

CACFP Training Quick Start Guide

How to Create a New User Account and Register for a Course

1. Go to <https://misponsortraining.com>. Brighton works best on Chrome.
2. Scroll to find your desired course and click the **See more...** button

Online Course Catalog

\$0

Planning and Administering the SFSP

Planning and Administering the SFSP 2020 REQUIRED (MICHIGAN-100)

This course is designed for new and returning Summer Food Service Program (SFSP) sponsor staff, and will review the regulations and procedures of the SFSP.

See more...

\$0

SFSP Meal Planning for Summer Success!

OPTIONAL (MICHIGAN-523)

A winning meal is the key to getting great attendance and keeping kids coming to your site all summer long. While SFSP has its special challenges, in this hour our course, participants will explore exciting menu options for cold meals and hot meals. Participants will learn the SFSP meal pattern and then discover how much creativity and flexibility it has to build the best meal pattern for their needs.

See more...

\$0

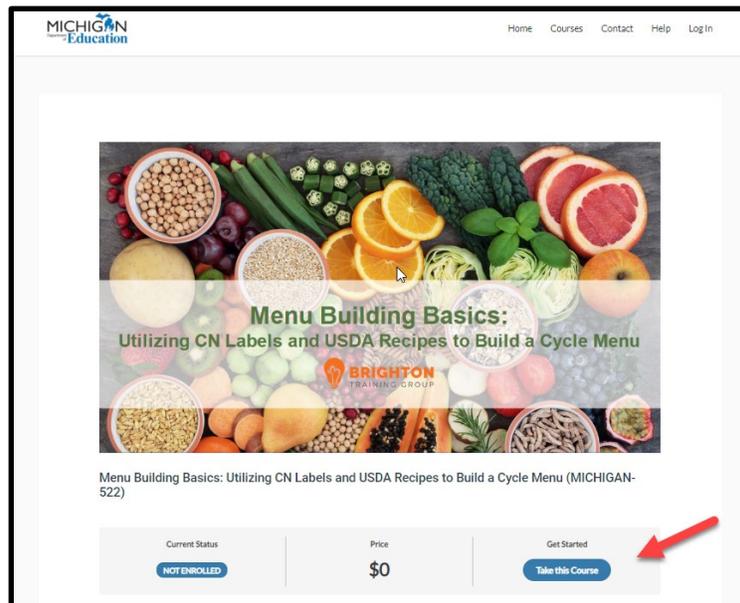
Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu

Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)

In this course, participants will learn to recognize the 6 key indicators for a CN Label is, what a product formulation statement is, and how to use them to build a cycle menu. In addition, participants will explore the vast resources of USDA Standardized recipes, and will learn how to scale these recipes and products to fit their production needs. Lastly, participants will understand the basics of record retention and what documentation would be needed to support food production records, if required by their state.

See more...

3. Click the **Take this Course** button



MICHIGAN
Department of
Education

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Menu Building Basics:
Utilizing CN Labels and USDA Recipes to Build a Cycle Menu

BRIGHTON
TRAINING GROUP

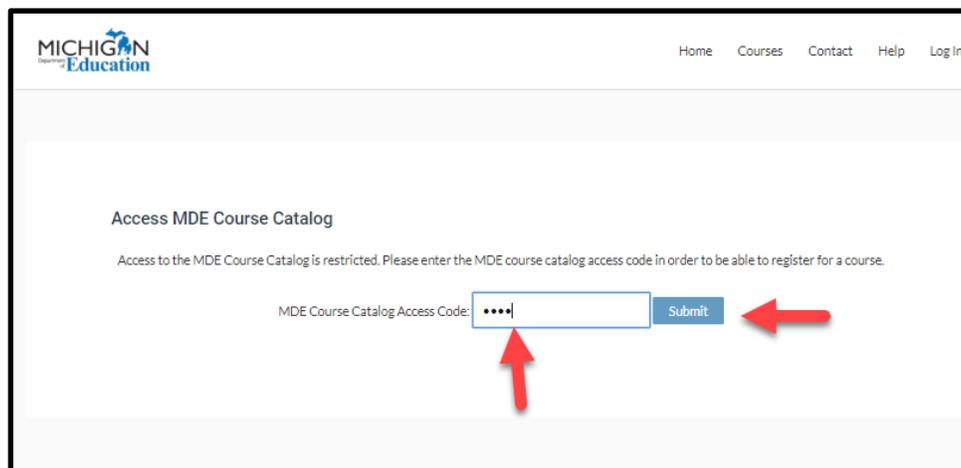
Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)

