

NCIME
THE NATIONAL CIRCLE FOR
INDIGENOUS MEDICAL EDUCATION



CNFMSA
LE CERCLE NATIONAL POUR
LA FORMATION MÉDICALE EN SANTÉ AUTOCHTONE

Access Instructions for Scholars Portal and NCIME Courses

Contents

STEP 1: Fill out your Scholars Portal Access Form	3
STEP 2: Signing up for the NCIME Scholars Portal.....	3
STEP 3: Linking to Moodle to Access NCIME Courses.....	7
STEP 4: Accessing NCIME Courses	10
STEP 5: Completing your Scholars' Portal Profile.....	11

DRAFT

STEP 1: Fill out your Scholars Portal Access Form

First, go to [Registration Form – NCIME Education Portal](#). This form will determine which areas of the Scholars Portal you will have access to. Please note that you will need to create a registration for the platform itself as well. All steps to register are outlined in this guide.

You will see the following. Questions will vary depending on your answer to question 1:

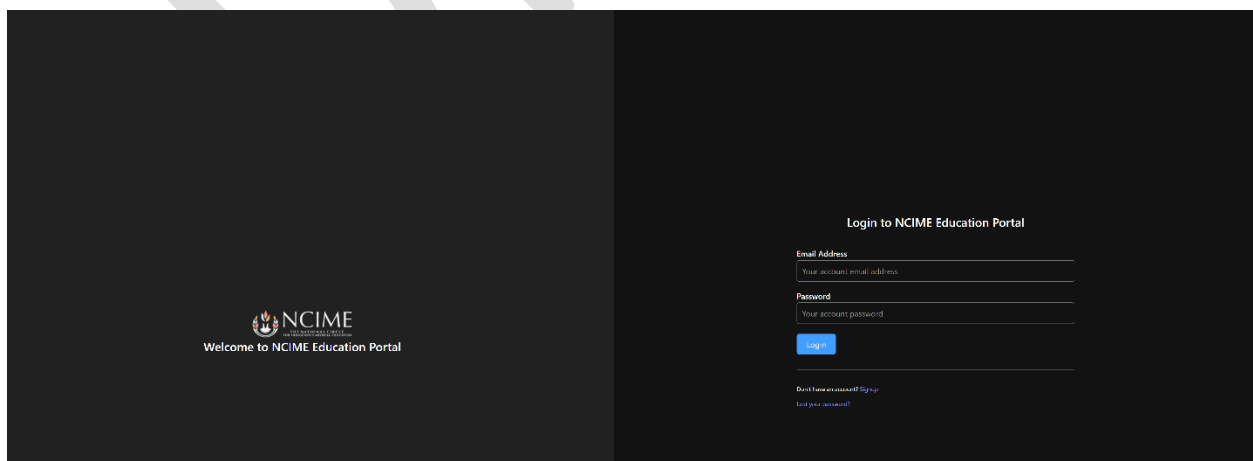


The screenshot shows the 'NCIME Education Portal Registration Form'. The form is on a dark background with white text. At the top, it says 'NCIME Education Portal' in pink, followed by 'Registration Form' in white. Below that is the question 'Do you self-identify as Indigenous? *' with two radio button options: 'Yes' and 'No'. Underneath, it says 'If yes, check all that may apply.' followed by three checkboxes: 'First Nations', 'Métis', and 'Inuk'.

STEP 2: Signing up for the NCIME Scholars Portal

Next, go to: <https://lms.ncimed.ca/portal/>. Anyone is able to register for the Scholars' Portal, access to the Indigenous Medical Educators section will be determined based on your Registration Form filled out in step 1

You'll see the following:



The screenshot shows the login page for the NCIME Education Portal. On the left, there is a logo for NCIME (National Council of Indigenous Medical Educators) with the text 'Welcome to NCIME Education Portal'. On the right, there is a 'Login to NCIME Education Portal' section with two input fields: 'Email Address' (with a placeholder 'Your account email address') and 'Password' (with a placeholder 'Your account password'). Below these fields is a blue 'Login' button. At the bottom right, there is a link that says 'Don't have an account? Sign up' with 'Lost your password?' below it.

