

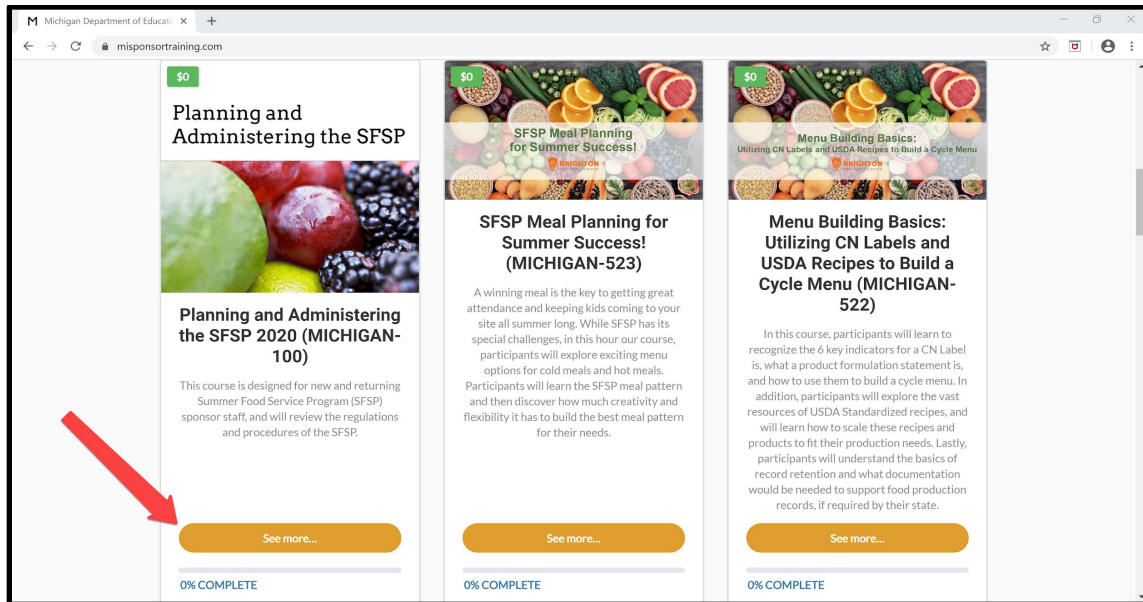
Michigan Department of Education
Office of Health and Nutrition Services



