



## Instructor Start-up Information

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### **Finding the website:**

Go to [www.nutritioninmedicine.org](http://www.nutritioninmedicine.org) and select “**Webcourses Login**” in the right-hand column; this will take you to the login page.

### **Login as a current or new user:**

If you have previously registered, simply log in, otherwise begin registering for a user login and password by clicking on **Sign up now** at the bottom of the page. Enter a login name of your choice (6-10 letters or numbers), your e-mail address and your name. Within minutes you will receive via e-mail a temporary password and a link. Copy or memorize the password, then click on the link in your e-mail message to activate your account and bring up the login page. Enter the selected login name and the password sent by e-mail. Select your affiliation (if yours isn't listed, choose **None** until we set you up) and change your password to something you'll easily remember. You are now ready to use the site.

### **Select a module:**

When you are on the **Current Course Listings** page, select **NIM** to see a listing of courses. You will be asked to enter the access password for the selected module. The password for all of the above modules is: melon. **Please do not give this password out to students.**

### **Content navigation:**

Once you have selected a module to view, a list of folder topics will appear. The **Getting Started** folder in the 1<sup>st</sup> module of each course contains instructions for navigation. This information can also be accessed in any module via the **Help** function on the top navigation bar.

### **User notes and feedback via email:**

As you go through the module, you may wish to take notes. Click on the tab **User Notes** under the top navigation bar and start typing. The notes window recedes without losing its content; you can add to your notes any time. Notes are NOT saved when you quit; you should print or email them **before** you quit. Use the email function to provide us with direct feedback if you like.

### **Setting up a course:**

To use a course for instruction, contact [mkohlmeier@unc.edu](mailto:mkohlmeier@unc.edu) to activate your institution with our online system. The course(s) will be set up under your institution's name and your name, along with your designated password and course name. We'll also provide instructions for students.