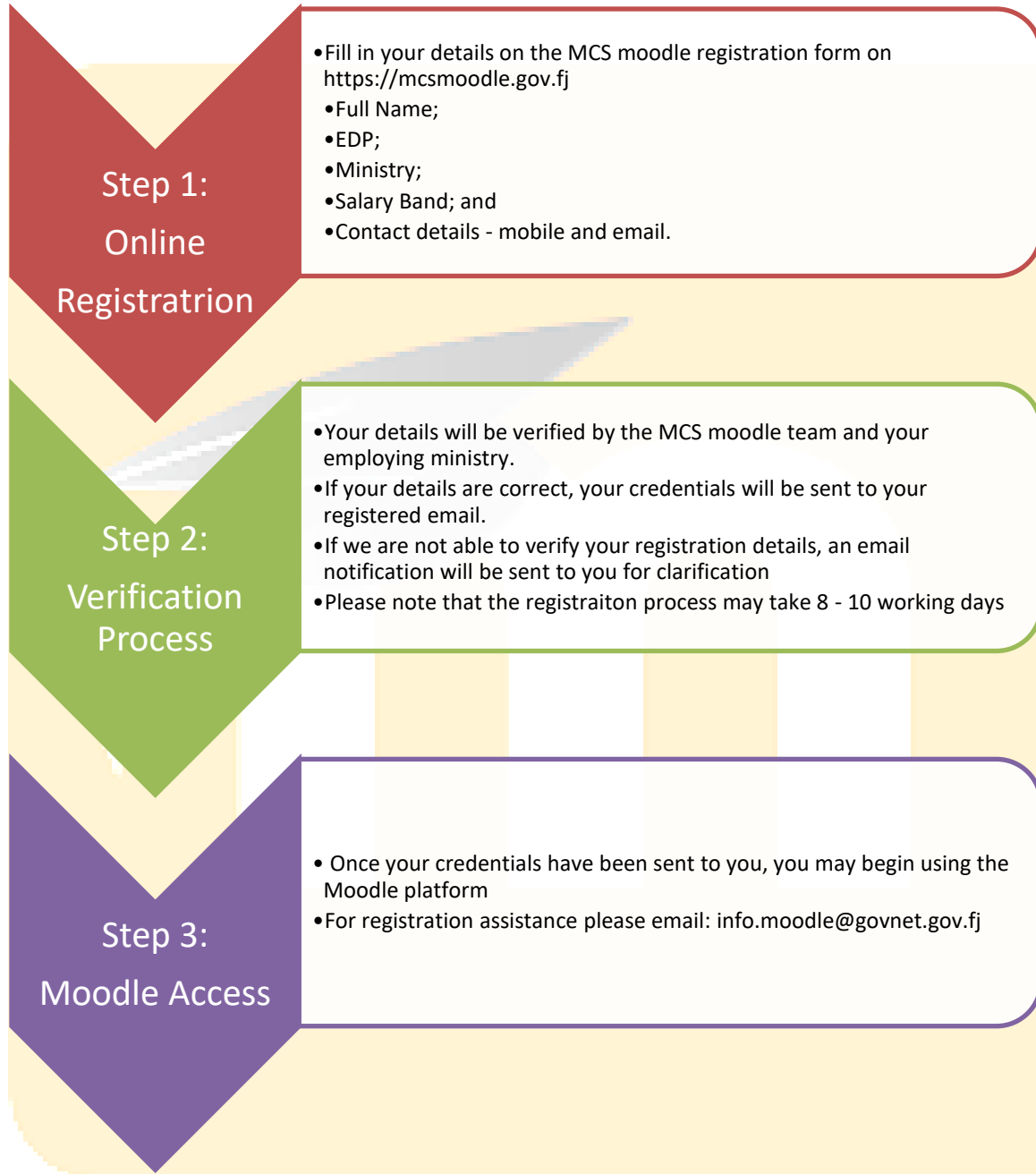
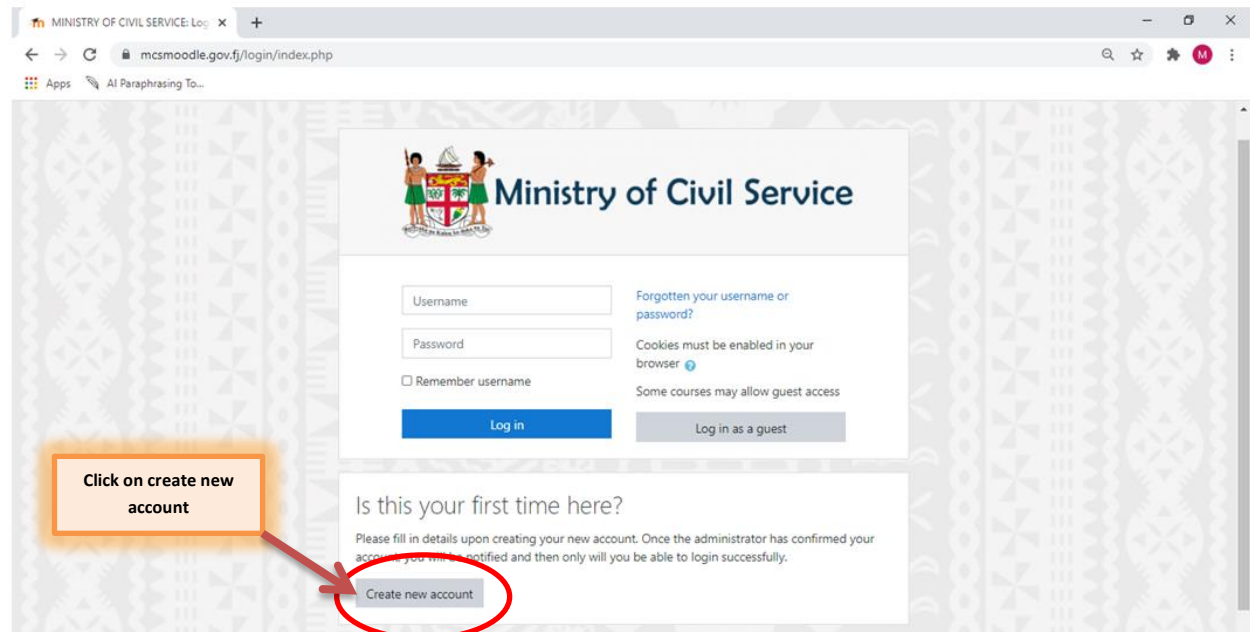
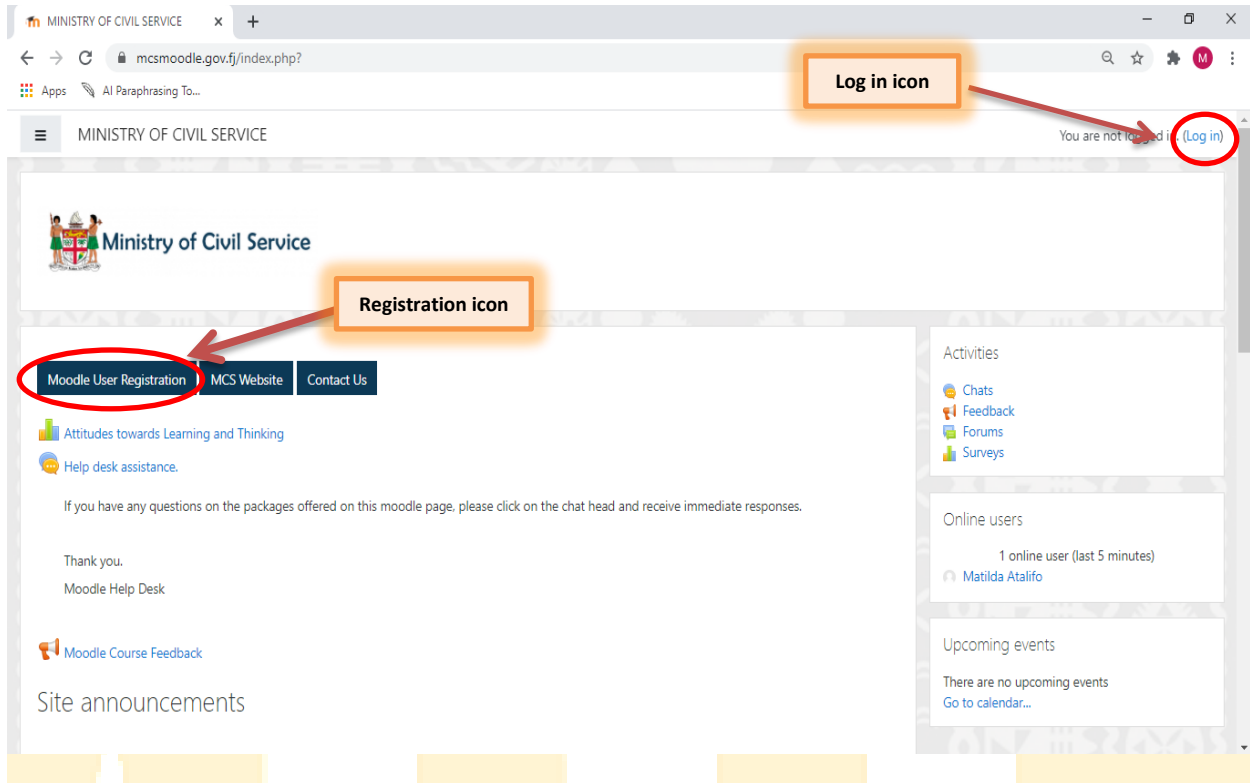


