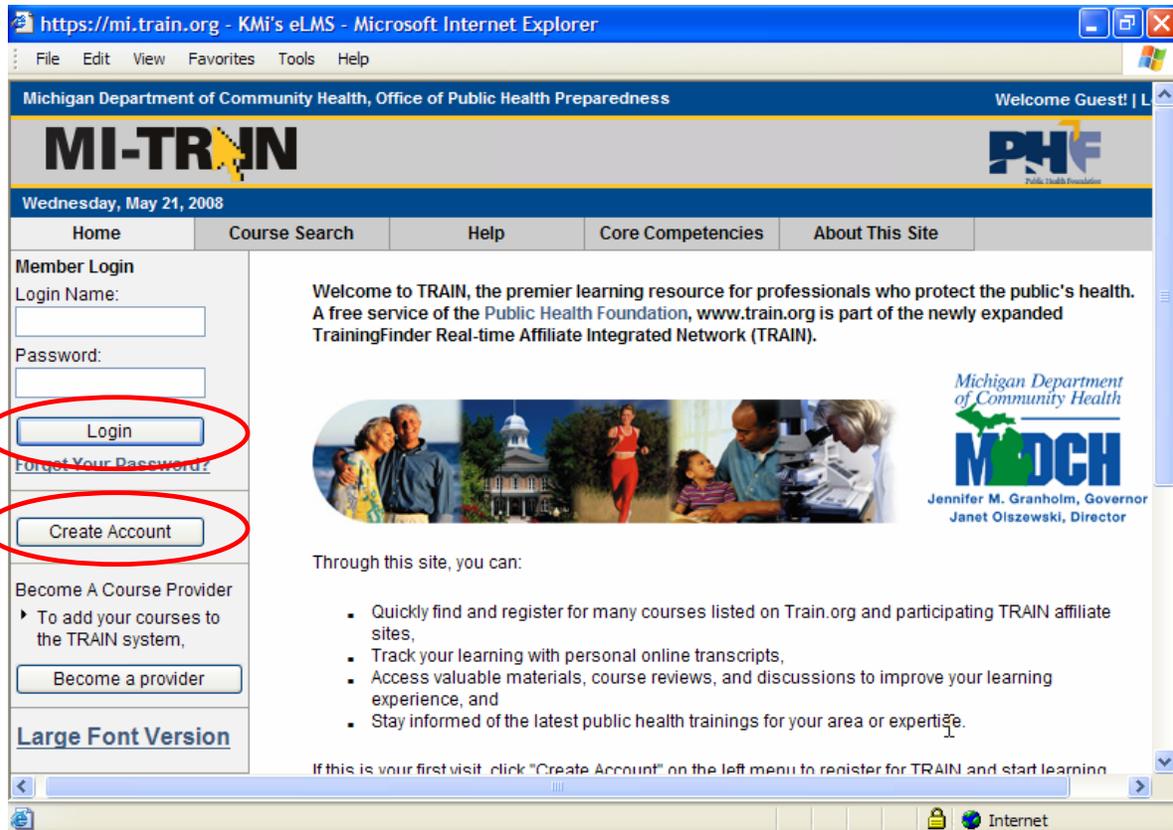


MI-TRAIN: Foodborne Illness Response Strategy for MI

Instructions for Registration and Login

To access the Foodborne Illness Response Strategy for MI (F.I.R.St), follow these instructions:

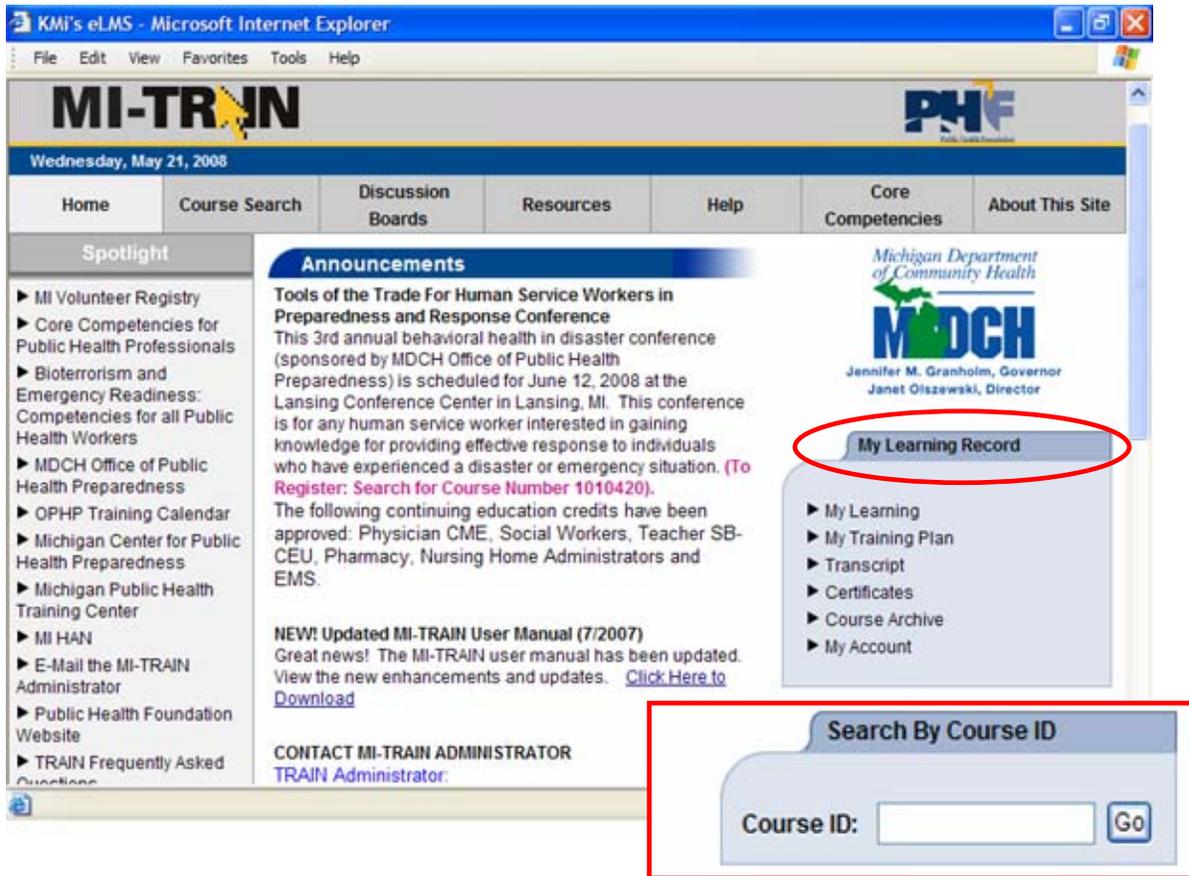
1. Use a web-browser to access the following address- <https://mi.train.org>
 - a. The page will look like this:



2. There are two options for logging in:
 - a. Create a new account:
 - i. As shown above, underneath the login areas click "Create Account"
 - ii. Fill in the required fields to create a log-in
 - iii. Move to step 3
 - b. Login with an existing account:
 - i. Type in your login information on the left side of the screen
3. After Login, the first page visible is your homepage.
 - a. Here, you can access:
 - i. My Learning Record: "My Learning" which holds all the courses you have signed up for as well as their status (in progress or completed).

ii. My Learning Record: “My Account”- allows you to change your account information

