

## Sexually Transmitted Infections (STI) Training Courses:

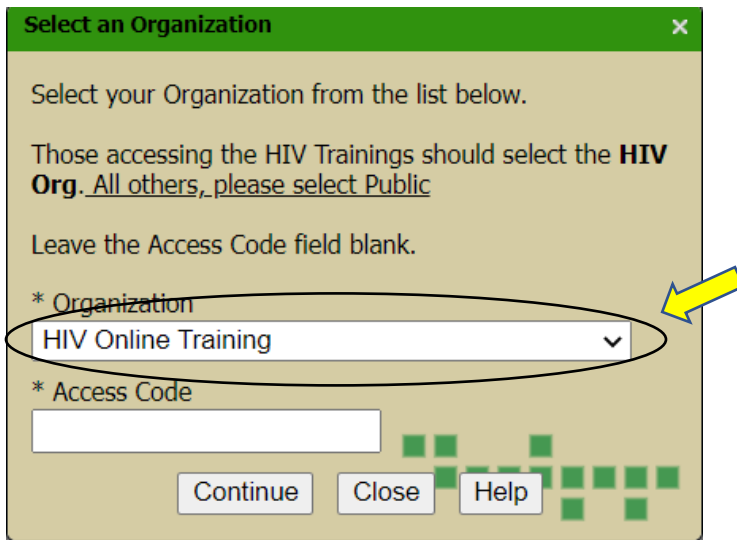
To access the courses, go to: <https://courses.mihealth.org/PUBLIC/home.html>

This will take you to the “Sign In” screen



Click on **“Create New User”** to create your User ID (which should be your Email) and a Password

This will take you to “Select an organization”



The Organization is **“HIV Online Training”** and the Access code should be blank. Click on continue. It will ask you to complete the “Create New User/User Profile”

Create New User

User Profile \* Sub Orgs

\* Indicates a mandatory field

\* User ID (Email)

\* First Name Middle Initial \* Last Name

\* Email

\* Password \* Confirm Password

Address

City

State/Province

Zip/Postal

Country

Phone

Language Preference

English

Create New User Cancel Help

Your user ID is your email, and this is where you create a password. Include your work address, phone, etc. (you will receive a registration notification email)

Click on **“Create New User”**.

It will take you to the “You must accept the Terms of Use to continue” screen.

You must accept the Terms of Use to continue

To complete registration, read the Terms of Use (displayed below) carefully. If you agree to the conditions stated, click the Accept button when you get to the end of the page. (If you do not accept the Terms of Use, you will not be able to complete your registration.)

When you register, you'll need to enter a few pieces of personal profile information and choose a User ID and Password. Then you'll confirm the information you entered and go to Trivantis' CourseMill Enterprise Learning Management System.

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Agreement  
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



The following describes the terms of an Agreement between you and Trivantis that are effective from the moment you first access and register with the Learning Management System, provided by CourseMill (the "Service"). During the registration process you will be asked to review and accept these terms. If you do not agree to abide by these terms, you will not be able to access and use the Service. This Agreement is essential to create a base level of trust and understanding amongst the members of the Service to preserve the integrity and security of the e-learning platform.

Trivantis reserves the right to amend this Agreement at any time and then update the amended terms of the Service. The amended terms will be effective...

Accept No

Click **“Accept”**.

Your account is now created. Next, you will need to launch your course. Once your account is created, it will take you to the “HIV Online Training” screen and will open the Course Catalog (at top of screen).

