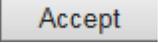


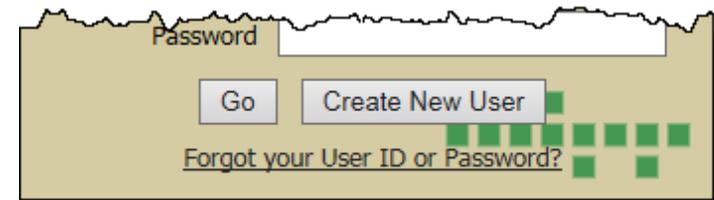
*Nursing CEs Available*

### Create New User Account

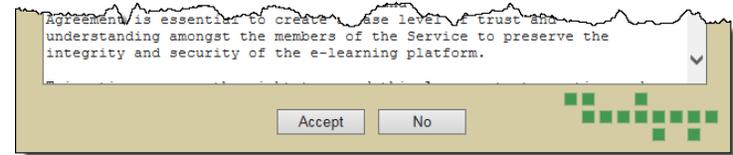
1. Open your Internet browser and go to <https://courses.mihealth.org/PUBLIC>.
2. Click on the **Create New User**  button.
3. Complete the required and desired optional fields:
  - Email (User ID) – **which will be your User ID**
  - First Name
  - Last Name
  - Email (separate from above “Email (User ID)” field – required in case of forgotten User ID / Password)
  - Password
  - Confirm Password
  - Optional fields (Email, Middle Initial, Address, City, State/Province, Zip/Postal, Country, and Phone).
4. Click on the **Create New User**  button.
5. When the **Terms of Use** pop-up message displays, click on the **Accept**  button. Your account is now created. You will be automatically logged into the LMS.

#### HELPFUL HINTS

- View of **Create New User** button.



- View of the **Terms of User Accept** button:



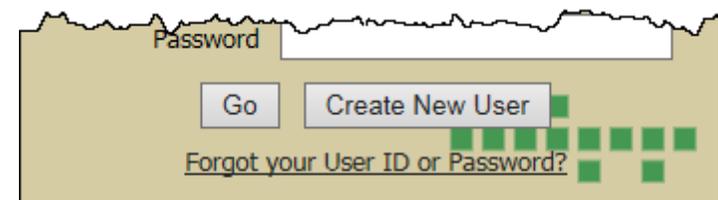
### Log in to the LMS

If you have already created an account in the courses.mihealth.org Learning Management System:

1. Open your Internet browser and go to <https://courses.mihealth.org/PUBLIC>.
2. Enter your User ID and Password created in the previous section.
3. Click on the **Go**  button.

#### HELPFUL HINTS

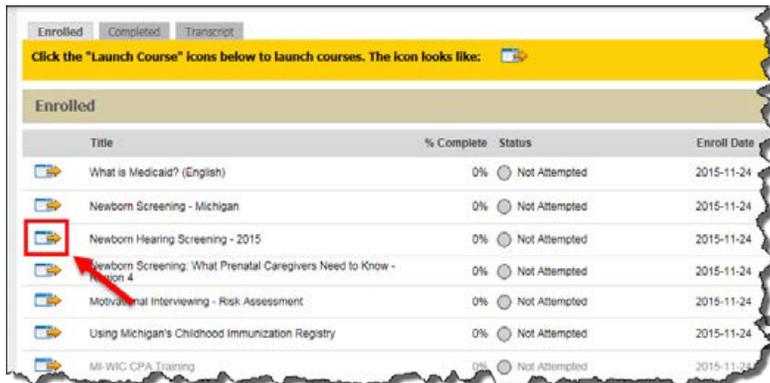
- View of the **Go** button



## Find & Launch Course

- From the **Enrolled** tab, click on the **Launch Course** icon next to the desired course. The course will open in a new window and begin to play. For example, in the picture below right, the **Newborn Hearing Screening - 2015** course is being launched or opened. (Scroll near the bottom to find this option.)

Note: If a course **Title** is greyed-out, this means the course is inaccessible. Refer to the **Prerequisites** column



## Forgot Your Password?

- From the **Sign In** screen, click the Forgot your User ID or Password? link
- Enter your Username or Email address and click the **Process** button.

View of the **Forgot your User ID or Password?** link:



View of the **Forgot your User ID or Password?** pop-up page



## After Completing the Course—View, Print or Save Your Certificate

- To the right of the **Enrolled** tab are the **Completed** and **Transcript** tabs. Click on the **Transcript** tab to find certificates for completed courses.
- Click on the **Certificates** button located in the top right corner of the screen.
- Select the appropriate **Certificate PDF**. The certificate will display. You can print, save, or close the certificate.

View of the **Certificates** pop-up:

