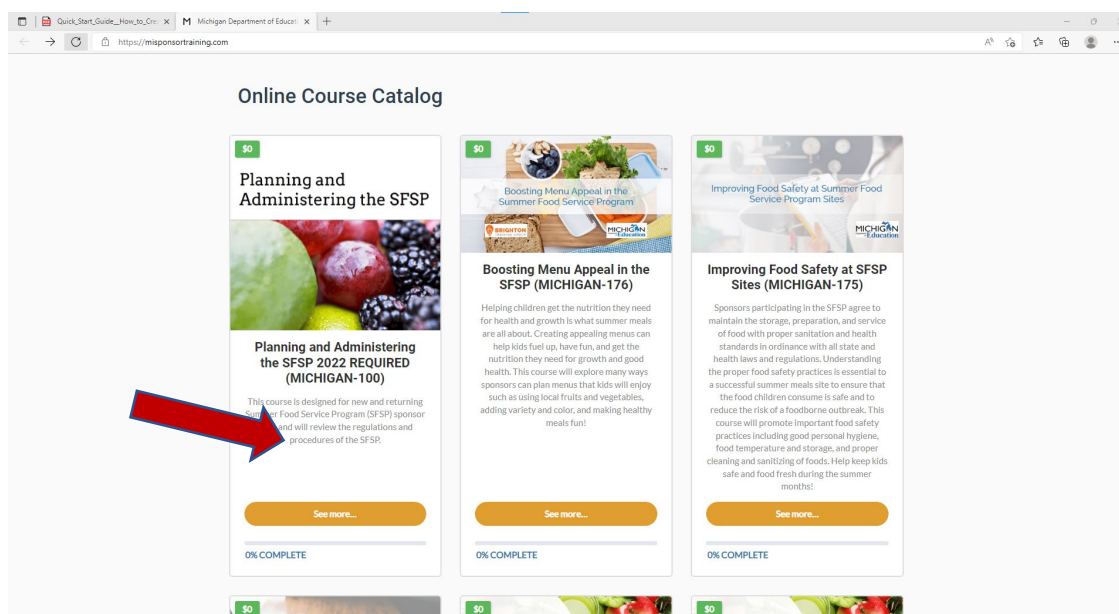


Michigan Department of Education
Office of Health and Nutrition Services
SFSP Training Quick Start Guide
How to Create a New User Account and Register for a Course

1. Go to <https://misponsortraining.com>
2. Scroll to find your desired course (Planning and Administering the SFSP 2022 - Michigan 100 is required for ALL sponsors) and click the **See more...** button



