



## MI-TRAIN Learning Management System Instructions

### Creating your MI-TRAIN Account:

1. Go to [mi.train.org](http://mi.train.org).
2. Click on Create Account, which appears underneath the login box on the left hand side.
3. You will first need to agree to the TRAIN policies.
4. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). Do not hit the Back button at any time during the registration process.
5. Answer the secret question at the bottom of the page with an easily-recallable, one-word answer. In the event that you forget your password, you will be asked to answer this question as a security measure during the password retrieval process.
6. You will be asked to select which groups on TRAIN you would like to participate in. Click on the State Portal Select Groups button.
7. Next, select Michigan State Police from the Select Area of Interest drop down box and EMHSD, then click submit.
8. On the next page, select up to 3 professional roles that best match your job description.
9. Next select up to 3 settings that best fit your work environment. Click next when finished.
10. Additional demographic information will be requested. \*This information is not required for registration.
11. Click Continue to finish registering your account.
12. You are now free to enter the site.

### Registering for a Course:

1. Go to the MI-TRAIN website at [mi.train.org](http://mi.train.org).
2. Enter your login name and password and click on the Login button.
3. At the top right of the page, in the box that says Keyword or Course ID, type in the Course ID and then click on the magnifying glass.
4. A list of classes will now appear.
5. Click on the course title.
6. Click on the Registration Tab.
7. Next click on the Get Approval button.
8. You will receive a message that your request to take the course is being processed. You will receive your confirmation prior to the training date.

### Withdrawing from a Course:

1. Go to [mi.train.org](http://mi.train.org).
2. Enter your login name and password and click on the Login button.
3. Find the My Learning link on the right hand side and click it.
4. Click Current Courses box on the right side.
5. Next find the class you wish to withdraw from and click on the M at the far right of the title to manage your registration.
6. Click on the Withdraw button.
7. You should now be able to view and register for another session.

### Retrieving Your Login Name/Password:

1. Go to [mi.train.org](http://mi.train.org).
2. Click on the, Forgot Your Login Name/Password? link.
3. Enter the email address you used when you created your account and click the Send Password and Login Name button.
4. Your password and login name will be sent via email.