Click on "Signup" below the blue login button.

You will see the following page where you enter your information. Click on Signup to finish.

Join NCIME Education Portal

Create an account to join the community

Full name

Email Address

Community username

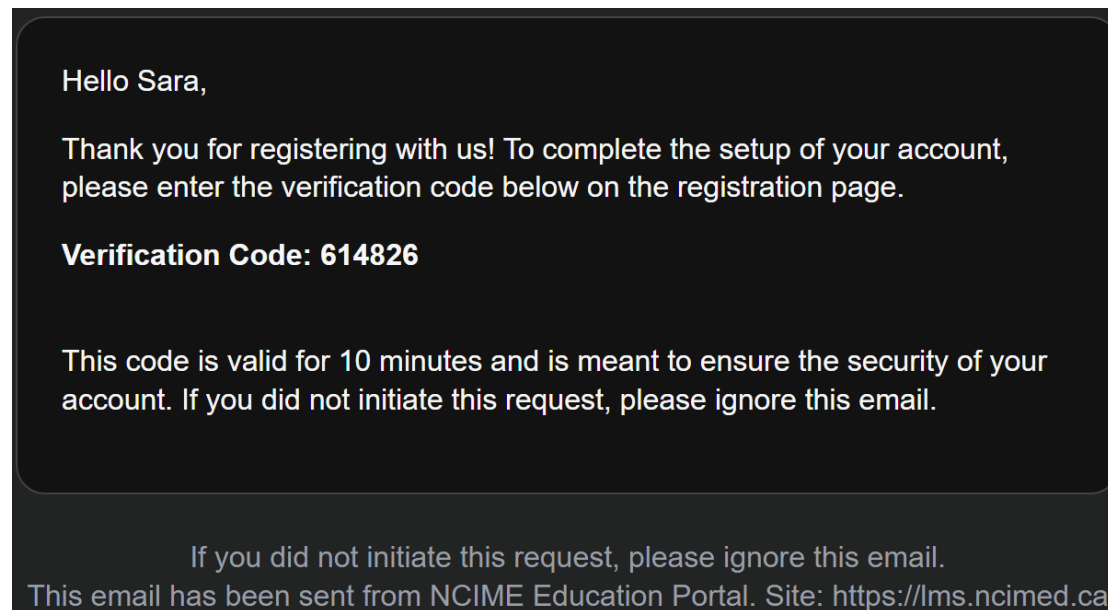
Account Password

Re-type Account Password

