

Accessing Safe Plates for School Nutrition Staff Online Course

There are two sets of instructions:

- Option 1: Never Logged into Brickyard / New Brickyard User Account
- Option 2: Used Brickyard Before / Existing Brickyard Account

Which option do I need?

Follow instructions for Option 1. If you get a message that the email address already has an account associated with it, then go back to the original link and click “Brickyard Login”. If you don’t remember your password, use the “Forgot your password” link below the login screen and follow the instructions. Go back to the original link again once you have reset your password.

Log in to the site

NC STATE WolfWare Intelliboard English (United States) (en_us) Log in

Moodle Projects

NC State Unity Login

If you have a Unity ID Login or an @ncsu.edu email address, use the red Unity ID login button below.

Unity ID Login
NC State Students/Faculty/Staff

Forgot your Unity ID or Password?

Brickyard Login

If you have a Brickyard Login and do not have an @ncsu.edu email address, use the Brickyard Login button below. This includes many users registered through REPORTER.

Brickyard Login
NC State Guests/Affiliates/Parents

Forgot your Brickyard Account ID or Password?

Projects User Login

If the other options do not apply to you, use the Projects User Login button below.

Projects User Login
Moodle Projects Users

New Projects Users

If you are not affiliated with NC State or do not have a Unity ID please create a new Brickyard account by clicking the "Create New Account" button below.

Create New Account

NOTE: If you are an NC State instructor, staff member, or student, **do not create** a new account. Instead, you should log in with your Unity ID and password issued by the University. If you need help with your Unity ID, please contact help@ncsu.edu (919-515-HELP).

Anonymous Access

Some courses may allow anonymous access.

Use Anonymous Access

Option 1: Never Logged into Brickyard / New Brickyard User Account

Step 1:

Go to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> to create a new user account. Select “Create New Account” under New Project Users.

The screenshot shows the Moodle Projects login page. At the top, there is a navigation bar with "NC STATE", "WolfWare", and "Intellboard" on the left, and "English (United States) (en_us)" and "Log in" on the right. Below the navigation bar is a red banner with "Moodle Projects" and a logo. The main content area is divided into two columns. The left column contains three login options: "NC State Unity Login" (with a red button), "Brickyard Login" (with a dark grey button), and "Projects User Login" (with a grey button). The right column contains "New Project Users" (with a grey button labeled "Create New Account" and a blue arrow pointing to it) and "Anonymous Access" (with a grey button labeled "Use Anonymous Access").

Step 2:

On the next screen, enter the email address you would like to use (twice to confirm). Make sure all email address criteria are met and the email addresses match (look for green check marks). Click the blue “Send Email Confirmation” button. Brickyard will send an email to the email address you used for this new account with a confirmation code.



Create Brickyard Account

Use the following form to create your NCSU Brickyard account.

Your Brickyard account will be used to access NC State Guest, Affiliate and Parent resources

Parents and guardians of NC State students needing to access resources in the MyPack Portal should have their student create the Brickyard account.

Please see the [Parent/MyPack page](#) for more information.



Email Address *

Confirm Email *

Send Email Confirmation Cancel

Email Address must:

- ✘ Must be a valid, non ncsu.edu address (alumni.ncsu.edu is allowed)
- ✘ Email and email confirmation must match

Step 3:

Check your email for a message from “Brickyard” (brickyard@ncsu.edu) with the subject link “NC State Brickyard Account Confirmation Code” similar to the one shown below.

NC State Brickyard Account Confirmation Code



Brickyard

To: [REDACTED]

Thu 5/16/2024 10:47 AM



Your confirmation code is: **EMBPG2**

Navigate back to the Brickyard Account page to enter this code or [click here](#) to return.

If you did not initiate this request or you have any questions, please contact the NC State Help Desk at (919)515-HELP or help@ncsu.edu.

This message was sent from NCSU Brickyard. This email account is not monitored; please do not reply to this email.

The next screen in your web browser will ask you for a confirmation code. Type in the confirmation code from the email into this screen.

NC STATE UNIVERSITY



Create Brickyard Account

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Your Brickyard account will be used to access NC State Guest, Affiliate and Parent resources

Parents and guardians of NC State students needing to access resources in the MyPack Portal should have their student create the Brickyard account.

