


# OSPI Child Nutrition Services Information Sheet

## Creating a Moodle Account and Accessing Trainings

### 1. Create a Moodle Account

- Go to <https://learn.ospi.k12.wa.us/login/signup.php?> and create an account.
- You will receive a confirmation email, please select the link in the email to confirm your account.
- If you do not receive this email in your inbox, please check your SPAM or JUNK box for this email.
- If you do not receive your confirmation email within one business day, please [email the CNS Team](#), we can manually confirm your account.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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New account ▼ Collapse all

▼ Choose your username and password

Username !  x  
- Missing username

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)

Password !  x  
- Missing password

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▼ More details

Email address !

Email (again) !


First name !

Last name !

City/town

Country

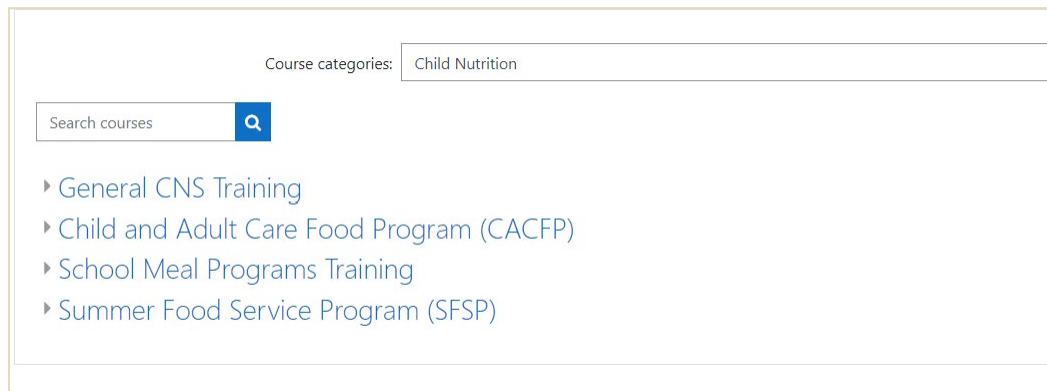
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Security question ?  I'm not a robot   
reCAPTCHA  
Privacy - Terms

There are required fields in this form marked !.



2. Go to the [Child Nutrition Moodle Course](#). There you will find a list of the different programs.



3. Select the appropriate program and navigate to the training you would like to access.
4. Select 'Enroll Me' at the bottom of the page to access the training.
5. Complete all training requirements as outlined in the course.