Enroll	Catalog ID	Title	Description	Location
	Medication_Adherence	Case Management Part II - Medication Adherence	This segment of Part 2 training will review current recommendations for antiretroviral therapy and examine emerging and newly-approved HIV Medications. It will also cover the impact of adherence and resistance on the clinical management of HIV and introduce adherence counseling techniques.	- Any -
	Resources	Case Management Part III - Resources	People living with HIV have many needs besides their HIV-related medical care. For many individuals, these other needs come first before their engagement in care and adherence to medication. This training will showcase some of the programs that case managers are likely to come into contact with. Information provided will include information around eligibility and how to access these resources.	- Any -
	STI_Series	Sexually Transmitted Infections (STI)	A webinar series designed to share the most recent information about common STIs. Courses discuss taking a thorough sexual history, symptomology of infections, and how to treat depending on patient needs.	- Any -
	CTR-002	CTR Module 2: HIV Prevention Specialist Training	This training will provide participants with information on basic counseling techniques and how to facilitate a referral. In addition, the participant will receive education on risk reduction methods related to sex and injection drug use. The learner will have a basic skill set of counseling techniques, facilitating effective referrals with clients, and the capability to educate clients on various risk reduction methods related to injection drug use and sex. Participants will utilize their new knowledge during interactions with clients and building overall	Online

Click on the **Enroll box** before the “STI Series - Sexually Transmitted Infections (STI)”. It will take you to the “Enroll” screen.

Enroll

This action will enroll you in the selected item.

Are you sure you want to enroll?

Yes No

Click **Yes**, and the “Enrolled” screen will pop up.

Enrolled

You have been successfully enrolled (or added to an approval or waiting list). If no approvals are needed then this course has been added to your My Courses tab.

To get to the course, click **My Courses**.

OK My Courses

Click on **“My Courses”**. This will take you to HIV Online Training site.

HIV Online Training

My Courses Course Catalog

Enrolled Completed Transcript

Click the "Launch Course" icons below to launch courses. The icon looks like:

**Enrolled**

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID
Sexually Transmitted Infections (STI)	15%	Started	2023-02-13			STI_Series

Legend: Launch Course: Click to Open the Course or Unit | Course: Open to View Units and/or Resources | Curriculum: Open to View Courses

Click on the **Curriculum box** before "Sexually Transmitted Infections (STI)" and it will take you to the individual courses.

HIV Online Training

My Courses Course Catalog

Enrolled Completed Transcript

Click the "Launch Course" icons below to launch courses. The icon looks like:

**Enrolled**

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites
Sexually Transmitted Infections (STI)	14%	Started	2023-02-13			STI_Series	0	
Course ID	Name	% Complete	Status	Score	Expiration	Prerequisites		
STI_001	Gonorrhea and Chlamydia	0%		0				
STI_002	Syphilis: Adult	0%		0				
STI_003	Provider Resources	0%		0				
STI_004	Perinatal Hepatitis C	0%		0				
STI_005	Congenital Syphilis Management	0%		0				
STI_006	Perinatal Hepatitis B Prevention Program	100%	Completed	0				
STI_007	Perinatal HIV Surveillance	0%		0				

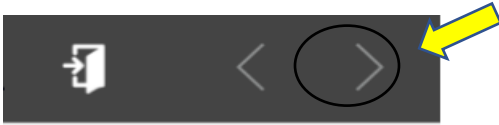
Legend: Launch Course: Click to Open the Course or Unit | Course: Open to View Units and/or Resources | Curriculum: Open to View Courses

Click on the **Launch Course box** before each STI course and begin.

There are 2.5 total nursing contact hours after completion of all presentations in this series:

- Gonorrhea and Chlamydia (0.50 contact hours)
- Syphilis: Adult (0.50)
- Provider Resources (no contact hours, but has a certificate of completion)
- Perinatal Hepatitis C (0.50)
- Congenital Syphilis Management (0.25)
- Perinatal Hepatitis B Prevention Program (0.50)
- Perinatal HIV Surveillance (0.25)

Once you open the individual course, click on the ">" arrow on top right of screen (you may have to enlarge your screen to see it).



The "Navigation" screen should appear.