Registration and Enrolment Flow Process



Step 1: For registration, please go to www.mcsmoodle.gov.fj and click on either the registration icon or you can register through the log in icon at the top right corner of the home page.



Step 2: You will be directed to the registration page and you must fill in all the details in the spaces provided and then click submit. Please remember your password when filling in your details for registration.

The screenshot shows the 'New account' registration page for the Ministry of Civil Service. The page is divided into three main sections: 'Choose your username and password', 'More details', and 'Other fields'. The 'Choose your username and password' section includes a 'Username' field and a 'Password' field with a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, ~, or #'. The 'More details' section includes fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and 'Country'. The 'Other fields' section includes fields for 'EDP No.', 'Ministry', 'Band', and 'Phone Contact'. There is also a 'Security question' section with a checkbox for 'I'm not a robot'. At the bottom, there are 'Create my new account' and 'Cancel' buttons. A footer at the bottom of the page says 'You are not logged in. (Log in) Home Data retention summary'.

Step 3: Once you have filled your details online, the MCS training team will validate the information with your employing Ministry. Please note registration and verification may take 8 - 10 working days.

Step 4: After the verification process and confirmation is received from your Ministry, your Moodle credentials will then be emailed to your registered email.

Step 5: Congratulations! You can now enjoy e-learning through Moodle and complete the Civil Service Induction Package. Be sure to be on the lookout for a whole lot of exciting online courses. All the best!

For any enquiries or assistance please email us on info.moodle@govnet.gov.fj or call us on +679 3314 076 and request to speak to the Moodle team.

For a smooth experience on Moodle, we recommend that you use Google Chrome. However Moodle can also be accessed on either browser Explorer, Firefox and Chrome.