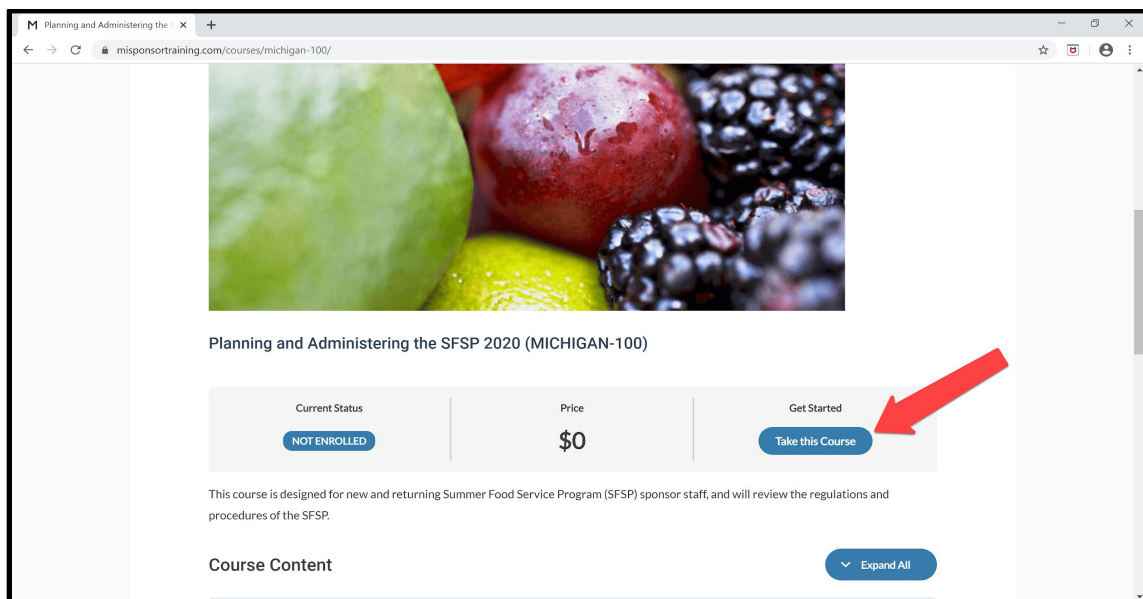
SFSP Training Quick Start Guide

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

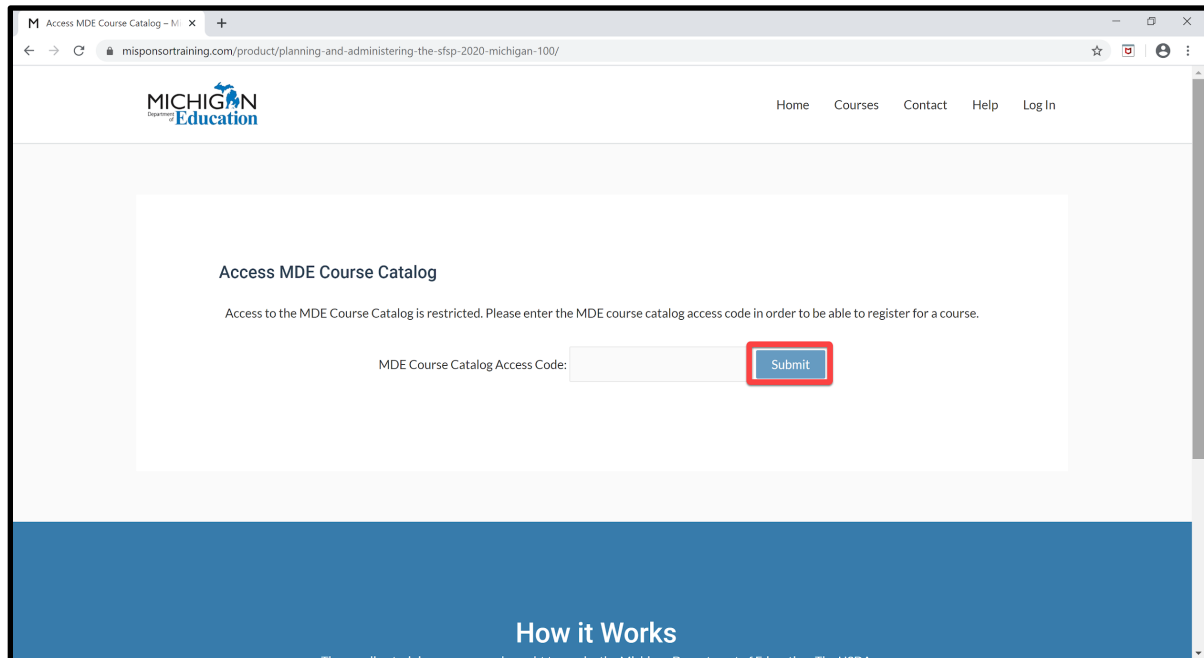
1. Go to <https://misponsortraining.com>
2. Scroll to find your desired course (Michigan Waiver Training - Michigan 141a (required for 2021) and/or Planning and Administering the SFSP 2021 - Michigan 100 and click the **See more...** button



