Accessing SmithOnline Courses

Please Note: this is a two step process:

1. Create your username and password (only needs to be done once).

2. Enroll yourself in your course(s) (must be done for each course you have selected).

PLEASE NOTE: If you created a username and password for SmithOnline last year, you can use them this year and do not have to create them again. Forget your password? Click here: [http://smithonline.smith.edu/login/forgot_password.php](http://smithonline.smith.edu/login/forgot_password.php)

See below for detailed instructions

Instructions for creating a Username and Password for SmithOnline

The website should look like this:

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SmithOnline

Returning to this web site? Is this your first time here?

Login here using your username and password
(Cookies must be enabled in your browser)

Username: 
Password: 
Remember username: [ ]
Forgotten your username or password?

Some courses may allow guest access
Login as a guest

Hi! For full access to courses you’ll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time “enrollment key”, which you won’t need until later. Here are the steps:
1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an “enrollment key” - use the one that your teacher has given you. This will “enroll” you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account
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2. Then follow the instructions on the right hand side under the title: **Is this your first time here?** Click on the button that says **Create new account.**

The new window should look like this:

![New Account Form]

3. Fill out the required information:
   a. Create a username of your choice (we suggest using your email address)
   b. Password: must be 8 characters long, at least 1 uppercase, 1 lowercase, 1 non-alphanumeric character(s)
   c. Email address
   d. Name; First and Last (as you would like it to appear on your CEU certificate)
   e. City/Town
   f. Country

4. When finish, click on the button that says: **“Create my new account”**
   a. It should take you to a screen explaining that an email has been sent to the email address you provided. The email contains further instructions to finish your registration.

5. You can click the button that says continue and you will be taken to the SmithOnline home page.
6. Go to your email (the one you provided). You should have received an email titled “SmithOnline: account confirmation”

Hi Kim Doolie,

A new account has been requested at ‘SmithOnline’ using your email address.

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

http://smithonline.smith.edu/login/confirm.php?data=pEYGooLoVstE8Pjuedhn1223

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
moodle@smith.edu

7. Click on the link provided in this email (ex. http://smithonline.smith.edu/login/confirm ..)

8. Look to the upper right hand corner of this new page where it says “You are not logged in. (Login)” Click on the word Login
   a. Log in with your NEW username and password (The one you just created) on the left side under Returning to this web site?
SmithOnline

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)!

Username
Password
Login
Remember username

 Forgotten your username or password?

Some courses may allow guest access
Login as a guest

Is this your first time here?

Will full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also require a one-time
"enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
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4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key", use the one that your teacher has given you. This will enroll you in the course.
7. You can now access the full course. From now on you will only need to enter your
personal username and password (in the form on this page) to log in and access any
course you have enrolled in.

Create new account
9. Click **Login** and your screen should look like this:

![SmithOnline Login Screen]

10. You now have a username and password with which you can access SmithOnline. To access your course(s), please follow the steps below:
Instructions for enrolling in your SmithOnline courses:

IMPORTANT: You will need to refer to the email sent to you by the Office of Continuing Education called “How to access your Smith SSW Online Course(s)"

1. Once logged in to SmithOnline with your username and password (see above), you are ready to enroll yourself in your course(s).
2. Click on the **SSW Online Continuing Education** link. Now click on **SSW Online Continuing Education 2014-2015**. You will now see a list of courses sorted alphabetically by title.
3. Click on the name of your course and enter the enrollment key from your email titled *How to access your Smith SSW Online Course(s)*
4. Once you have entered the enrollment key(s) click the button that says **Enroll Me**

5. You are now enrolled and ready to begin! Now when you login you will be able to simply click the name of your class and enter it to complete the course.

Tools for Solving Ethical Dilemmas - Catherine Clancy, Ph.D., LSW

1.5 CEUs - Online Course

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**Learning Objectives and References**

**Media**

You have 30 days from enrollment to complete this course.

Click the links below to watch or listen to the lecture (feel free to choose the format you are most comfortable with):

When you have finished watching or listening to the lecture, be sure to fill out the evaluation in order to receive your continuing education units (CEUs).

For best media results, we recommend using Google Chrome, available for free download here: [https://www.google.com/chrome](https://www.google.com/chrome).

**Course Materials**

*PowerPoint*

**Course Evaluation and Certificate**

You must complete the course evaluation in order to receive CEUs. On completion of the course evaluation your certificate will become available to you below. Click on the C to print a copy for your records.

6. **You will have 30 days from enrollment to complete your course(s).** (You do not need to complete your course(s) in one sitting.) All SmithOnline access will end May 15, 2015 regardless of enrollment date.

Here is an overview of the steps to the entire SmithOnline process to refer to:

- **Step 1** – Create username and password at SmithOnline
- **Step 2** – Receive (a second) email with a link used to confirm the SmithOnline username and password
- **Step 3** – Use the link from the email to confirm the username and password
- **Step 4** – Sign in to Smith Online and enroll in each course by entering the enrollment key (from your first email)
- **Step 5** – Watch or listen to the course lecture
- **Step 6** – Complete course evaluation
- **Step 7** – Complete course assessment
Step 8 -- Generate CEU certificate