

# Courses.Mlhealth.org

## Public Learning Management System (LMS)

### Quick Reference Guide

---

**Note:** If using Internet Explorer, be sure browser zoom is set to 100%. You can quickly set this by pressing **Ctrl & 0**. More detailed instructions will be at the end of the quick reference.

---

#### Table of Contents

Access the Learning Management System (LMS).....	2
Create a User ID and Password .....	3
Enroll in a Course or Curriculum.....	4
Launch a Course/Curriculum .....	5
Course Status .....	6
Troubleshooting.....	7
Certificate of Completion .....	9

## Access the Learning Management System (LMS)

1. Open your Internet browser and navigate to <https://courses.mihealth.org/PUBLIC>.
2. If you already have an account, enter your **User ID** and **Password** and click on the **Go** button.

If you do not have a **User ID** and **Password**, follow the steps on the next page to create an account.

Forgot your **User ID** and/or **Password**? Click the [Forgot your User ID or Password?](#) Link on the Sign In screen.

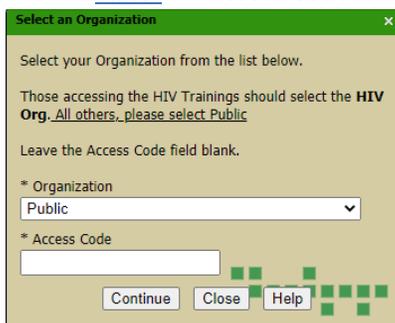
## Create a User ID and Password

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



2. Select the appropriate Organization from the **Select an Organization** pop-up and click **Continue**.
  - Select **Public** if you are trying to access general trainings, such as WIC.
  - Select **HIV Online Learning** if you are trying to access HIV-related training courses.

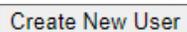
*Note: No Access Code is required to create an account either organization.*



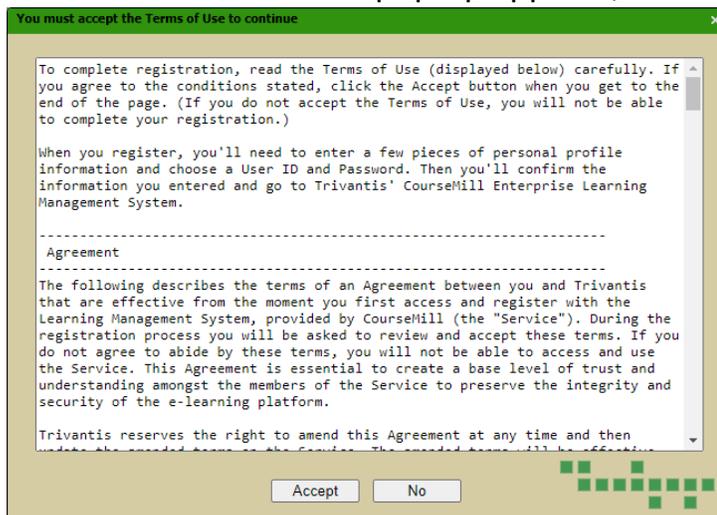
3. Complete the *User Profile* and *\*Sub Orgs* tab in the **Create New User** pop-up. Fields marked with an asterisk (\*) are required.

*Note: Be sure to complete all tabs on the Create New pop-up.*

4. After all required information is entered, click the **Create New User** button.



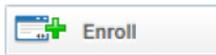
5. When the **Terms of Use** pop-up appears, click the **Accept** button.



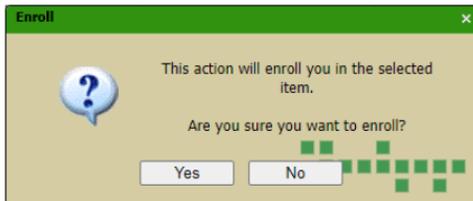
## Enroll in a Course or Curriculum

When you first create an account, you will be taken to the Course Catalog tab where you can enroll in a course or curriculum. Once enrolled, you will be taken to the My Courses tab for subsequent logins.

1. Locate the course/curriculum you wish to enroll in and click the **Enroll** button.



2. Confirm your decision by clicking **Yes**.

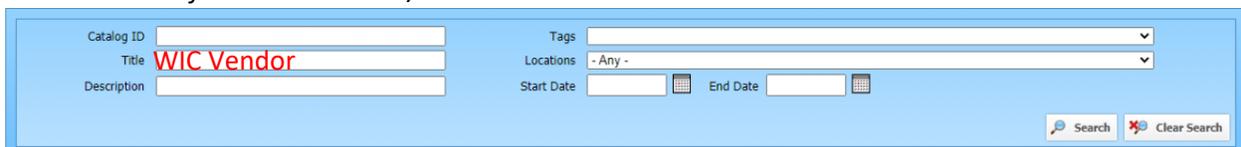


Once enrolled, you will receive a confirmation message. Click **OK** to close the message and return to the Course Catalog or click **My Courses** to be taken to the My Courses tab where you can launch the course/curriculum.

*Note: Some courses/curricula may require instructor approval. If this is the case, the course/curriculum will be added to your My Courses tab upon instructor approval. Approval or denial or your enrollment will be confirmed via e-mail.*

### **Tips:**

You can filter the list of courses/curricula by entering search terms (e.g., Title, Description) in the blue area at the top of the catalog. Additionally, you can click on the Column Headers (e.g., Catalog ID, Title) to sort the list of available courses/curricula.