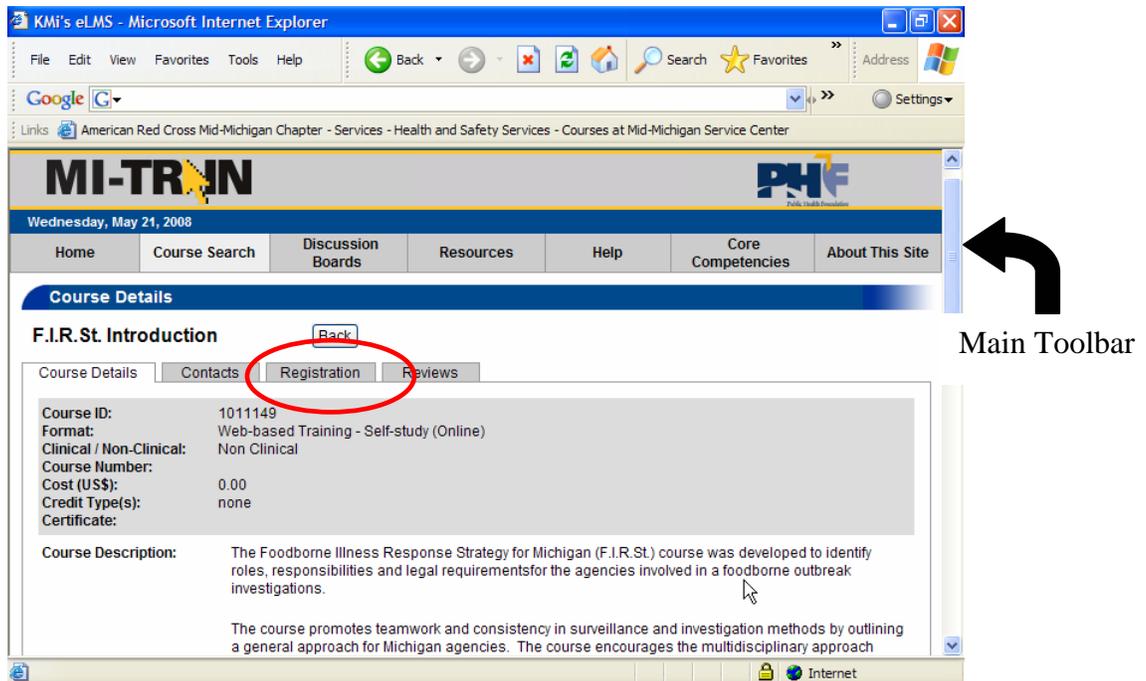
4. To begin F.I.R.St Training, on your homepage find the “Search By Course ID” box below “My Learning Record” as shown below:



a. Search for the course you want to take by using one of the following Course ID numbers and clicking “Go”:

F.I.R.St Training Module	Course ID
Introduction	1011149
1- Passive Surveillance	1011137
2- Outbreak Detection	1011204
3- Epidemiological Investigation	1011191
3 (II)- Environmental Assessment	1011193
4- Concluding Actions	1011158
5- Laboratory Guidance	1011151
6- Investigation of Intentional Events	1011212

- b. On the new page that appears, click on the name of the Module (example: F.I.R.St Introduction)
 - i. The following screen will appear:



- c. Along the toolbar below the Module name, click “Registration” as circled above
 - i. Type in your Agency of Employment and click “Launch”
 - ii. The Training Video will appear on your computer screen and begin playing
5. To select a new module, click “Home” on the Main Toolbar (shown above)
 - a. Repeat step 4: scroll down to the “Course ID” box and type in the appropriate Course ID from 4a.

Taking the F.I R.St Post-Assessments

- After completing the course, you must complete the post assessment. To do this, close the presentation and return to the MI-TRAIN homepage by clicking on the “Home” tab.
- Click on the “My Learning” link located in the “My Learning Record” box.
- Click on the “M” button located to the right of the course title.
- Click the “Completed” button. The system will inform you there is a post-assessment pending.
- In the pop up box click the “OK” button.
- To begin the assessment, click the “Assessment” button.

- Click the “Start Assessment” button.
- When you have completed the post assessment questions, your score will show and the results will be sent to your transcript.
-

Completing the Training

NOTE: Once you have completed all of the modules and wish to participate in the one-day on-site training course

- Access course ID# 1014007, **F.I.R.St On-Site Exercise Day** on the MI-Train website
- Check on available training dates and register.