as Denise Flood, with a link to Logout. A navigation breadcrumb indicates the user is in the 'Courses' section, specifically for 'Login to DLCPIC10'. The main content area features a course card for 'Certificate in Child Psychology' priced at €386.00. A descriptive paragraph explains the course's focus on child psychology. A 'Click here for more information' link is provided. Below the course card, a message states 'This course requires a payment for entry.' and lists the 'Cost: EUR 386'. Accepted payment methods (MasterCard, VISA) are shown. A call to action reads 'Use the button below to pay and be enrolled within minutes!' with a 'Pay Now' button. A 'Home' button is located at the bottom left. The footer contains contact information for Portobello Institute Distance Learning and a disclaimer.

11) When you have successfully paid for your course you can now access the full course materials on our online learning centre. To access your course please follow the steps below:

- Go to <http://www.portobelloinstitute.ie/distancelearning/pagecarrier.aspx?pageid=248> and click on STUDENT LOGIN, as shown in the diagram below.
- Enter your user name and password when prompted.
- Alternatively, once you have accessed your course the first time, you can bookmark this in your Favourites. Then when you choose this page in your Favourites the next time, you will be presented with a login screen before you can enter.



Click here and you will be brought to the online learning centre

If you have any trouble following the above instructions please do not hesitate to contact Yvonne at 01-8920027 or email at [Yvonne.keohane@portobelloinstitute.ie](mailto:Yvonne.keohane@portobelloinstitute.ie)