Please see the Parent/MyPack page for more information.

Email Address *

[REDACTED] [← change email](#)

Confirmation Code

[REDACTED]

[Send New Code](#) [Cancel](#)

Confirmation Code

A confirmation code has been sent to your email address. Enter the code into the Confirmation Code field to continue the account create process. The code is valid for 1 hour.

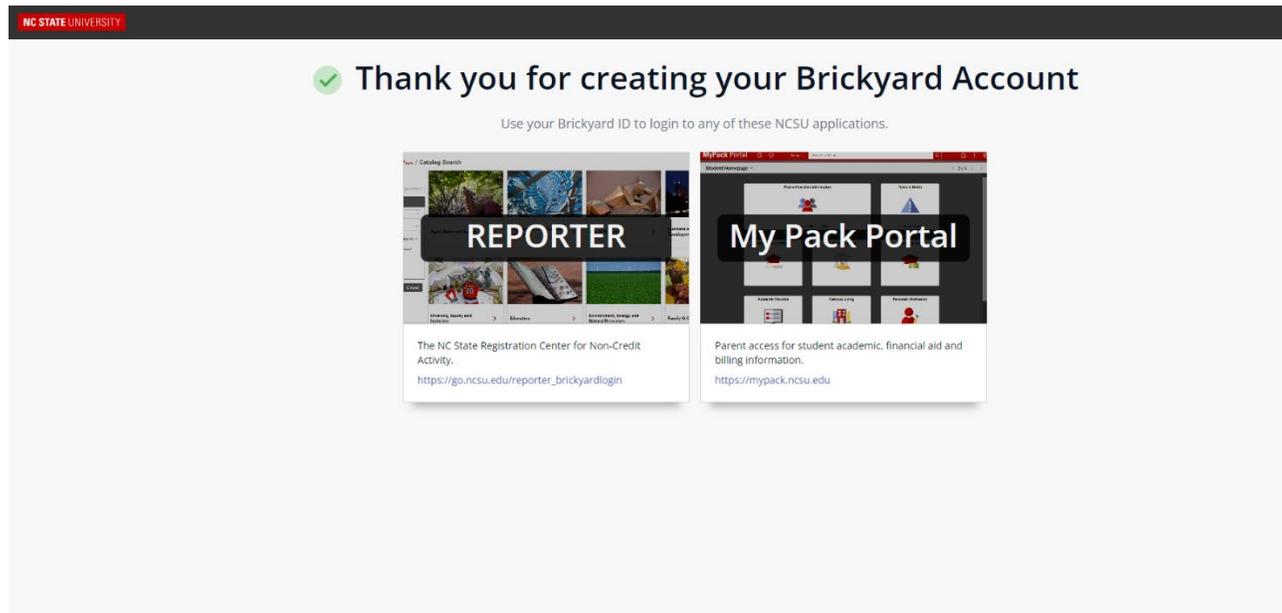
If you did not receive a code, verify the email address above is correct and check your spam folder.

If the email address is not correct, please select the 'change email' option.

IMPORTANT: If you did not get the email, read the information under “Confirmation Code” and select “Send New Code” if needed. Make sure to adjust any email account settings if possible to allow emails from this sender (brickyard@ncsu.edu) and make sure they do not go to your spam or junk folders!

Step 4:

If your submission was successful, you will see the screen below.



You will also receive a confirmation email similar to the one shown below:

NC State Brickyard Account Created



Brickyard

To: K Perry

Thu 5/16/2024 10:50 AM



Hello K Perry,

Thank you for creating a NC State Brickyard account. Your email, [REDACTED], will be your username to login using Brickyard services.

This account can be used to access the [REPORTER](#) application.

Please contact the NC State Help Desk at 919-515-HELP or help@ncsu.edu with questions.

This message was sent from NCSU Brickyard. This email account is not monitored; please do not reply to this email.

Step 5:

Instead of clicking on the link under “REPORTER” on the screen below, go back to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> to enroll in the Safe Plates for School Nutrition Staff course using the account you just created. You will be taken back to the original screen. This time click the “Brickyard Login” button under Brickyard Login.

Log in to the site



Moodle Projects

NC State Unity Login

If you have a Unity ID Login or an @ncsu.edu email address, use the red Unity ID login button below.



Forgot your Unity ID or Password?

Brickyard Login

If you have a Brickyard Login and do not have an @ncsu.edu email address, use the Brickyard Login button below. This includes many users registered through REPORTER.



Forgot your Brickyard Account ID or Password?

Projects User Login

If the other options do not apply to you, use the Projects User Login button below.



New Projects Users

If you are not affiliated with NC State or do not have a Unity ID please create a new Brickyard account by clicking the "Create New Account" button below.

Create New Account

NOTE: If you are an NC State instructor, staff member, or student, **do not create** a new account. Instead, you should log in with your Unity ID and password issued by the University. If you need help with your Unity ID, please contact help@ncsu.edu (919-515-HELP).

Anonymous Access

Some courses may allow anonymous access.

Use Anonymous Access

Step 6:

Enter the email address and password you used for the account you just created. Click the red "Log In" button.

NC STATE Shibboleth Login Service

Brickyard Login
NC State Guests/Affiliates/Parents

Email Address or User ID *

Password *

Show password

Don't Remember Login

LOG IN →

What is Shibboleth?

The Shibboleth System is a standards based, open source software package for web single sign-on across or within organizational boundaries. More information can be found on our [Shibboleth at NC State page](#)

Do Not Bookmark This Page

Bookmark the web service or application you want to access (e.g., mypack.ncsu.edu).

Keep Your Account Secure

To protect your privacy, **completely exit your web browser** when you are finished.

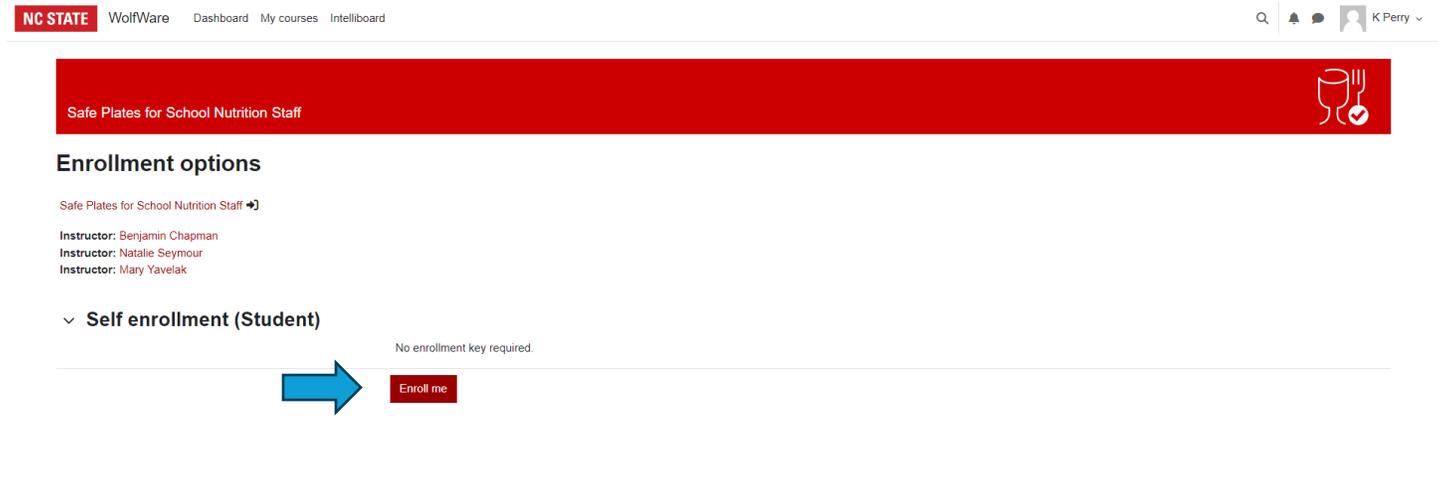
Remember that NC State personnel will NEVER ask you to reveal personal information, such as passwords or other restricted data by email, phone, text, or other means of communication. If you receive such a message or have replied to one, please report it to help.ncsu.edu.

Need Help?

- > Forgot your [Password?](#)
- > For help with password resets or login issues, contact the NC State Help Desk at 919.515.HELP (4357) or help.ncsu.edu.

