

Introduction

To register for and access the MI Bridges training, you must first create an account in the courses.mihealth.org Learning Management System (LMS).

Create New User Account

1. Open your Internet browser and go to <https://courses.mihealth.org/PUBLIC/>.

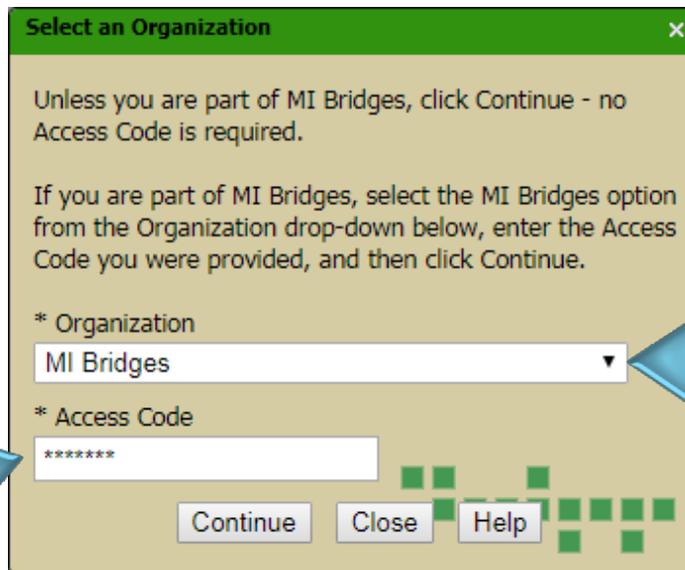


2. Click on the **Create New User** button.

A screenshot of the "Sign In" page on courses.mihealth.org. The page has a green header with the text "Sign In". Below the header, the "courses.mihealth.org" logo is displayed. There are three input fields: "Language" (set to "English"), "User ID (Email)", and "Password". Below these fields are two buttons: "Go" and "Create New User". The "Create New User" button is highlighted with a red rectangular box, and a large blue arrow points to it from the right. At the bottom of the form, there is a link that says "Forgot your User ID or Password?".

Create New User Account (Continued)

3. Select the **MI Bridges** option in the **Organization** drop-down.
4. In the **Access Code** field, enter CommPartner.



Select an Organization

Unless you are part of MI Bridges, click Continue - no Access Code is required.

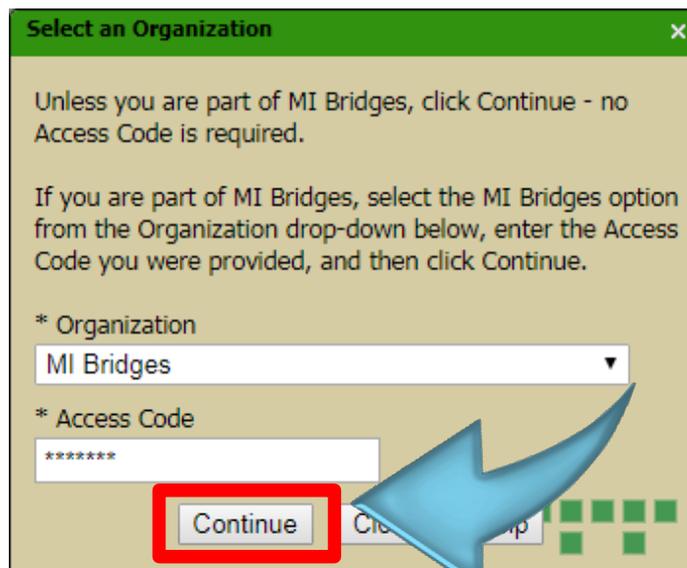
If you are part of MI Bridges, select the MI Bridges option from the Organization drop-down below, enter the Access Code you were provided, and then click Continue.

* Organization
MI Bridges

* Access Code

Continue Close Help

5. Click the **Continue** button.



Select an Organization

Unless you are part of MI Bridges, click Continue - no Access Code is required.

If you are part of MI Bridges, select the MI Bridges option from the Organization drop-down below, enter the Access Code you were provided, and then click Continue.