Current Status
NOT ENROLLED

Price
\$0

Get Started
Take this Course

4. Enter the access code: **1234**, then click the **Submit** button



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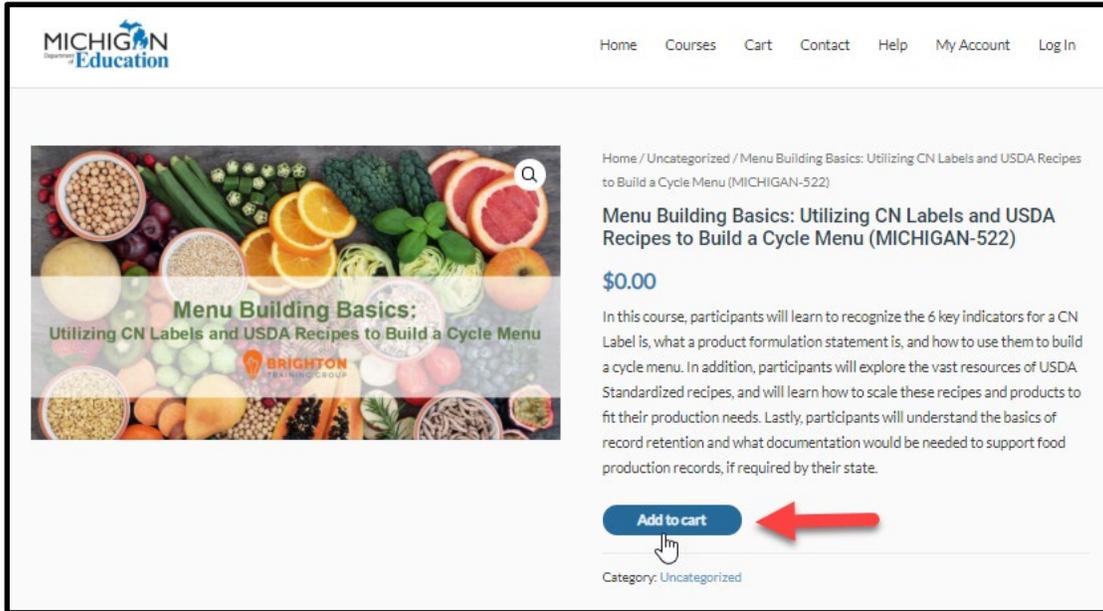
Access MDE Course Catalog

Access to the MDE Course Catalog is restricted. Please enter the MDE course catalog access code in order to be able to register for a course.

