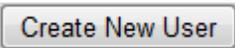
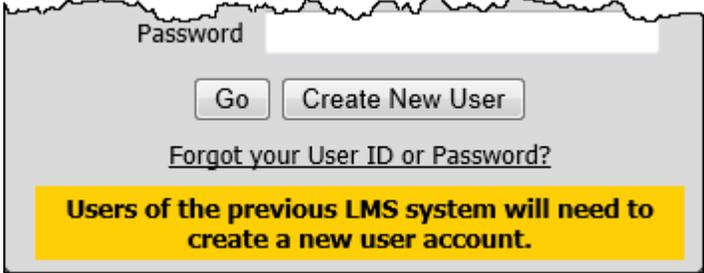
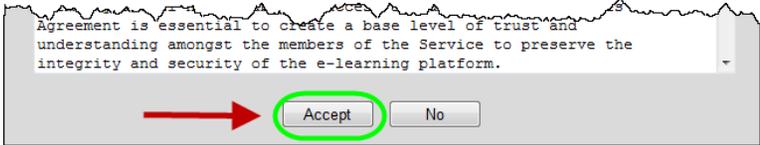
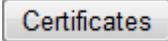
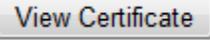


Action	Create New User Account	Notes
<p>Create New User Account</p>	<ol style="list-style-type: none"> Open your Internet browser and go to the training.mihealth.org website. You will see a message regarding the change and be automatically redirected to the new Learning Management System (LMS) where you will create your account. NOTE: CourseMill works in any Internet browser (Internet Explorer, Firefox, Google Chrome, etc.). You are no longer limited to only using Internet Explorer. Click on the Create New User  button. Complete the required and desired optional fields: <ul style="list-style-type: none"> 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). Click on the Create New User  button. When the Terms of Use pop-up message displays, click on the Accept button. Your account is now created. Next you will need to launch your course. 	<ul style="list-style-type: none"> View of Create New User button.  If you have already registered, but have forgotten your User ID or Password, click on the Forgot your User ID or Password? link to have your User ID and/or Password emailed to you.  View of the Terms of User Accept button: 

Action	Launch Course	Notes																														
Launch Course	<ol style="list-style-type: none"> 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. For example, in the picture on the right, the Birth Defects Registry course is being launched or opened. 	<ul style="list-style-type: none"> View of the Launch Course icon: <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="background-color: #fff9c4; padding: 2px;">Click the "Launch Course" icons below to launch courses. The icon looks like: </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #d9e1f2;">My Courses</th> <th style="text-align: right;">Show Options: Expired Co</th> </tr> <tr> <th style="width: 5%;">Catalog ID</th> <th style="width: 45%;">Name</th> <th style="width: 15%;">% Complete</th> <th style="width: 10%;">Status</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td> C0100</td> <td>CHAMPS My Inbox and Domain Administrator Functions - A001</td> <td style="text-align: center;">0%</td> <td></td> <td></td> </tr> <tr> <td> C0200</td> <td>CHAMPS Submit Adjustment and Void Claims Online - A001</td> <td style="text-align: center;">0%</td> <td></td> <td></td> </tr> <tr> <td> M0800</td> <td>MI-WIC All Clinic Staff Training - A001</td> <td style="text-align: center;">10%</td> <td>Started</td> <td></td> </tr> <tr> <td> B0100</td> <td>Birth Defects Registry - A001</td> <td style="text-align: center;">100%</td> <td>Completed</td> <td></td> </tr> </tbody> </table> </div> 	My Courses				Show Options: Expired Co	Catalog ID	Name	% Complete	Status		 C0100	CHAMPS My Inbox and Domain Administrator Functions - A001	0%			 C0200	CHAMPS Submit Adjustment and Void Claims Online - A001	0%			 M0800	MI-WIC All Clinic Staff Training - A001	10%	Started		 B0100	Birth Defects Registry - A001	100%	Completed	
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View Certificate	<ol style="list-style-type: none"> From the My Courses tab, click on the Report Card  Report Card button. The Transcript window will open. Click on the Certificates  button located at the bottom of the screen. Select the Certificate and click on the View Certificate  button. The certificate will display. You can print, save, or close the certificate. 	<ul style="list-style-type: none"> View of the Certificates pop-up: <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="background-color: #4f81bd; color: white; padding: 2px; font-weight: bold;">Certificates x</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">Birth Defects Registry (B0100)</td> <td style="width: 30%;">2013-03-13</td> </tr> <tr> <td>CHAMPS My Inbox and Domain Administrator Functions (C0100)</td> <td>2013-03-13</td> </tr> </tbody> </table> <div style="text-align: right; padding-top: 10px;"> View Certificate Close Help </div> </div> 	Birth Defects Registry (B0100)	2013-03-13	CHAMPS My Inbox and Domain Administrator Functions (C0100)	2013-03-13																										
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