* Organization
MI Bridges

* Access Code

Continue Close Help

Create New User Account (Continued)

6. When the **Create New User** pop-up window appears, complete the required fields (marked with an asterisk) and desired optional fields:

- User ID (Email)
- First Name
- Last Name
- Email – required in case of forgotten User ID or Password
- Password
- Confirm Password
- Optional fields (Middle Initial, Address, City, State, Zip/Postal, Country, and Phone)

The screenshot shows a 'Create New User' window with a green header and a close button. Below the header are two tabs: 'User Profile' (selected) and '* Sub Orgs'. A legend indicates that an asterisk (*) denotes a mandatory field. The form contains the following fields:

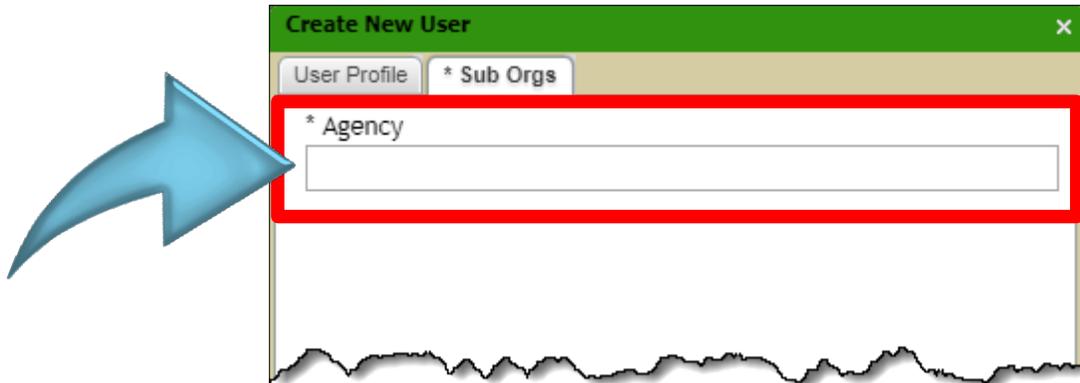
- * User ID (Email)
- * First Name
- Middle Initial
- * Last Name
- ** Email
- * Password
- * Confirm Password
- Address
- City

7. Click the **Sub Orgs** tab.



Create New User Account (Continued)

8. On the **Sub Orgs** tab, type in the Agency, Organization, or Community Partner to which you belong.



9. Click the **Create New User** button at the bottom of the pop-up window.
10. When the **Terms of Use** pop-up message displays, read the terms and then click the **Accept** button.



After you create your account, you will receive an email with your User ID and Password. Save a copy of this email for your records.

Additional Information

Once you have created your account, you will be logged into the LMS automatically and will be on the **Enrolled** tab on the **My Courses** page.

By default, all users will be assigned to a **Getting Started** course, which will appear in your **Enrolled** tab. This course offers a brief explanation of how the LMS functions, how to access the features you will need to complete your training, and other helpful information.

Please see the **Request Enrollment in Training Quick Reference** for next steps.

Introduction

Before you can attend an in-person training session, you must first request enrollment. This Quick Reference walks you through how to request enrollment in an in-person training session.

Request Enrollment

1. Open your Internet browser and go to <https://courses.mihealth.org/PUBLIC/>.



2. Sign into the LMS.

A screenshot of the "Sign In" page on the courses.mihealth.org website. The page has a green header with the text "Sign In" and the website logo "courses.mihealth.org". Below the logo, there is a "Language" dropdown menu set to "English". There are two input fields for "User ID (Email)" and "Password". A "Go" button is highlighted with a red box, and a large blue arrow points to it. Below the input fields, there are links for "Forgot your User ID or Password?".