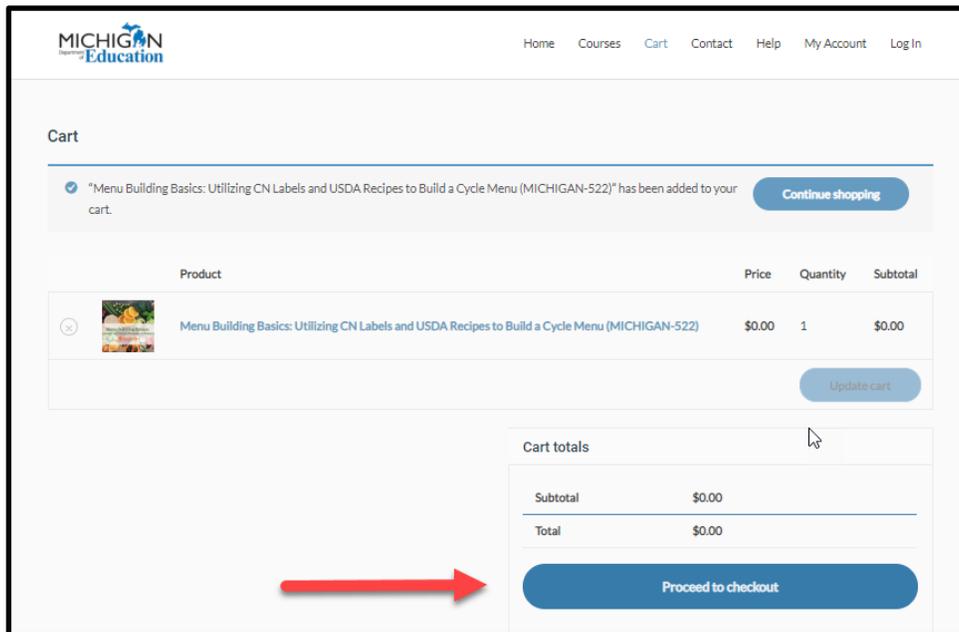
MDE Course Catalog Access Code: ••••

Submit

5. Click the **Add to cart** button



6. Click the **Proceed to checkout** button



7. Complete the billing details form, and then click the **Place order** button when finished

Checkout

Returning customer? Click here to login

Billing details

First name *

Last name *

Phone *

Email address *

Street 1 *
House number and street name

Street 2
Apartment, suite, unit etc. (optional)

City *

State *

Your order

Product	Subtotal
Planning and Administering the SFSP 2020 (MICHIGAN-100) x 1	\$0.00
Subtotal	\$0.00
Total	\$0.00

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to the [website terms and conditions](#) *

Place order

8. Click on **My Account** at the top right of the screen to create your account or log in.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 26604 DATE: May 1, 2020 EMAIL: 05012020sample@gmail.com TOTAL: \$0.00

Order details

Product	Total
Planning and Administering the SFSP 2020 (MICHIGAN-100) x 1	\$0.00
Subtotal:	\$0.00
Total:	\$0.00