Step 7:

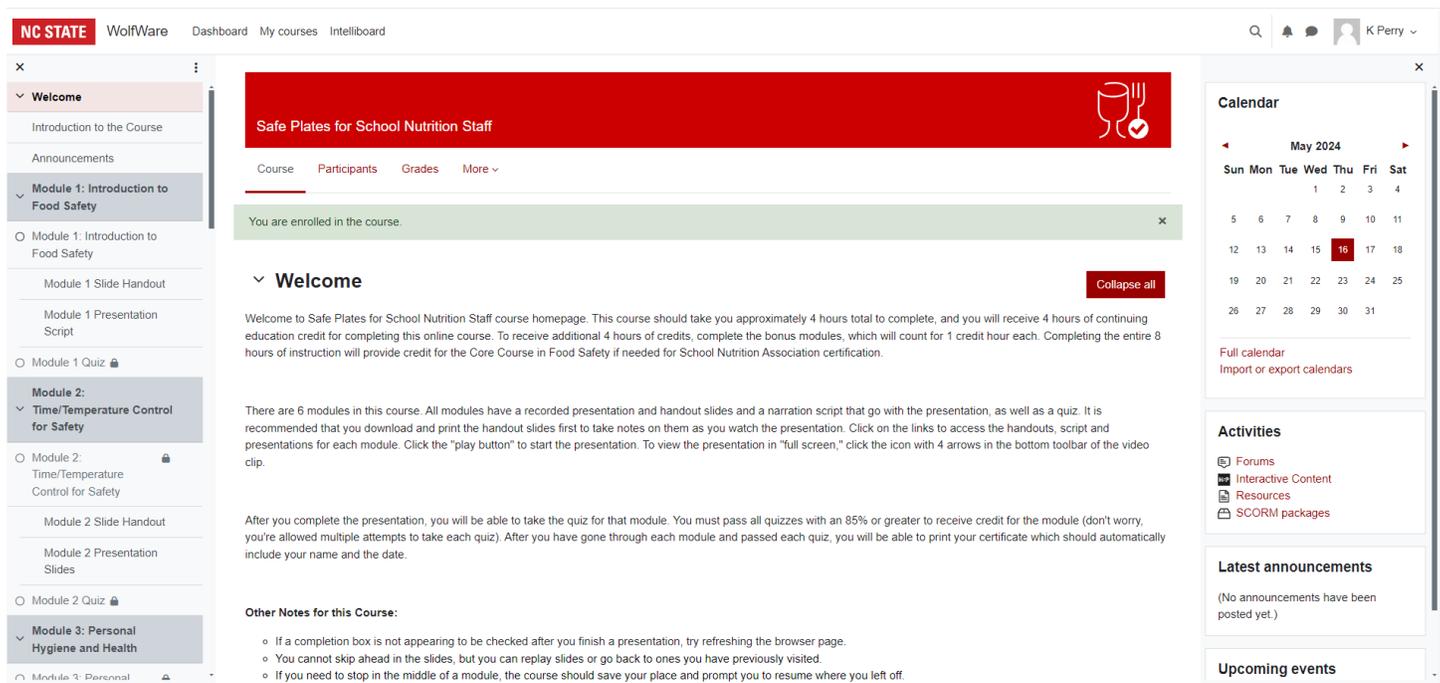
The next screen will be for enrolling in the course. Check to make sure it is the correct course (it will say “Safe Plates for School Nutrition Staff” at the top. Click the red “Enroll me” button to enroll.



The screenshot shows the top navigation bar with 'NC STATE', 'WolfWare', 'Dashboard', 'My courses', and 'Intelliboard'. On the right, there is a search icon, a notification bell, a chat bubble, and a user profile for 'K Perry'. Below the navigation is a red header with the course title 'Safe Plates for School Nutrition Staff' and a logo of a plate with a fork and a checkmark. The main content area is titled 'Enrollment options' and lists the course name with a dropdown arrow. Below this, it lists the instructors: Benjamin Chapman, Natalie Seymour, and Mary Yavelak. A section titled 'Self enrollment (Student)' is expanded, showing 'No enrollment key required.' and a red 'Enroll me' button. A blue arrow points to the 'Enroll me' button.

Step 8:

You should now be enrolled in the course. The next screen will show the course home page, with a welcome message and modules listed along the left side. You can now begin to complete the course.



