



## Current Users:

We are very sorry for any inconvenience, but due to procedural changes in MiTrain, the instructions for accessing the evaluation/assessment and your certificate has been revised. We realize this will require additional steps; however it is necessary to maintain comprehensive records. We will continue to look at making improvements as they become available and we hope to have the registration process combined into one easy to use system for the next conference.

1. Log into your personal TRAIN account ([mi.train.org](http://mi.train.org))
2. You will see on the right hand side of the screen “My Learning Record”, from this box click on the “My Learning” link.
3. Now you should see a list of all the courses that you are registered for. Locate the “2011 Great Lakes Homeland Security Conference and Expo” and click on the conference title.
4. Next click on the “Registration Tab” and then the “Edit My Registration” button and then click on the “Next” button.
5. The system will then state that no additional information is required, simply click “Next”.
6. You will then be asked to verify your information. If everything is correct, click “Next”.
7. You should now be presented with a confirmation page. At the bottom of the page, click “Complete Registration”. If this option is not available, proceed to Step 8.
8. You will now receive a similar page with the words “You have successfully registered for the conference.” Scroll to the bottom of the page and click the “Save and Back” button. Your status should now show in progress. If you click on the “Back” button, you should return to your “My Learning Record” page. Next click on the “M” to the right of the conference title.
9. Click on the “Completed” button located to the right of the session.
10. Next click the grey “Completed” button shown under the session information to indicate that you have completed the entire conference. You will be asked if you are sure you want to complete the session - click “OK”. Please note that you will see a pop-up window with a warning, click “ok” to accept.
11. Click on the “Assessment” button at the bottom of the screen and complete your evaluation/assessment questions and then click on the “Close” button.
12. Within 48 hours, your certificate should be available. At that time, you can return to the home page and click “Certificate” under the “My Learning Record” on the right side of the screen. Locate the conference and on the right hand side of the screen click on the “Conference Certificate” link under the certificates column. Your certificate will now appear in a pop up window.
13. For a hard copy, print off the certificate and then close the window. These certificates will always be located in your TRAIN Certificate file if you ever need another copy.



# Great Lakes Homeland Security Training Conference & Expo 2011

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## **New Users:**

For instructions on setting up a MiTrain user account, go to <http://www.state.mi.us/msp/cjic/lms/index.html>  
Once you have created your account, please send an e-mail to [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) indicating you attended the 2011 Great Lakes Homeland Security Conference and have created your account in MiTrain.

Within two business days of the receipt of your e-mail, our staff will input the necessary information in the MiTrain system. At that point, you will be able to access the online assessment. All participants must establish a MiTrain account in order to complete the assessment and receive a certificate.

Please complete the assessment by Friday, May 27, 2011.

## **Training Certificate:**

Once you have completed the online assessment and all necessary information is in the system, MiTrain will generate your conference certificate. To view/print your certificate, click the certificate link on the homepage and locate the 2011 Great Lakes Homeland Security Conference. Click on the Conference Certificate link to open your certificate in a PDF format. Please note that Adobe Acrobat Reader is required to access your certificate.

If you have any questions please contact Kristi Daymon at: [Daymonk2@michigan.gov](mailto:Daymonk2@michigan.gov)

## **Save the Date:**

Please join us next year at the 2012 Great Lakes Homeland Security Training Conference & Expo scheduled for May 1-3, 2012.

Thank you in advance for completing the conference assessment and we hope you are able to join us again next year.