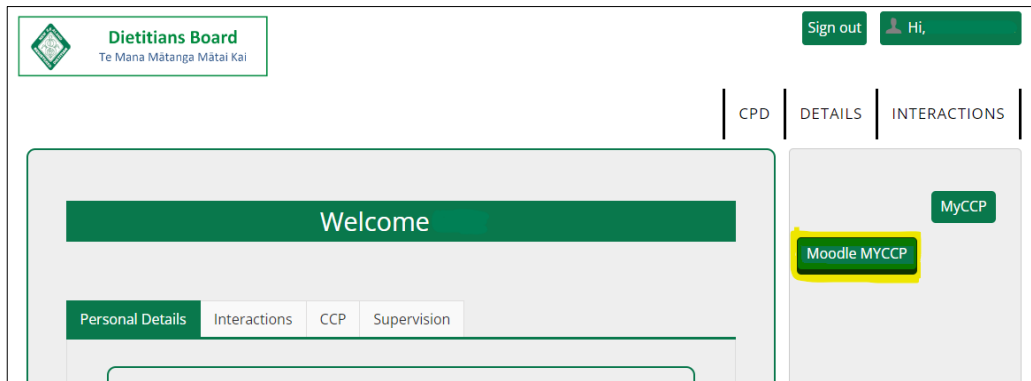


# Annual Dietitian Prescriber Update

## Accessing the Moodle platform

The Moodle platform can now be accessed directly from the [Practitioner Portal](#). You will first need to log into the portal and click on the **“Moodle MyCCP”** button showing on the welcome page (see below):



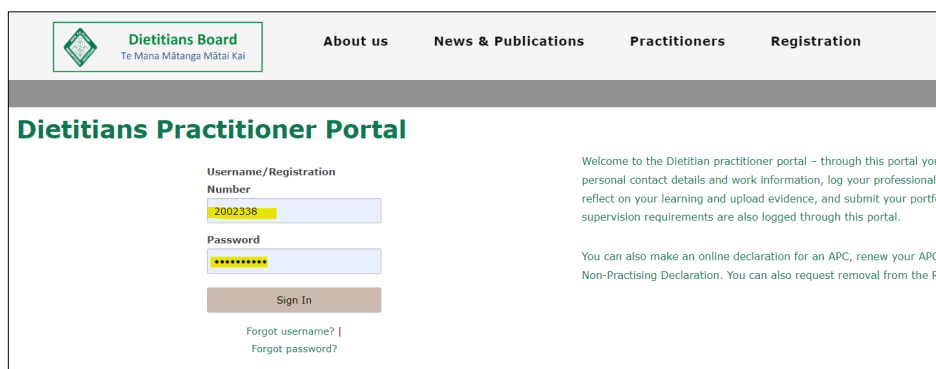
**Please do not try to access the Moodle platform from any previously saved links or bookmarks. The old system is still active but does not contain the new update and your results will not be counted.**

## Logging In

Following the step above, you will be directed to the first login screen. Instead of entering your credentials, please click the “Login via IMIS” icon at the bottom of the page:



You will then be taken to our portal login page, **enter your portal credentials i.e., Registration ID and password, then click “Sign In”.**



## Online Courses

We have two courses currently available for completion:

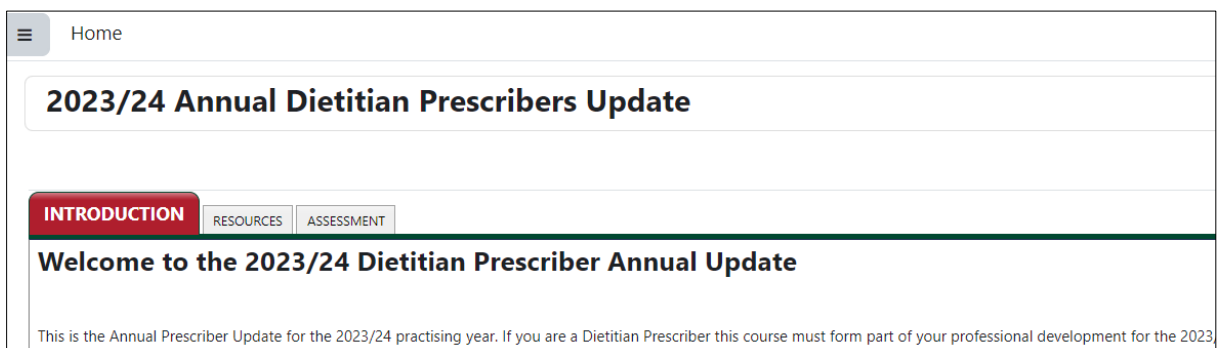
- The 2022/23 Annual Dietitian Prescriber Update is still available on the platform for practise and learning purposes; however, completing this quiz does not count towards your CCP requirements and cannot be logged in your portal to gain credits.
- The **new 2023/24 Annual Dietitian Prescriber Update** is available from the Moodle homepage. All Dietitian Prescribers must complete this quiz to maintain their prescribing endorsement for the current practising year.



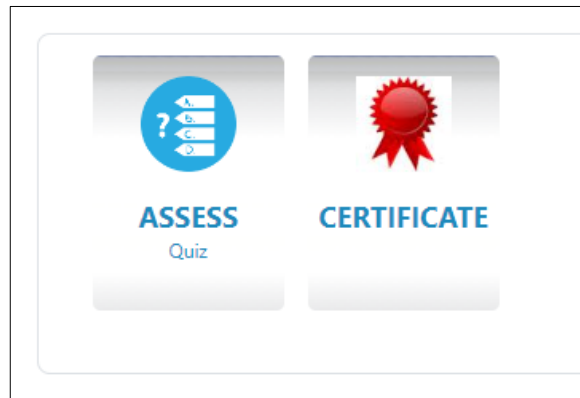
Click on the course you want to complete to open it.

Read through the **INTRODUCTION** and **RESOURCES** tabs thoroughly to ensure you have all the necessary information to complete the quiz.

Click the **ASSESSMENT** tab to go to the quiz. Please read all the information on this page carefully before you begin.



When you're ready to start the quiz, click on the **ASSESS** icon at the bottom of the **ASSESSMENT** tab. You have 60 minutes to complete the quiz in each attempt. You can save your progress, exit, and return at a later stage.



A new page will load which outlines your quiz attempts. As per the **ASSESSMENT** tab you have 5 attempts to achieve the required 100% pass mark.

Once you have completed the quiz and received the pass mark your certificate will be available to download using the **CERTIFICATE** icon (as above). *Please note: You will not be able to gain a certificate until you have answered all questions correctly in one attempt.*

Make sure you download your certificate and save it to your device, as you will need to upload it to log your completion of the quiz in your MyCCP. Steps:

1. Click Certificate icon to open it as a PDF file, save this file to your device.
2. Upload the certificate file to your MyCCP log (please refer to our [Practitioner Portal User Guide](#) for steps)

## Logging Moodle in your MyCCP

If you are a Dietitian Prescriber, the annual update must form part of your professional development for the 2023/2024 practising year. You can log it in your MyCCP portal under Continuing Education.

As a guide:

- 1 credit: Complete the quiz and upload your certificate to the portal.
- 2 credits: Complete the quiz, upload your certificate, and outline the any new learning that you achieved in the process.
- 3 credits: Complete the quiz, upload your certificate, outline any new learning that you did and complete sufficient reflection.

If you have any issues signing in, accessing the course, or downloading your certificate, please contact us at [administration@dietitiansboard.org.nz](mailto:administration@dietitiansboard.org.nz).