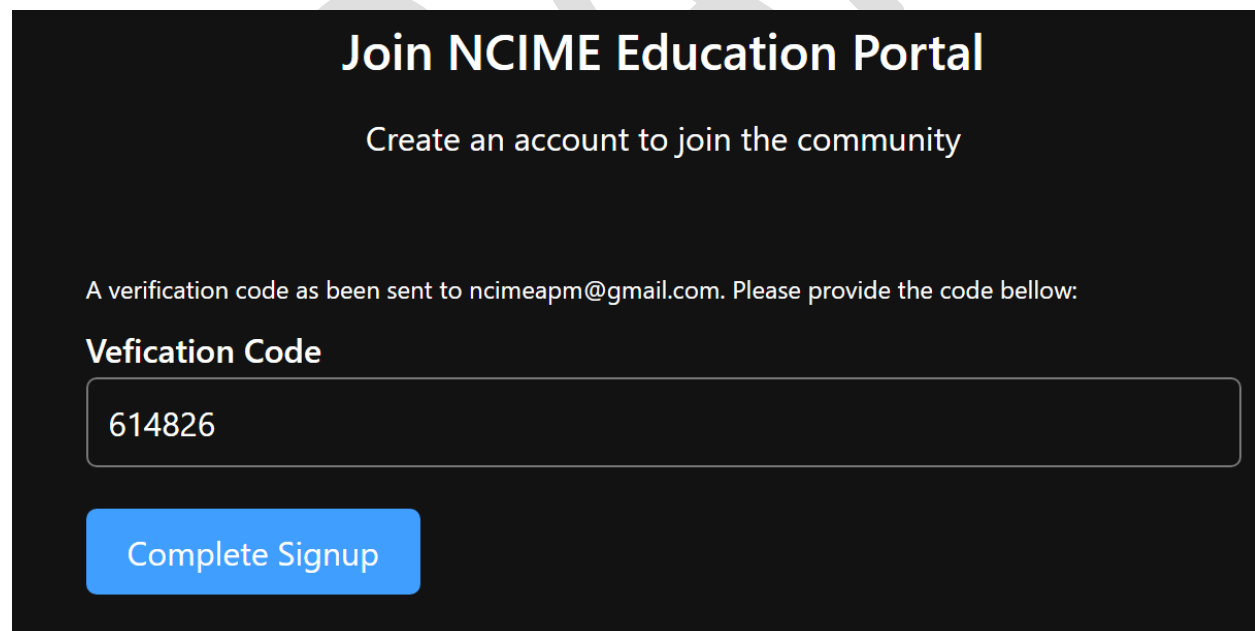
I agree to the terms and conditions

[Signup](#)

You'll be asked to enter a verification code next. The code is sent to your email address from the email address of wordpress@lms.ncimed.ca and it will look like the email below:

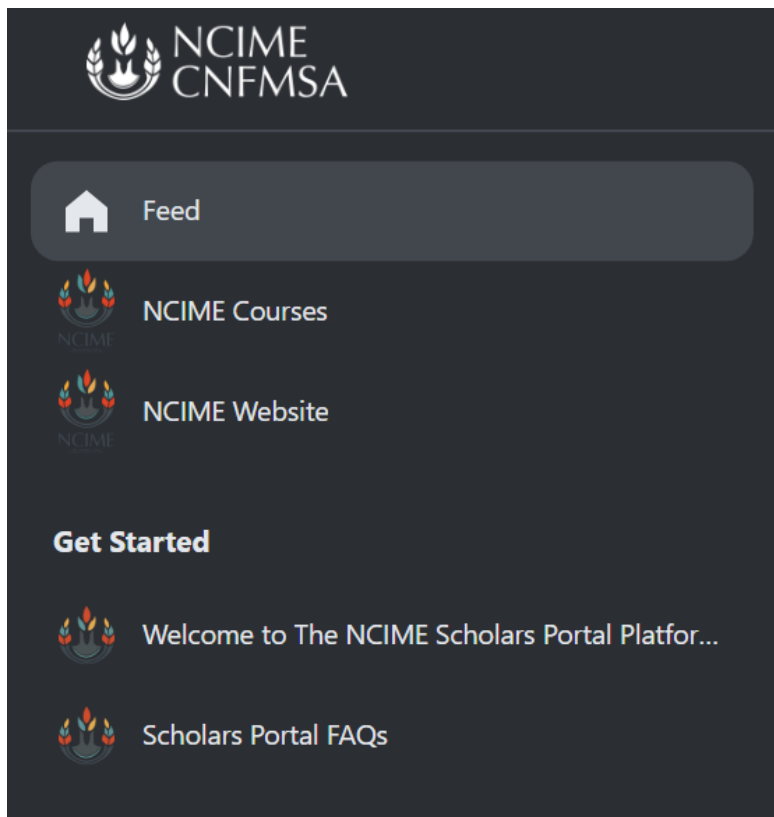


Enter the verification code and click on "Complete Signup":