The screenshot shows the course home page. The top navigation bar is the same as in Step 7. The main content area has a red header with the course title and logo. Below the header, there are tabs for 'Course', 'Participants', 'Grades', and 'More'. A green notification bar says 'You are enrolled in the course.' Below this is a 'Welcome' section with a 'Collapse all' button. The welcome message states: 'Welcome to Safe Plates for School Nutrition Staff course homepage. This course should take you approximately 4 hours total to complete, and you will receive 4 hours of continuing education credit for completing this online course. To receive additional 4 hours of credits, complete the bonus modules, which will count for 1 credit hour each. Completing the entire 8 hours of instruction will provide credit for the Core Course in Food Safety if needed for School Nutrition Association certification.' Below this, it says: 'There are 6 modules in this course. All modules have a recorded presentation and handout slides and a narration script that go with the presentation, as well as a quiz. It is recommended that you download and print the handout slides first to take notes on them as you watch the presentation. Click on the links to access the handouts, script and presentations for each module. Click the "play button" to start the presentation. To view the presentation in "full screen," click the icon with 4 arrows in the bottom toolbar of the video clip.' After this, it says: 'After you complete the presentation, you will be able to take the quiz for that module. You must pass all quizzes with an 85% or greater to receive credit for the module (don't worry, you're allowed multiple attempts to take each quiz). After you have gone through each module and passed each quiz, you will be able to print your certificate which should automatically include your name and the date.' Below this is a section titled 'Other Notes for this Course:' with three bullet points: 'If a completion box is not appearing to be checked after you finish a presentation, try refreshing the browser page.', 'You cannot skip ahead in the slides, but you can replay slides or go back to ones you have previously visited.', and 'If you need to stop in the middle of a module, the course should save your place and prompt you to resume where you left off.' On the left side, there is a sidebar with a list of modules: 'Welcome', 'Introduction to the Course', 'Announcements', 'Module 1: Introduction to Food Safety', 'Module 1: Introduction to Food Safety', 'Module 1 Slide Handout', 'Module 1 Presentation Script', 'Module 1 Quiz', 'Module 2: Time/Temperature Control for Safety', 'Module 2: Time/Temperature Control for Safety', 'Module 2 Slide Handout', 'Module 2 Presentation Slides', 'Module 2 Quiz', 'Module 3: Personal Hygiene and Health', and 'Module 3: Personal Hygiene and Health'. On the right side, there is a 'Calendar' for May 2024, 'Activities' (Forums, Interactive Content, Resources, SCORM packages), 'Latest announcements' (No announcements have been posted yet.), and 'Upcoming events'.

You can work at your own pace. Logging out should save your work and progress. Make sure to log out if you are using a public computer so that others do not accidentally use your account.

IMPORTANT: Make sure to log out if you are using a public computer so that others do not accidentally use your account. To log out, go to your name at the top right of the screen, click the down arrow, and select “Log out” at the bottom of the drop down menu. To log back in to continue the course, go back to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> and follow the instructions for Option 2 that begin on the next page. If you do not log out, logging back in will take you directly to the course home page.

Option 2: Used Brickyard Before / Existing Brickyard Account

Step 1:

Go to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> to enroll in the Safe Plates for School Nutrition Staff course using your Brickyard account. Click the “Brickyard Login” button under Brickyard Login.

NOTE: If you forgot your password, click the “Forgot your password” link and follow the instructions. If you forgot your user name, click “Forgot your Brickyard Account ID or Password?” under Brickyard Login. Return to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> to login once you have reset your password and/or user name.

Log in to the site

English (United States) (en_us) Log in

Moodle Projects

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Anonymous Access

Some courses may allow anonymous access.

Use Anonymous Access

Step 2:

Enter the email address and password for your account. Click the red “Log In” button to log in.

We have noticed that even if you have logged out, the link may still take you directly to the enrollment page (Step 3) without requiring you to log in.

NOTE: If you forgot your password, click the “Forgot your password” link and follow the instructions. If you forgot your user name, go back to Step 1 above and click “Forgot your Brickyard Account ID or Password?” under Brickyard Login. Return to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476> to login once you have reset your password and/or user name.



Brickyard Login
NC State Guests/Affiliates/Parents

Email Address or User ID *

Password *

 Show password
 Don't Remember Login

LOG IN →

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Do Not Bookmark This Page

Bookmark the web service or application you want to access (e.g., mypack.ncsu.edu).