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

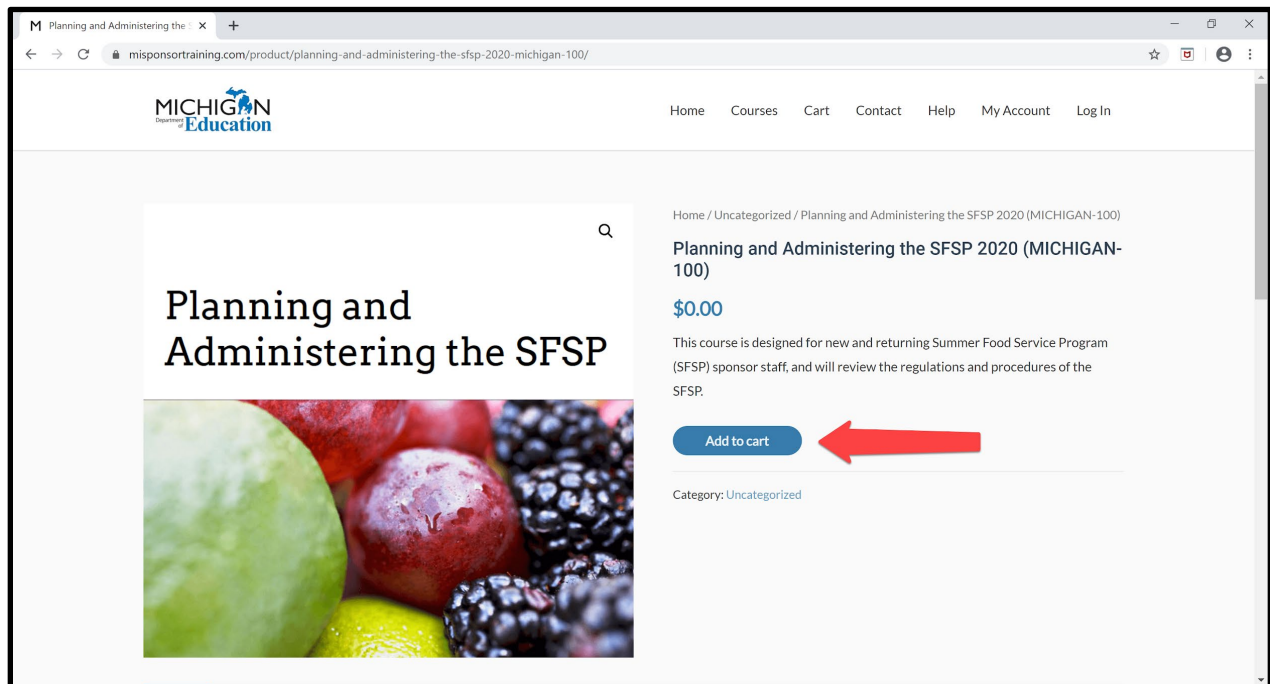


4. Enter the access code: **1234**, then click the **Submit** button

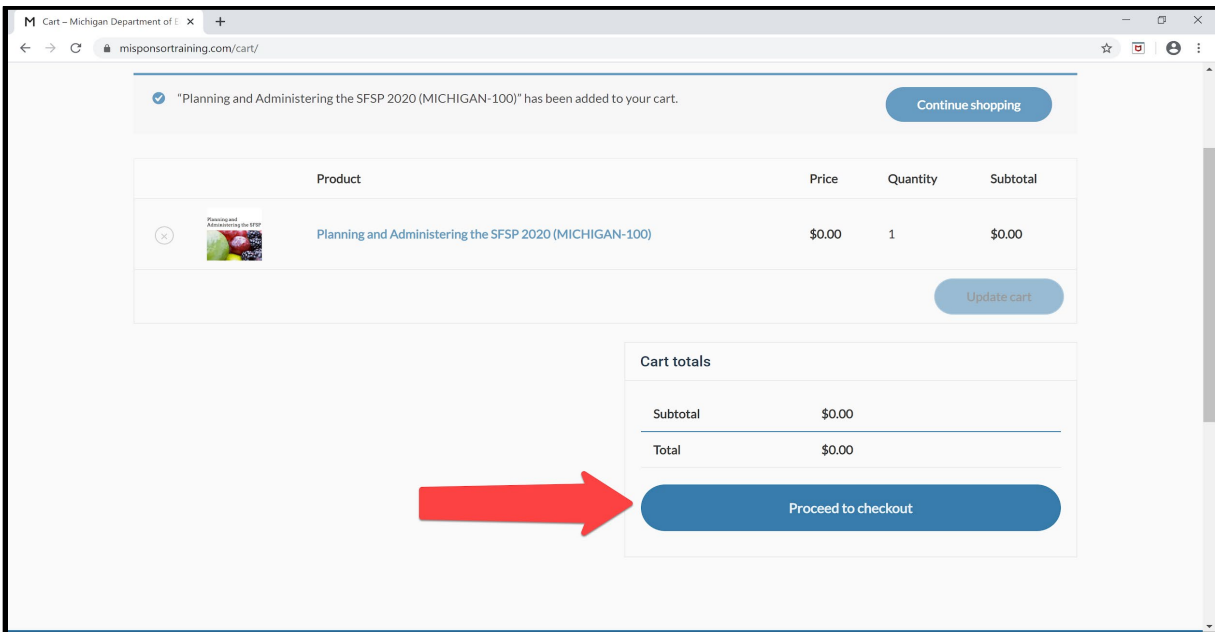


A screenshot of a web browser showing the 'Access MDE Course Catalog' page. The page has a header with the Michigan Department of Education logo and navigation links: Home, Courses, Contact, Help, and Log In. The main content area is titled 'Access MDE Course Catalog' and contains the text: 'Access to the MDE Course Catalog is restricted. Please enter the MDE course catalog access code in order to be able to register for a course.' Below this text is a form with a label 'MDE Course Catalog Access Code:' followed by a text input field and a blue 'Submit' button. The 'Submit' button is highlighted with a red rectangle. At the bottom of the page, there is a blue banner with the text 'How it Works'.