#### Navigation Buttons

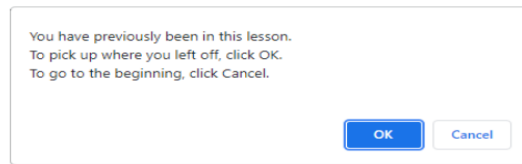
Located at the top of each page are three buttons. From left to right, these are: **Exit**, **Back**, and **Next**.

- Click on the **Exit** button to save your progress and exit the course.
- Click on the **Back** button to navigate backwards one page in the course.
- Click on the **Next** button to navigate forward one page in the course.

#### Course Progress and Re-Entry

Just below these buttons is a blue progress bar. This bar tracks your progress and you move through the training.

If you exit the course and re-enter at a later date/time you will see the following message:



Click the **OK** button to resume where you left off, or click the **Cancel** button to begin from the start of the Unit. If you accidentally click **Cancel**, you will need to restart the course from the beginning.

Click on ">" at top of screen to advance to next slide.

This takes you to the "Welcome" screen which includes:

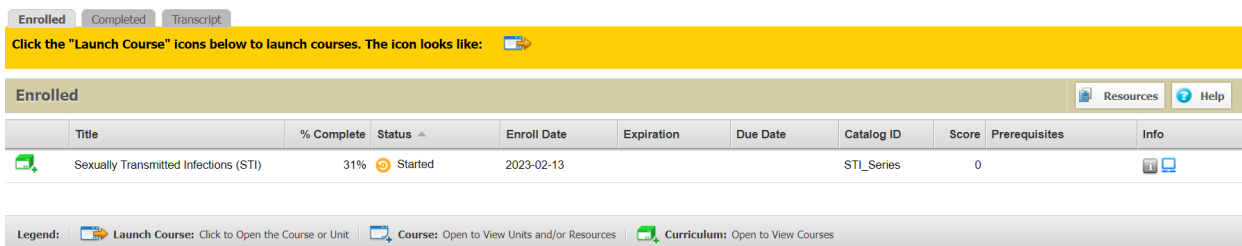
- Purpose
- Learner Outcome Statement
- Objectives
- Nursing Contact Hours Designation
- Criteria for Continuing Education
- Disclosures

Click Play (or arrow in center of presentation to begin)

Once you have completed the presentation, it will show the following screens:

- A "References for the Presentation" slide. Click ">" to advance to next screen.
- Step 1: "Complete the evaluation below" screen. Click on Next to complete the evaluation (once completed, you enter the code that is provided to you) click on continue and it will take you to the next screen.
- Step 2: "Are you seeking Continuing Education credit for this training?" if yes, it will ask you for your name as it will appear on the certificate and click on "Submit"
- Click on "Print Nursing Certificate"

Once completed, it will take you back to the "Enrolled" screen.



At the top of the page, there are **Enrolled, Completed and Transcript** tabs.

**Enrolled** - is your main page and lists the Title of courses you are enrolled in, % Complete, the Status of the course and the Enroll date of when you started the course.

**Completed** - lists all of the courses completed

**Transcript** - shows a summary of the transcripts you earned or if any course is inactive

You can run a report, print a report, download a report, or get help.

Also, in center of the screen, you can click on the Certificates tab (middle right of screen) – which will list all the certificates you received.

To log off - use the down arrow next to your name at top of screen.

**You can resume at a later date.**

To sign back in go to: <https://courses.mihealth.org/PUBLIC/home.html>

This will take you to the “Sign In” screen. Enter your User ID and password to continue



You should receive an email with User ID and password. If you click the link in it email, it will take you to the HIV Online Training “Enrolled” site. “My Courses” tab should appear in blue. Click on the box before the Sexually Transmitted Infections (STI) site.

Click on the **Launch Course** box before each STI course to resume the training. (See page 4 above).

**If you were a previous user or are a current LMS user, but it will not allow you to access these courses:**

You may have to create a new account. If you do, follow the directions above to create a new user account (new user ID and new password).

If this doesn’t work, contact [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).