3. Click the Take this Course button

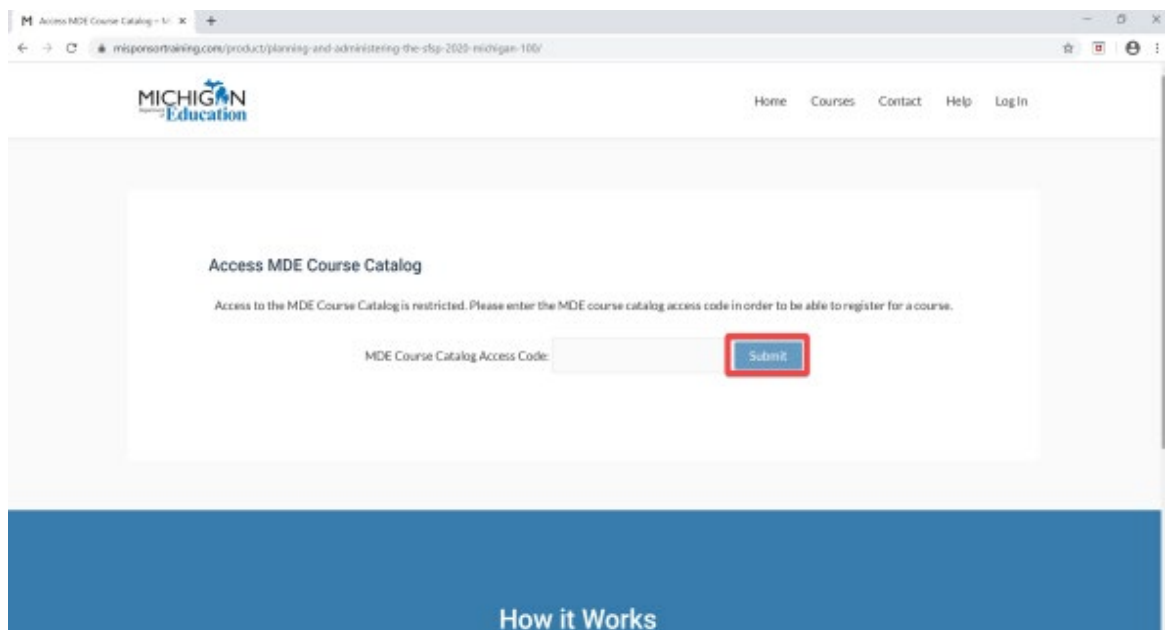


The screenshot shows a web browser window with the URL <https://misponsortraining.com/courses/planning-and-administering-the-sfsp-2022-michigan-100/>. The page title is "Planning and Administering the SFSP". Below the title is a photograph of various fruits including a green apple, red grapes, and blackberries. Underneath the photo, the text reads "Planning and Administering the SFSP 2022 REQUIRED (MICHIGAN-100)". A table below this text shows the course details:

Current Status	Price	Get Started
NOT ENROLLED	\$0	Take this Course

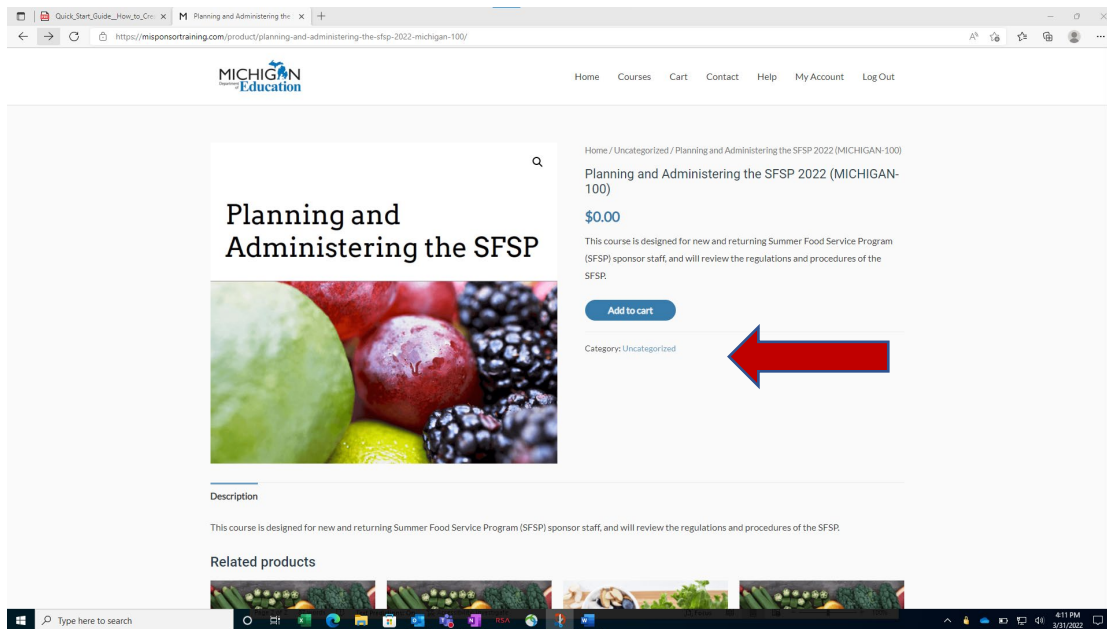
Below the table, a small line of text states: "This course is designed for new and returning Summer Food Service Program (SFSP) sponsor staff, and will review the regulations and..." A red arrow points from the right side of the page towards the "Take this Course" button.