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



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



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

The screenshot shows a web browser window with the URL mispsortraining.com/checkout/. The page is titled "Checkout". At the top, there is a link: ☐ Returning customer? [Click here to login](#).

The "Billing details" section contains the following form fields:

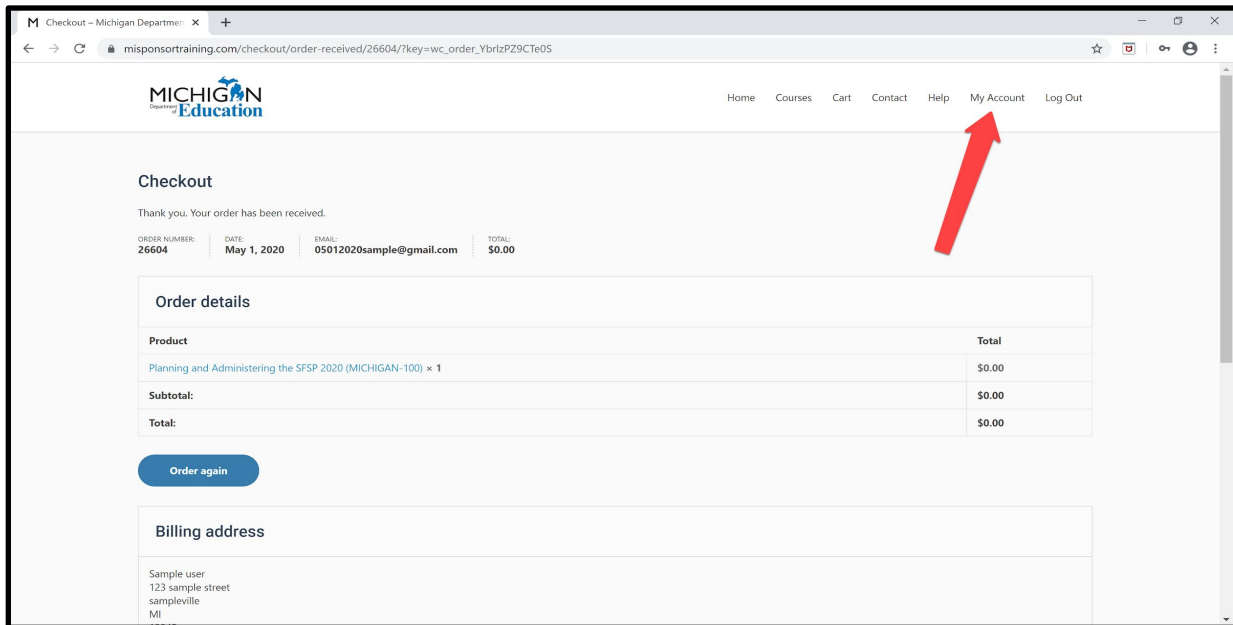
- First name *
- Last name *
- Phone *
- Email address *
- Street 1 * (House number and street name)
- Street 2 (Apartment, suite, unit etc. (optional))
- City *
- State * (Michigan)

The "Your order" section shows a summary of the order:

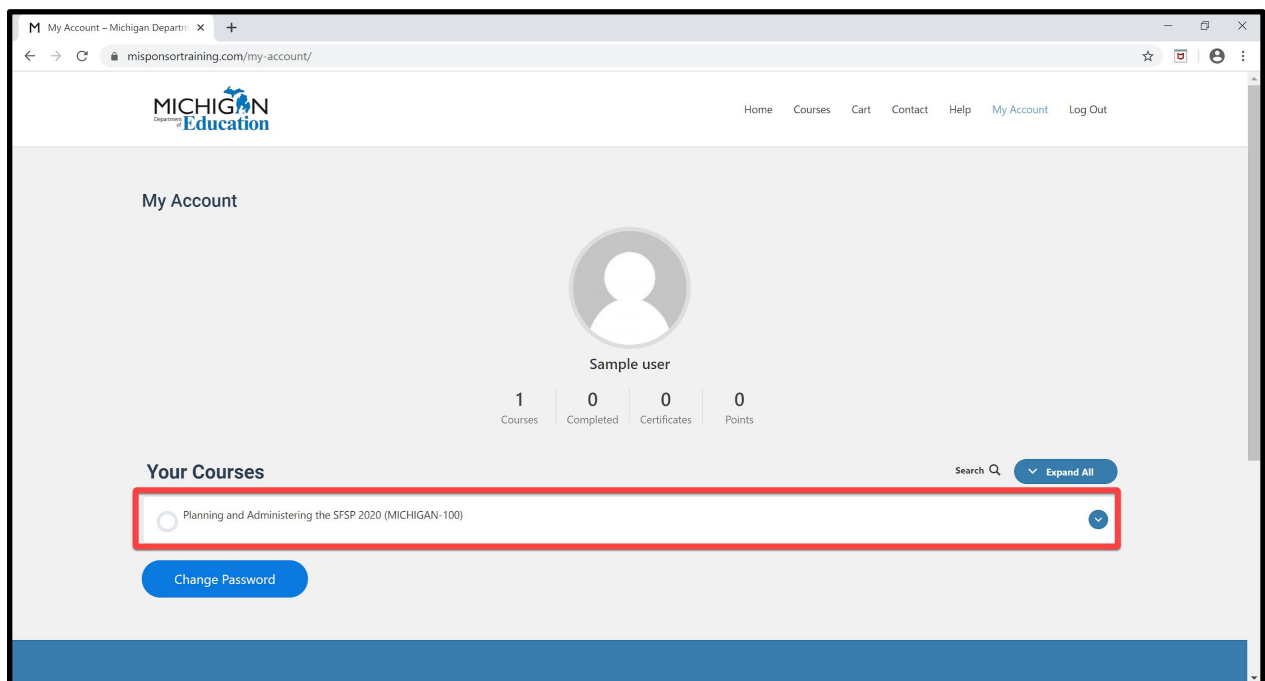
Product	Subtotal
Planning and Administering the SFSP 2020 (MICHIGAN-100) × 1	\$0.00
Subtotal	\$0.00
Total	\$0.00

Below the order summary, there is a checkbox: ☐ I have read and agree to the website [terms and conditions](#) *. A red box highlights the "Place order" button below this checkbox.

8. Click on My Account at the top right of the screen



9. Click on your course



10. Click on Lesson 1

The screenshot shows a web browser window with the URL misponsortraining.com/courses/michigan-100/. The page features a header image of various fruits. Below the header, the course title "Planning and Administering the SFSP 2020 (MICHIGAN-100)" is displayed, followed by a progress bar indicating "0% COMPLETE" and "0/30 Steps". A description states: "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." The "Course Content" section is highlighted with a red box. It lists three lessons: "Lesson 1 - Eligibility and Site Selection" (9 Topics, 1 Quiz), "Lesson 2 - Meal Service Planning" (6 Topics, 1 Quiz), and "Lesson 3 - Staffing" (4 Topics, 1 Quiz). Each lesson has an "Expand" button. An "Expand All" button is also present.

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

The screenshot shows the "Lesson 1 - Eligibility and Site Selection" page. The URL is misponsortraining.com/lessons/lesson-1-eligibility-and-site-selection/. The page header includes the course title "Planning and Administering the SFSP 2020 (MICHIGAN-100)" and a progress bar showing "0% COMPLETE" and "0/30 Steps". A "Next Lesson" button is visible. The main content area is titled "Lesson 1 – Eligibility and Site Selection" and includes a sub-header "Planning and Administering the SFSP 2020 (MICHIGAN-100) > Lesson 1 – Eligibility and Site Sel..." with an "IN PROGRESS" status. The "Lesson Content" section is highlighted with a blue bar and shows a list of topics: "1.1 Course Information", "1.2 Lesson Introduction", "1.3 Topic 1 Presentation", "1.4 Topic 2 Presentation", "1.5 Topic 3 Presentation", and "1.6 Topic 4 Presentation". A red arrow points to the "1.1 Course Information" topic, indicating it is the first topic to click.