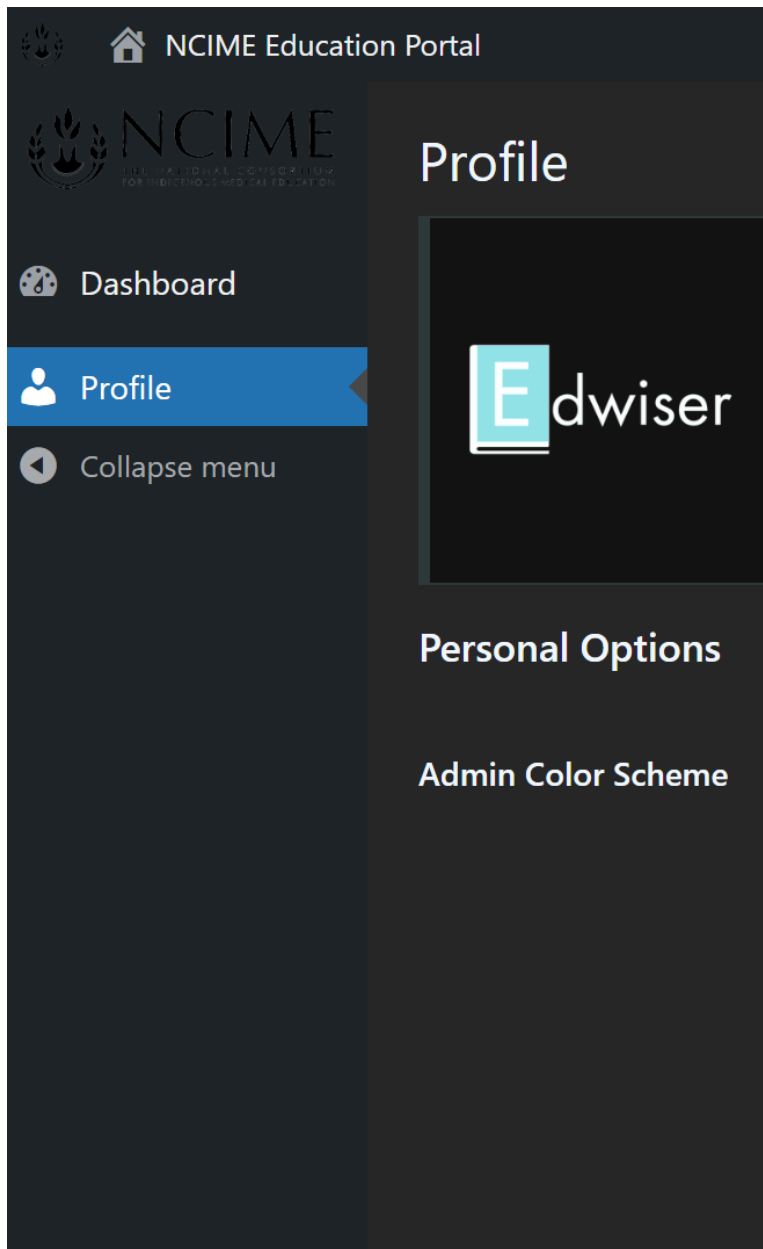
After the verification code is entered, you'll be logged into the NCIME Scholars Portal.

On the left menu, please read the Welcome and the Scholars Portal FAQs:



STEP 3: Linking to Moodle to Access NCIME Courses


To access our NCIME Courses, you need to link your account to Moodle. To do this, go to [Dashboard > NCIME Education Portal — NCIME Education](#) and click on “Profile”



Scroll down until you see “Moodle Account”

Share a little biographical information to fill out your profile.

Profile Picture



[You can change your profile picture on Gravatar.](#)

Account Management

New Password [Set New Password](#)

Sessions [Log Out Everywhere Else](#)

You are only logged in at this location.

Application Passwords

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API.

New Application Password Name

Required to create an Application Password, but not to update the user.

[Add New Application Password](#)

