

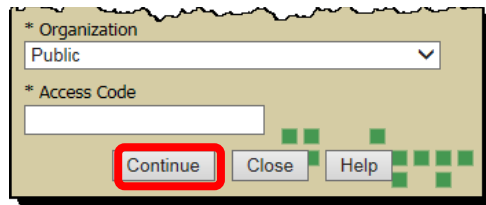
# Learning Management System

## Step 1: Create New User Account

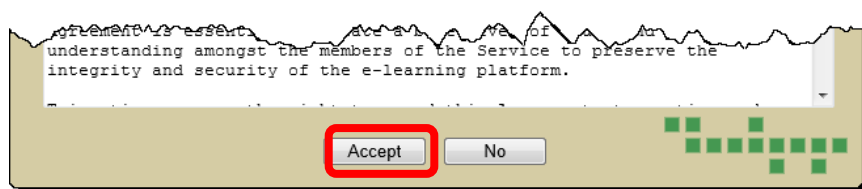
1. **IMPORTANT:** If you created a Learning Management System (LMS) account previously, skip to **Step 2: Launch Course**.
2. Open your Internet browser and go to the LMS website:  
<https://courses.mihealth.org/PUBLIC>.
3. Click on the **Create New User** button.



4. Click **Continue**. You do not need an access code to enroll on the Public LMS.

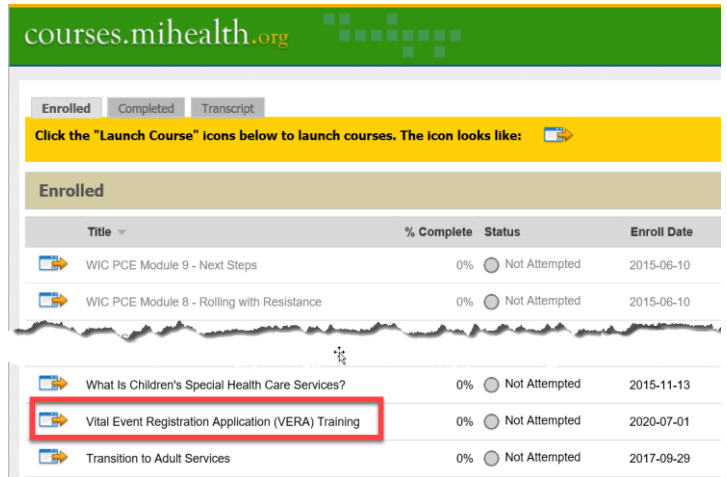


5. Complete the required and desired optional fields:
  - Email (User ID) – For example [fakename123@gmail.com](mailto:fakename123@gmail.com), your email will be your User ID
  - First Name
  - Last Name
  - Email (use the same email as entered in the Email (User ID) field above)
  - Password
  - Confirm Password
  - Optional fields (State/Province, Middle Initial, Address, City, Zip/Postal, Country, and Phone).
6. Click on the **Create New User** button.
7. When the **Terms of Use** pop-up message displays, please read then click on the **Accept** button. Your account is now created. Next you will need to launch your course.



## Step 2: Launch Course

1. From the **My Courses** tab, click on the **Launch Course** icon next to the desired course. The course will open in a new window and begin to play. In this example, the **Vital Event Registration Application** course is being launched or opened.