A light blue rectangular area containing search and filter options. On the left, there are three input fields: "Catalog ID", "Title" (with "WIC Vendor" entered in red text), and "Description". On the right, there are two dropdown menus: "Tags" and "Locations" (with "- Any -" selected). Below these are two date pickers for "Start Date" and "End Date". At the bottom right, there are two buttons: "Search" and "Clear Search".

## Launch a Course/Curriculum

Once enrolled in a course/curriculum, you will be taken to the My Courses tab upon login. The My Courses tab is divided into three sections:

- **Enrolled** – courses/curricula in which you are enrolled and have not yet completed.
- **Completed** – courses/curricula which you have finished.
- **Transcript** – a record of your progress.

Courses/Curricula in the **Enrolled** and **Completed** tabs are organized as follows:

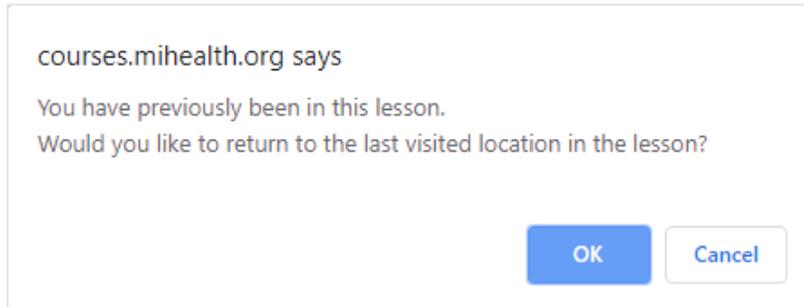
-  Curriculum – contains one or more Courses.
-  Course – contains one or more Course Items. Course Items can consist of an interactive, online course, instructor led training, or Course Resources (such as handouts).

To view the contents of curriculum or course:

1. Click on the section icon to the left of the curriculum title to expand the contents.
2. Click the **Launch Course** icon  under Course Item to open the course.

## Course Status

You may exit a course at any time and the Learning Center will track your progress. If you leave a course partially through, when you launch the course again, the following message will display:



Click **OK** to resume the course from where you left off or click **Cancel** to restart the course from the beginning.

Courses will remain in the **Enrolled** tab until they have been completed, and will display one of two statuses:

- 0% - Not Attempted
- 10% - In Progress

Once you have completed a course, it will also be moved to the **Completed** tab and display as either:

- 100% - Completed
- 100% - Passed

## Troubleshooting

The following are common technical issues that are experienced within the courses.mihealth.org Public LMS.

### Course Won't Launch / Course Freezing

Internet Explorer users must have their zoom set to 100% when viewing courses in the LMS. Your current zoom settings can be seen in the lower right-hand corner of the browser.

There are two ways to reset Internet Explorer zoom to 100%.

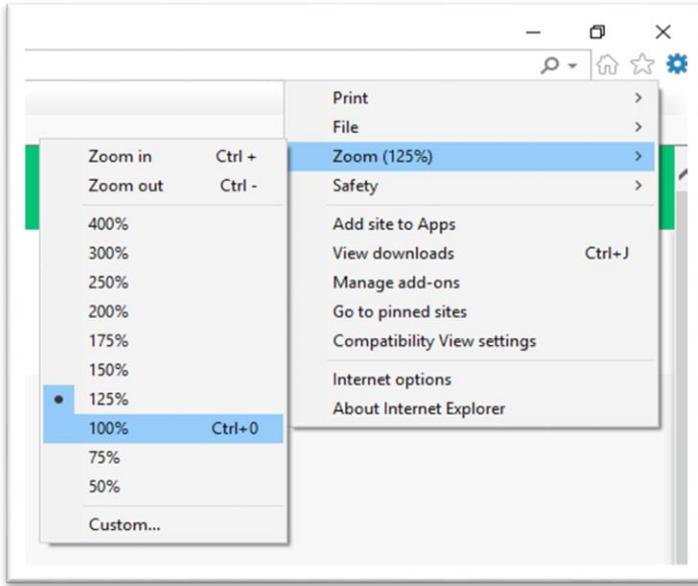
#### Keyboard Shortcut

While in Internet Explorer:

1. Hold down the **Ctrl** key on your keyboard and strike the **0** (zero) key at the same time.
  - a. -OR-
2. Hold down the **Ctrl** key on your keyboard and strike the - (minus) or + (plus) key at the same time to increase (+) or decrease (-) your zoom.

#### Using the Browser Menu

1. Click the **Tools**  icon in the upper, right corner of the browser window.
2. In the menu that appears, locate the **Zoom** option.



3. Hover your mouse cursor over the **Zoom (%)** option in the menu.
4. In the sub-menu that appears, select the **100%** option.

### Forgot User ID and/or Password

If you forget your User ID or password and are not able to reset this information using the [Forgot Your User ID or Password?](#) Link on the Sign-In page, please contact [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).

### Additional Technical Issues

If you are experiencing another problem that hasn't been addressed in this quick reference please contact [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).

## Certificate of Completion

Once a course has been completed, a PDF copy of your Certificate of Completion will be sent to the email address associated with your User ID. The PDF can be saved to your computer, printed, or e-mailed to another person (your supervisor, for example).

A copy of your Certificate of Completion can also be obtained from within the Learning Center by following the steps below:

1. Click on the **Transcript** tab at the top of the screen.
2. Click on the **Certificates** button on the right-hand side.
3. From the list of Certificates that appears, select the Course ID of the certificate you wish to view.

The PDF certificate will open in a new window, from which you can save or print a copy.