



Michigan VERA Birth Learning Management System (LMS)

IMPORTANT: This document will cover **Step 1:** Create an Account, **Step 2:** Enroll and launch course, and **Step 3:** View Certificate. If you already have a Learning Management System (LMS) account, login and skip to **Step 2:** Launch Course.

Step 1: Create an Account

- Open your Internet browser and go to the LMS website: <https://mihealth.coursemill.com/html/PUBLIC/>
- New users will select **Create an Account**

Complete your information to create a new account:

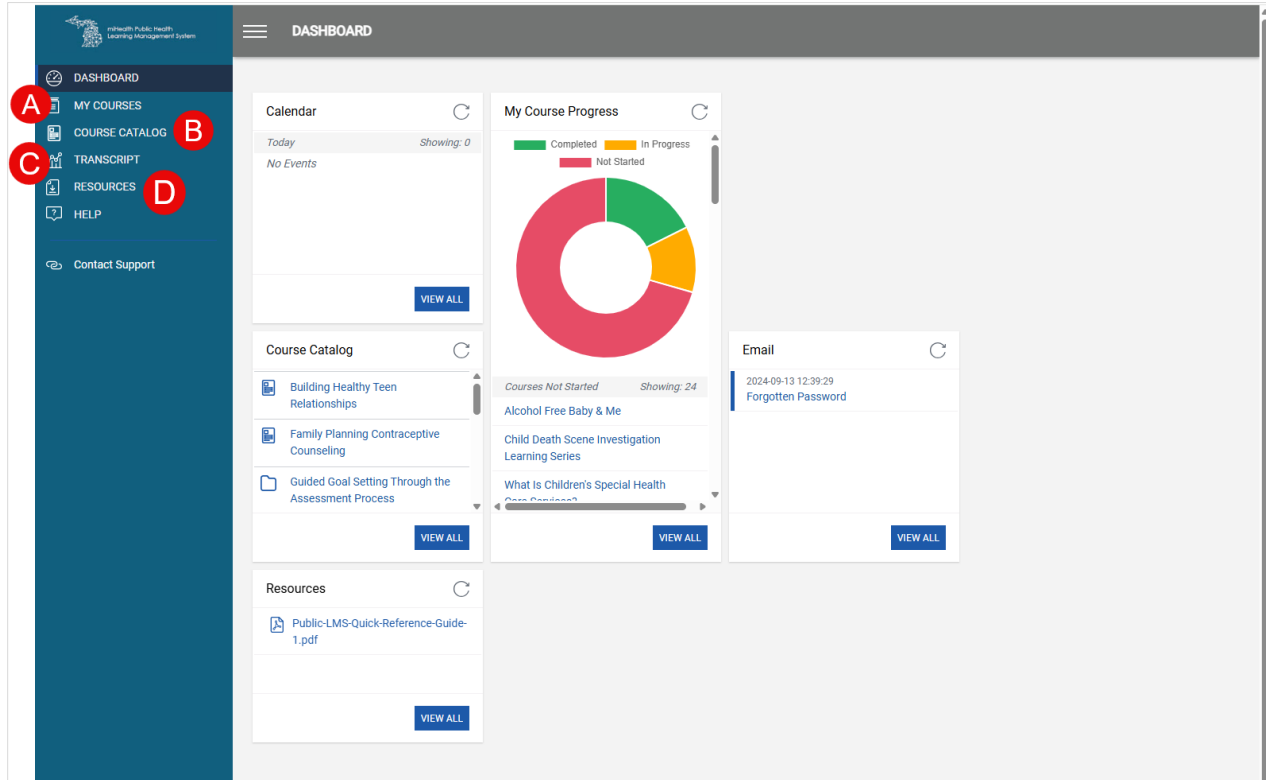
- Enter required fields indicated by asterisks (*)
 - User ID (suggest using email)
 - Password
 - First Name
 - Last Name
 - Email address
- After entering the required information, select **Create an Account**. This will log you into your account, and you will receive an email confirming that you have been self-registered in CourseMill, along with your Username.
- For subsequent logins, open your internet browser and go to the LMS website <https://mihealth.coursemill.com/html/PUBLIC/>, enter your User ID and Password, and select **Login**.