Keep Your Account Secure

To protect your privacy, **completely exit your web browser** when you are finished.

Remember that NC State personnel will NEVER ask you to reveal personal information, such as passwords or other restricted data by email, phone, text, or other means of communication. If you receive such a message or have replied to one, please report it to help.ncsu.edu.

Need Help?

- > Forgot your [Password?](#)
- > For help with password resets or login issues, contact the NC State Help Desk at 919.515.HELP (4357) or help.ncsu.edu.

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Step 3:

The next screen will be for enrolling in the course. Check to make sure it is the correct course (it will say “Safe Plates for School Nutrition Staff” at the top. Click the red “Enroll me” button to enroll.

NC STATE WolfWare Dashboard My courses Intellboard Q 🔔 🗨️ 👤 K Perry

Safe Plates for School Nutrition Staff

Enrollment options

Safe Plates for School Nutrition Staff →

Instructor: Benjamin Chapman
Instructor: Natalie Seymour
Instructor: Mary Yavelak

∨ **Self enrollment (Student)**

No enrollment key required.

Enroll me

Step 4:

You should now be enrolled in the course. The new screen will show the course home page, with a welcome message and modules listed along the left side. You can now begin to complete the course.

The screenshot shows the Moodle course interface for 'Safe Plates for School Nutrition Staff'. The top navigation bar includes 'NC STATE', 'WolfWare', 'Dashboard', 'My courses', and 'Intelliboard'. The user is identified as 'K Perry'. The course title is displayed in a red banner with a fork and knife icon. Below the banner, a green notification states 'You are enrolled in the course.' The main content area features a 'Welcome' message and a 'Collapse all' button. The course description states: 'Welcome to Safe Plates for School Nutrition Staff course homepage. This course should take you approximately 4 hours total to complete, and you will receive 4 hours of continuing education credit for completing this online course. To receive additional 4 hours of credits, complete the bonus modules, which will count for 1 credit hour each. Completing the entire 8 hours of instruction will provide credit for the Core Course in Food Safety if needed for School Nutrition Association certification.' A second paragraph explains: 'There are 6 modules in this course. All modules have a recorded presentation and handout slides and a narration script that go with the presentation, as well as a quiz. It is recommended that you download and print the handout slides first to take notes on them as you watch the presentation. Click on the links to access the handouts, script and presentations for each module. Click the "play button" to start the presentation. To view the presentation in "full screen," click the icon with 4 arrows in the bottom toolbar of the video clip.' A third paragraph notes: 'After you complete the presentation, you will be able to take the quiz for that module. You must pass all quizzes with an 85% or greater to receive credit for the module (don't worry, you're allowed multiple attempts to take each quiz). After you have gone through each module and passed each quiz, you will be able to print your certificate which should automatically include your name and the date.' The 'Other Notes for this Course:' section includes: 'If a completion box is not appearing to be checked after you finish a presentation, try refreshing the browser page.', 'You cannot skip ahead in the slides, but you can replay slides or go back to ones you have previously visited.', and 'If you need to stop in the middle of a module, the course should save your place and prompt you to resume where you left off.' The left sidebar lists modules: 'Welcome', 'Introduction to the Course', 'Announcements', 'Module 1: Introduction to Food Safety', 'Module 1: Introduction to Food Safety', 'Module 1 Slide Handout', 'Module 1 Presentation Script', 'Module 1 Quiz', 'Module 2: Time/Temperature Control for Safety', 'Module 2: Time/Temperature Control for Safety', 'Module 2 Slide Handout', 'Module 2 Presentation Slides', 'Module 2 Quiz', 'Module 3: Personal Hygiene and Health', and 'Module 3: Personal Hygiene and Health'. The right sidebar contains a calendar for May 2024, activities (Forums, Interactive Content, Resources, SCORM packages), latest announcements (No announcements have been posted yet.), and upcoming events.

You can work at your own pace. Logging out should save your work and progress.

IMPORTANT: To log back in to continue the course, go back to <https://moodle-projects.wolfware.ncsu.edu/enrol/index.php?id=1476>, click “Brickyard Login” and enter your username and password on the next screen if prompted. You should then be taken directly to the course homepage.