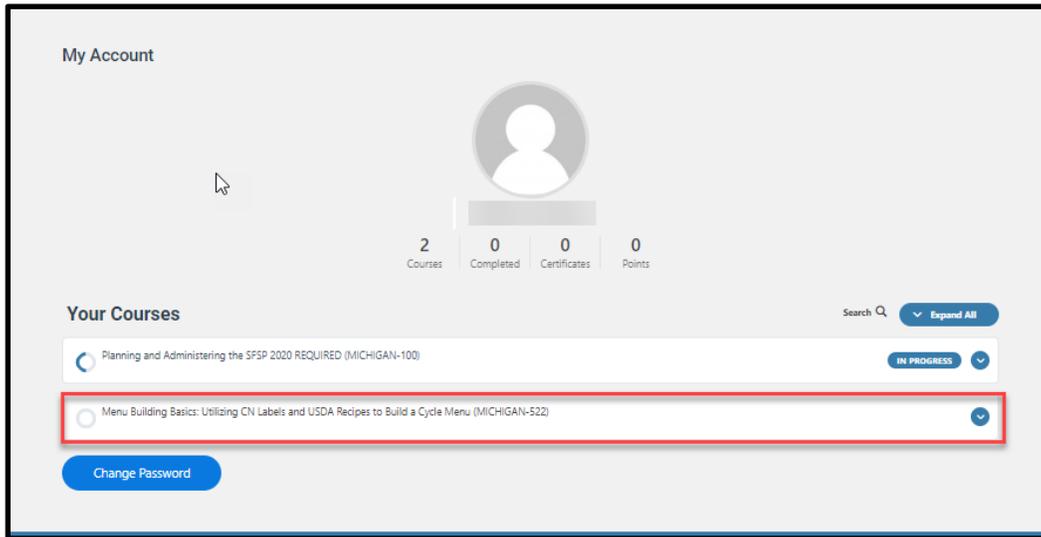
Order again

Billing address

Sample user
123 sample street
sampleville
MI

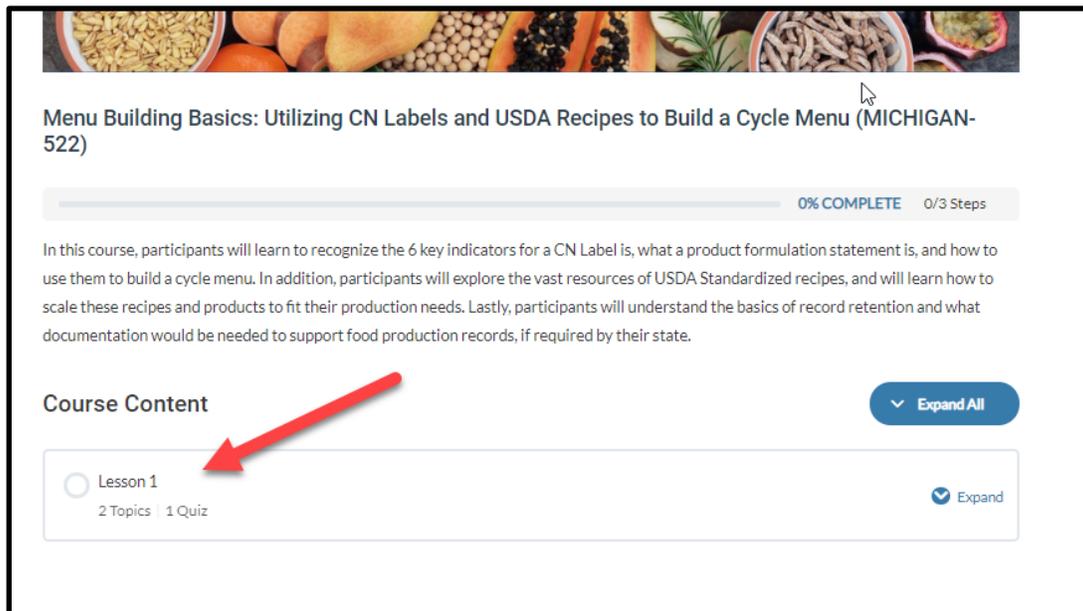
Home Courses Cart Contact Help **My Account** Log Out

9. Click on your course



The screenshot shows a user's account dashboard. At the top, it says "My Account" and features a profile icon. Below the icon, there are statistics: 2 Courses, 0 Completed, 0 Certificates, and 0 Points. The "Your Courses" section lists two courses: "Planning and Administering the SFSP 2020 REQUIRED (MICHIGAN-100)" which is "IN PROGRESS", and "Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)" which is highlighted with a red border. A "Change Password" button is located at the bottom left.

10. Click on Lesson 1



The screenshot shows the course page for "Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)". The page features a header image of various food items. Below the title, a progress bar indicates "0% COMPLETE" out of "0/3 Steps". A paragraph of text describes the course content. The "Course Content" section lists "Lesson 1" with "2 Topics | 1 Quiz", which is highlighted by a red arrow. An "Expand All" button is visible in the top right of the content section.

11. Click on the first topic to begin your course!

The screenshot displays a course interface for Michigan Education. At the top left, the course title is "Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (MICHIGAN-522)". The top right corner shows "0% COMPLETE" and "0/3 Steps". On the left sidebar, under "Lesson 1", there are three items: "2 Topics 1 Quiz", "1.1 Introduction", "1.2 Presentation", and "1.3 Quiz". A red arrow points from the "1.1 Introduction" item in the sidebar to the "Lesson Content" section on the right. The "Lesson Content" section has a blue header with "Lesson Content" and "0% Complete | 0/2 Steps". Below the header, there are three items: "1.1 Introduction", "1.2 Presentation", and "1.3 Quiz". At the bottom right, there is a "Back to Course" link.