Request Enrollment (Continued)

3. Click the **Course Catalog** tab at the top of the screen.

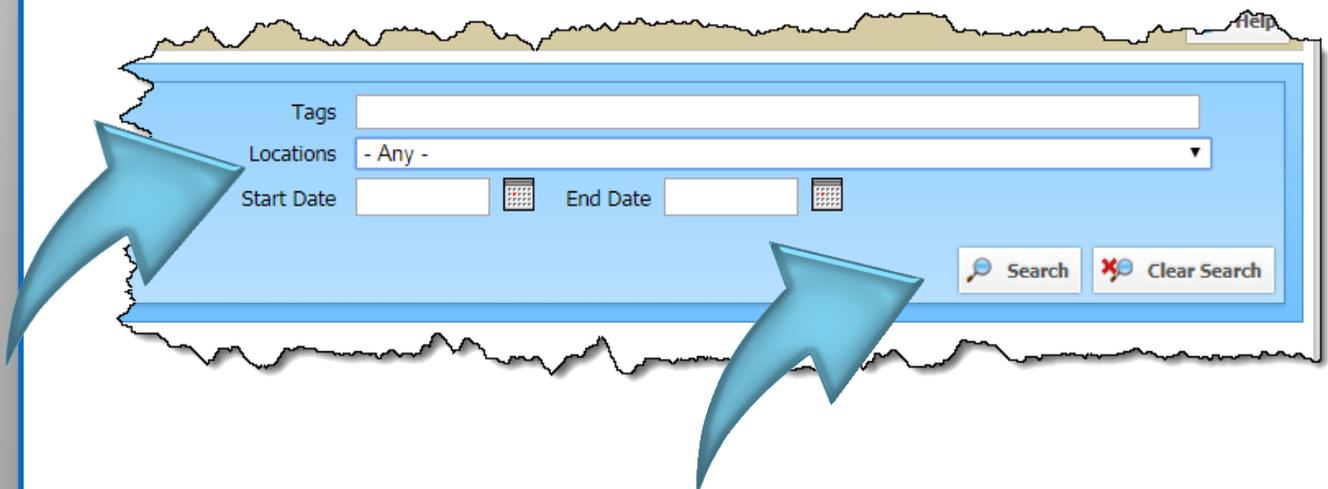


A list of available training sessions will appear.

4. To filter the list of sessions, use the search fields at the top of the screen. For example, you could use the **Locations** drop-down to see training sessions at a specific location. You could also use the **Start Date** and **End Date** fields to narrow down the date range of the available sessions.

5. If you choose to filter the list, click the **Search**  button.

6. Click the **Clear Search**  button to remove any filters.



Request Enrollment (Continued)

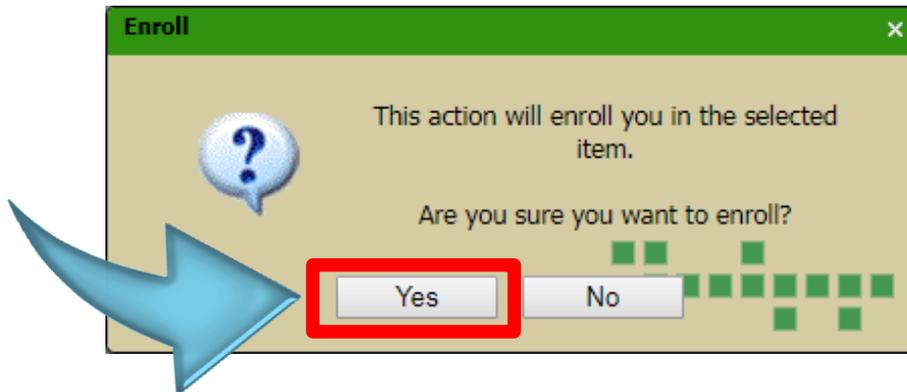
7. Locate the training session you want to attend and click the

Enroll  **Enroll** button.



Note: To learn more about a training session, click the  icon next to the Enroll button.

8. When the confirmation pop-up window appears, click the **Yes** button to request enrollment. Click the **No** button to cancel your enrollment request.



Clicking the **Yes** button will submit your enrollment request. A new pop-up message appears letting you know that you have been added to the approval list. Click **OK** to close the message or click the **My Courses** button to go to the **My Courses** tab.

Additional Information

You will receive an automated email from the LMS when your enrollment in the training session has been approved.

The training session will appear in the **My Courses** tab on the day of your in-person training.

The Navigation Partners Training course consists of two (2) parts:

- In-person training
- Online assessment

You will receive credit for completing the Navigation Partners Training course when the following two (2) things happen:

- Your instructor marks you as 'Complete' after you attend the in-person training session
- You successfully pass the online assessment

Please see the **Unenroll from a Training Session Quick Reference** if you need more information.