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

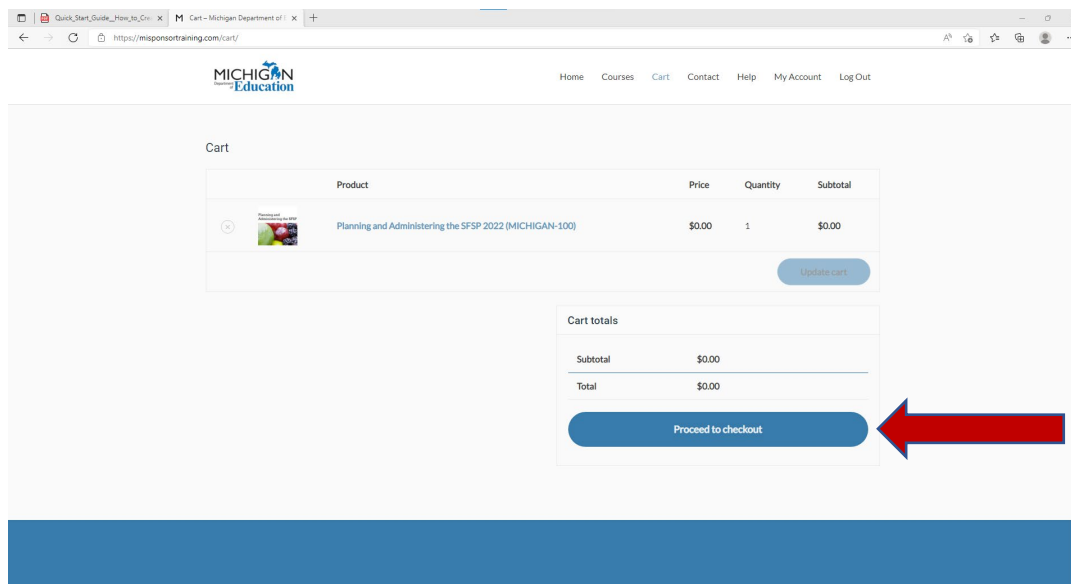


The screenshot shows a web browser window with the URL <https://misponsortraining.com/product/planning-and-administering-the-sfsp-2022-michigan-100/>. The page title is "Access MDE Course Catalog". Below the title, the text reads: "Access to the MDE Course Catalog is restricted. Please enter the MDE course catalog access code in order to be able to register for a course." Below this text is a form with a text input field labeled "MDE Course Catalog Access Code:" and a "Submit" button. The "Submit" button is highlighted with a red box. At the bottom of the page, there is a blue footer with the text "How it Works".