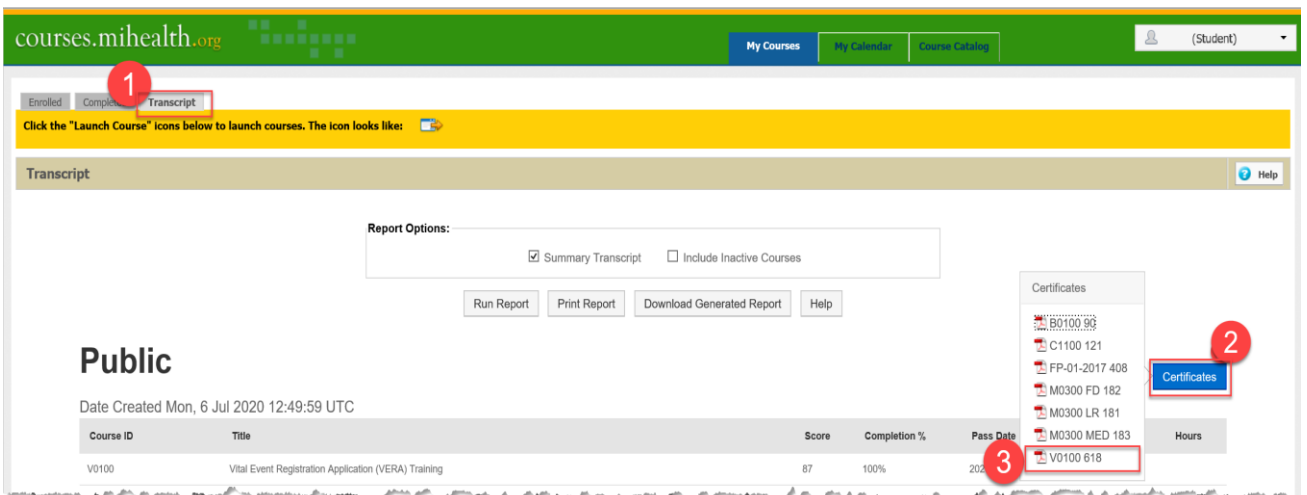


The screenshot shows the 'courses.mihealth.org' website. At the top, there are tabs for 'Enrolled', 'Completed', and 'Transcript'. Below the tabs, a yellow banner reads: 'Click the "Launch Course" icons below to launch courses. The icon looks like: [Launch Course Icon]'. Underneath, there is a table of enrolled courses:

Title	% Complete	Status	Enroll Date
WIC PCE Module 9 - Next Steps	0%	Not Attempted	2015-06-10
WIC PCE Module 8 - Rolling with Resistance	0%	Not Attempted	2015-06-10
What Is Children's Special Health Care Services?	0%	Not Attempted	2015-11-13
<b>Vital Event Registration Application (VERA) Training</b>	0%	Not Attempted	2020-07-01
Transition to Adult Services	0%	Not Attempted	2017-09-29

## View Certificate

1. After completing the course, a certificate will become available. To access the certificate, select the **My Courses** tab, click on the **Report Card** button. The **Transcript** window will open.
2. Click on the **Certificates** button located at the bottom of the screen.
3. Select the name of the certificate that you would like to view. The certificate will display. You can print, save, or close the certificate.



The screenshot shows the 'courses.mihealth.org' website. At the top, there are tabs for 'My Courses', 'My Calendar', and 'Course Catalog'. Below the tabs, a yellow banner reads: 'Click the "Launch Course" icons below to launch courses. The icon looks like: [Launch Course Icon]'. Underneath, there is a 'Transcript' window. The 'Transcript' window has a 'Report Options' section with a checkbox for 'Summary Transcript' (checked) and a checkbox for 'Include Inactive Courses' (unchecked). Below the report options are buttons for 'Run Report', 'Print Report', 'Download Generated Report', and 'Help'. On the left side of the transcript window, the word 'Public' is displayed. Below 'Public', the date 'Date Created Mon, 6 Jul 2020 12:49:59 UTC' is shown. At the bottom of the transcript window, there is a table of courses:

Course ID	Title	Score	Completion %	Pass Date
V0100	Vital Event Registration Application (VERA) Training	87	100%	2020-07-01

On the right side of the transcript window, there is a 'Certificates' section with a list of certificates: C1100 121, FP-01-2017 408, M0300 FD 182, M0300 LR 181, M0300 MED 183, and V0100 618. The 'V0100 618' certificate is highlighted with a red box. Below the list of certificates is a 'Certificates' button, which is also highlighted with a red box.