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Step 2: Enroll and Launch Course

When you log into your account, the **DASHBOARD** will show. You can use the menu on the left or the dashboard icons to navigate the LMS.

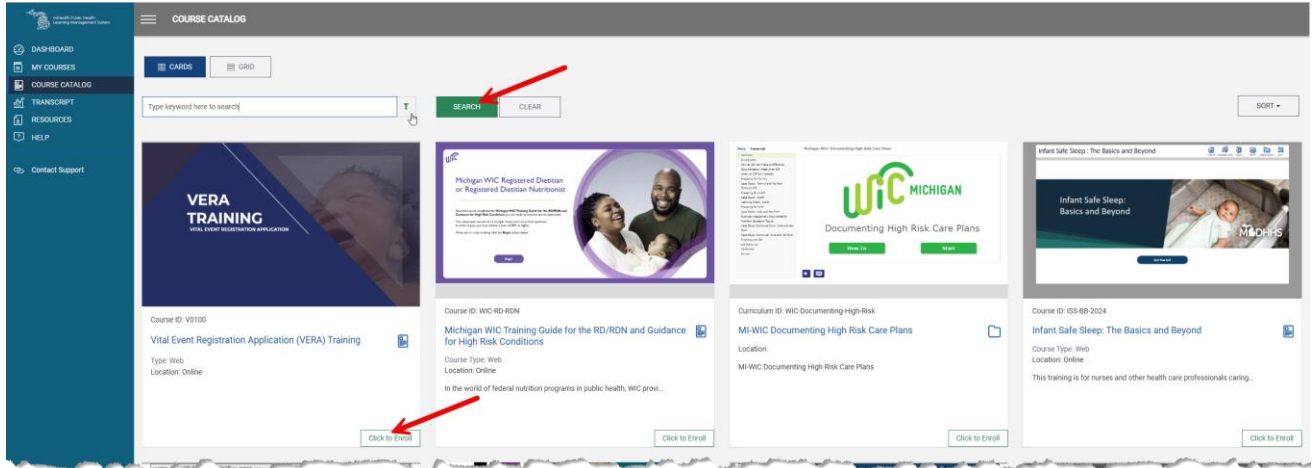



- A. **MY COURSES** shows courses that you are enrolled in.
- B. If this is your first time accessing the course, use **COURSE CATALOG** to search for the course.
- C. **TRANSCRIPT** will show your completed courses.
- D. **RESOURCES** has a Public LMS Quick Reference Guide that can be downloaded.