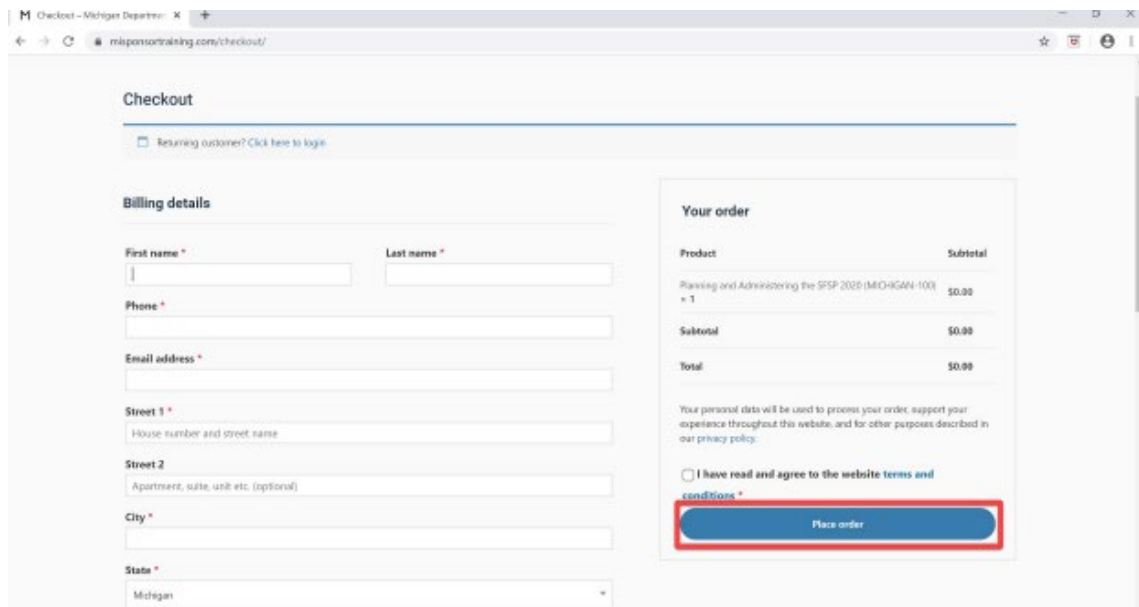
5. Click the **add to cart** button



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



- Complete the 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

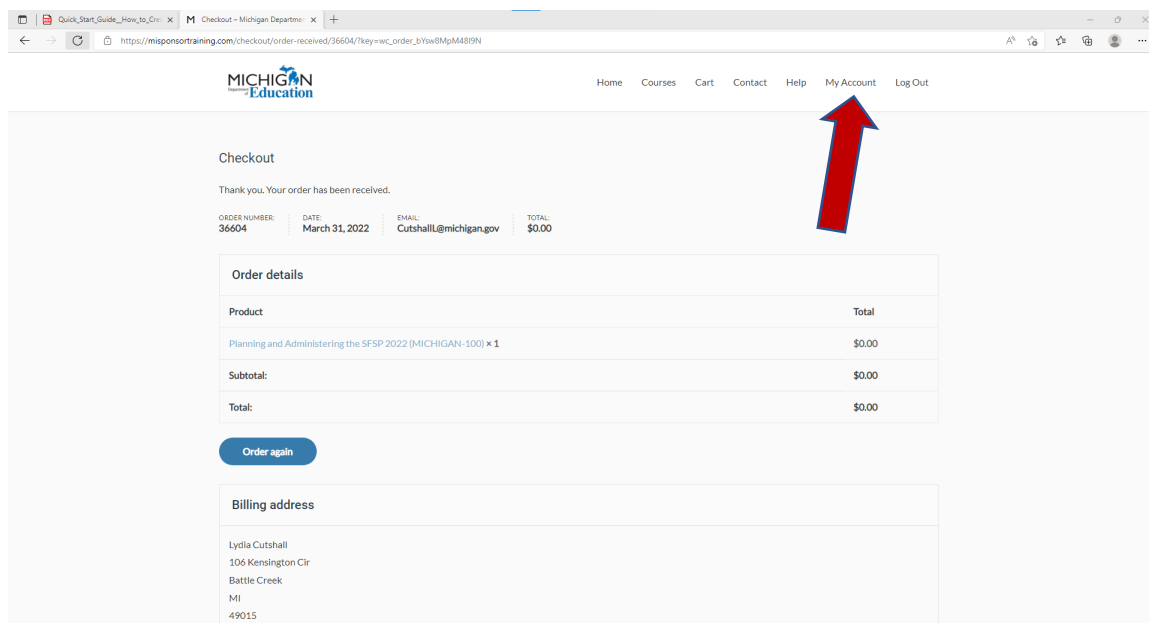
Product	Subtotal
Planning and Administering the SFSP 2022 (MICHIGAN-100) × 1	\$0.00
Subtotal	\$0.00
Total	\$0.00

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

- Click on **My Account** at the top right of the screen



Checkout

Thank you. Your order has been received.

ORDER NUMBER: 36604 DATE: March 31, 2022 EMAIL: Cutshall@michigan.gov TOTAL: \$0.00

Order details

Product	Total
Planning and Administering the SFSP 2022 (MICHIGAN-100) × 1	\$0.00
Subtotal:	\$0.00
Total:	\$0.00

Order again

Billing address

Lydia Cutshall
106 Kensington Cir
Battle Creek
MI
49015

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

9. Click on your course

My Account

Home Courses Cart Contact Help My Account Log Out

Sample user

1 Courses 0 Completed 0 Certificates 0 Points

Your Courses Expand All

Planning and Administering the SFSP 2022 REQUIRED (MICHIGAN-100) Change Password

How it Works

These online training courses are brought to you by the Michigan Department of Education. The USDA

10. Click on lesson 1

Planning and Administering the SFSP 2022 REQUIRED (MICHIGAN-100)

0% COMPLETE 0/31 Steps

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.