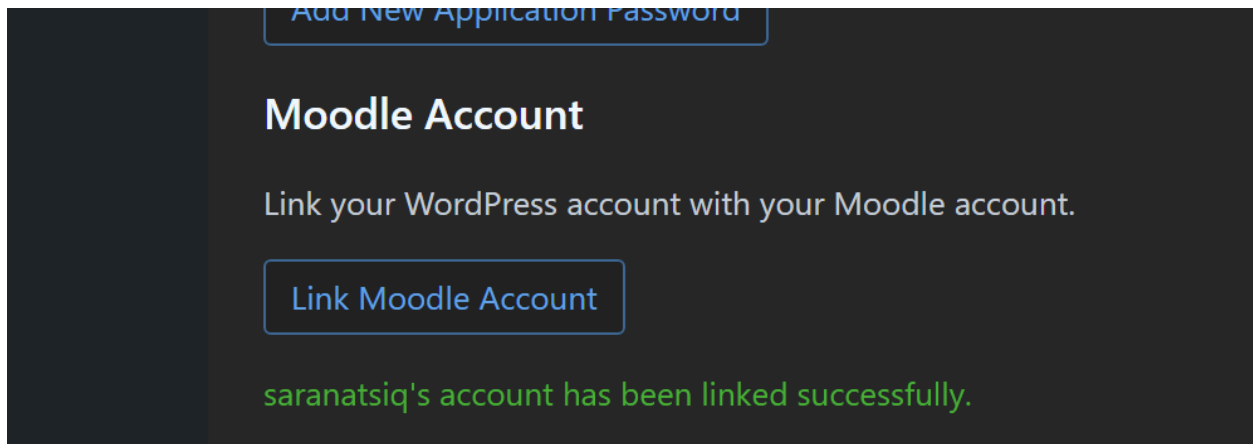
Moodle Account

Link your WordPress account with your Moodle account.

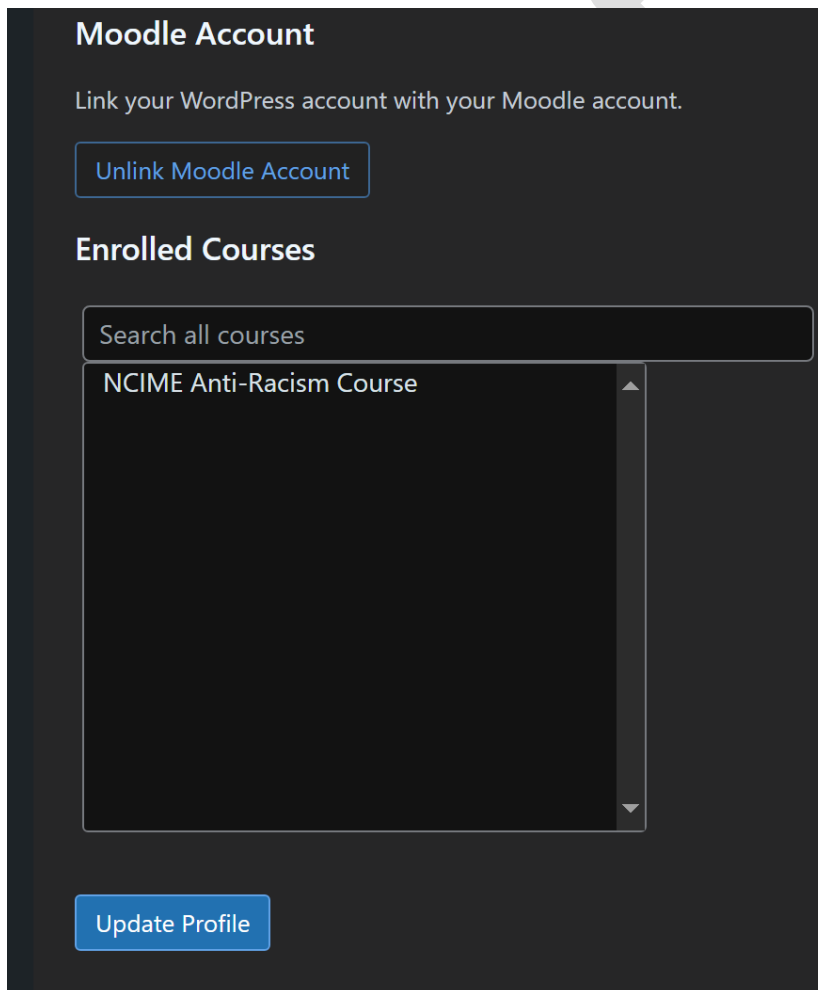
[Link Moodle Account](#)

[Update Profile](#)

Click on “Link Moodle Account”, you should see the following message:



Click on “Update Profile” to save the changes.