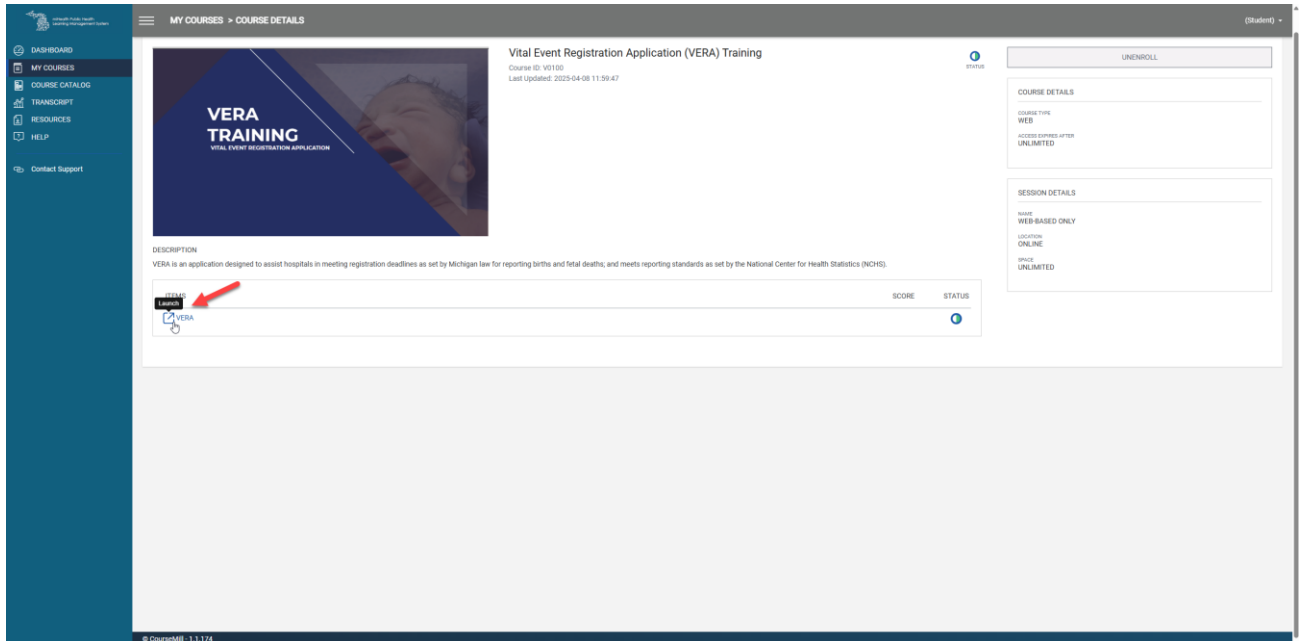


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- To enroll in the *Vital Event Registration Application (VERA) Training* course, select **COURSE CATALOG**. You can either manually scroll through the available courses, or use **Search** to find the desired course.
- Click on **Click to Enroll**. The course will now be available in **MY COURSES**.



- From the **MY COURSES** section, scroll to the desired course and click on the hyperlinked course name to view additional course information.
- In the course details, click on the Launch icon  to launch the course.



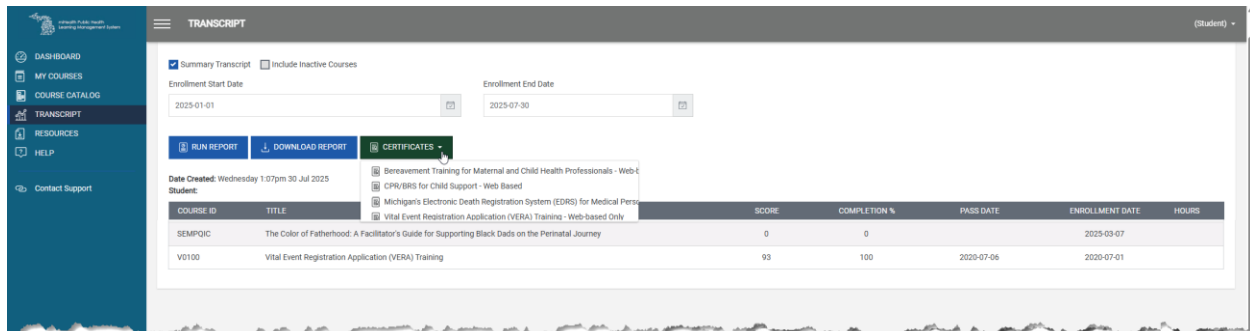


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Step 3: Certificates

Once a course has been completed, including successfully completing an assessment if applicable, a Certificate of Completion will be sent to the email address associated with the user ID. If you would like to obtain another copy, you can access your certificates in the **TRANSCRIPT** section.

- Select **TRANSCRIPT** from the menu.
- Click on the dropdown arrow on the **CERTIFICATES** button.
- Scroll to the name of the course for which you would like to view a certificate, and click on it to select.



- A PDF of the certificate will open in a new window. You will be able to save or print a copy.