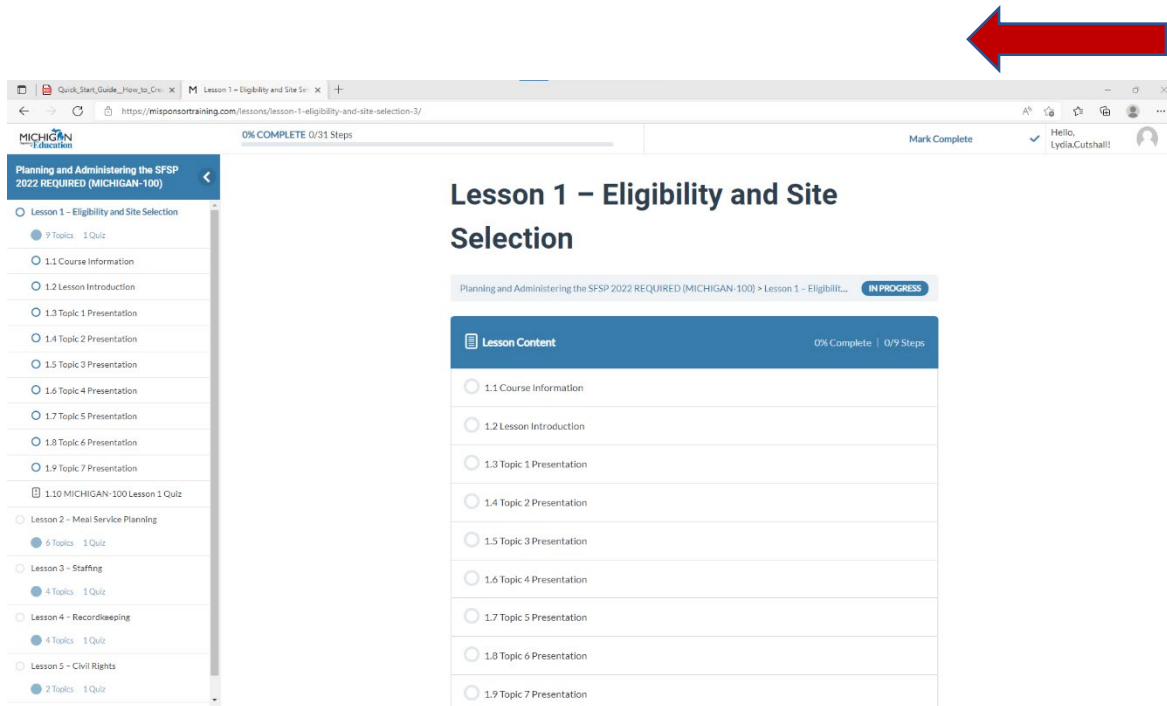
Course Content Expand All

Lesson 1 – Eligibility and Site Selection Expand
9 Topics 1 Quiz

Lesson 2 – Meal Service Planning Expand
6 Topics 1 Quiz

Lesson 3 – Staffing Expand
4 Topics 1 Quiz

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



The screenshot shows a web browser window with the URL <https://misponsortraining.com/lessons/lesson-1-eligibility-and-site-selection-3/>. The page title is "Lesson 1 – Eligibility and Site Selection". The left sidebar shows a navigation menu for "Planning and Administering the SFSP 2022 REQUIRED (MICHIGAN-100)". The main content area shows a list of topics under "Lesson Content". A red arrow points to the first topic, "1.1 Course Information".

0% COMPLETE 0/31 Steps

Mark Complete Hello, Lydia.Cutshall!

Lesson 1 – Eligibility and Site Selection

Planning and Administering the SFSP 2022 REQUIRED (MICHIGAN-100) > Lesson 1 – Eligibility and Site Selection **IN PROGRESS**

Lesson Content 0% Complete | 0/9 Steps

- 1.1 Course Information
- 1.2 Lesson Introduction
- 1.3 Topic 1 Presentation
- 1.4 Topic 2 Presentation
- 1.5 Topic 3 Presentation
- 1.6 Topic 4 Presentation
- 1.7 Topic 5 Presentation
- 1.8 Topic 6 Presentation
- 1.9 Topic 7 Presentation

12. Upload the certificate of completion in the miscellaneous attachment section of your MEGS+ application