STEP 4: Accessing NCIME Courses

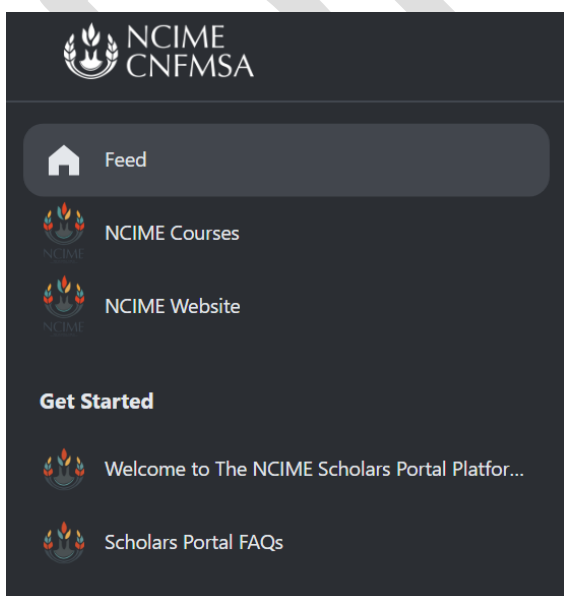
There are two different ways to access the Moodle:

- 1) Go to [Log in to the site | NCIME](#) and enter your login information using the same username and password that you created in Step 2.



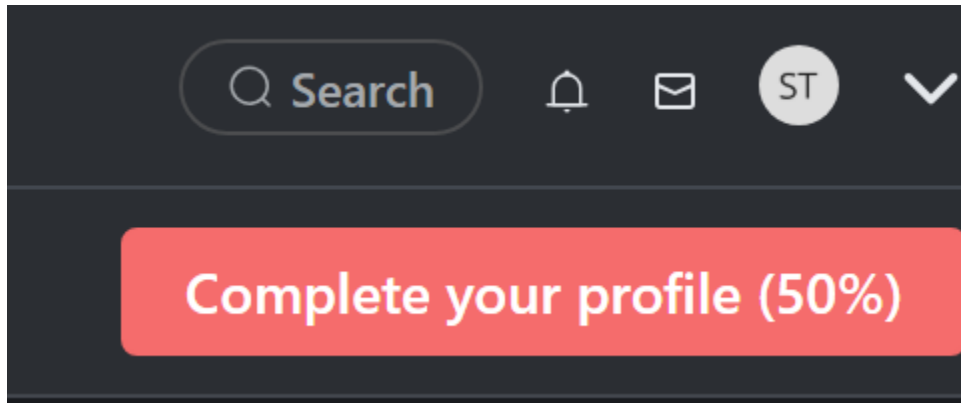
The screenshot shows the NCIME login page. On the left is the NCIME logo, which features a stylized flame or leaf design in red, orange, and teal. To the right of the logo, the text "NCIME" is displayed in a large, light blue font, with "THE NATIONAL CIRCLE FOR INDIGENOUS MEDICAL EDUCATION" in a smaller, light blue font below it. The login form consists of two input fields: "Username" and "Password". Below these fields is a teal "Log in" button. Underneath the button are two links: "Lost password?" and "Access as a guest". In the bottom right corner, there is a "Cookies notice" link.

- 2) Through the Scholars' Portal, you can also click on the link on the left menu titled "NCIME Courses" and use the same username and password you created in Step 2.



STEP 5: Completing your Scholars' Portal Profile

At the top right of the homepage, click on “Complete your profile”.



Fill in anything you feel comfortable sharing and then click on “Update Profile”.

ST Sara Natsiq Ayaruak-Thomson

Posts Spaces Comments

First Name Sara Last Name Natsiq Ayaruak-Thomson

Email ncimeapm@gmail.com Website URL

Short Bio

Social Links

Instagram <https://instagram.com/> instagram @username

Twitter/X <https://x.com/> twitter/X @username

YouTube <https://youtube.com/> youtube @username

LinkedIn <https://linkedin.com/in/> linkedin username

Facebook <https://facebook.com/> fb username

Update Profile

About [Add your profile description](#)

Joined: 10 minutes ago
Last seen: a minute ago