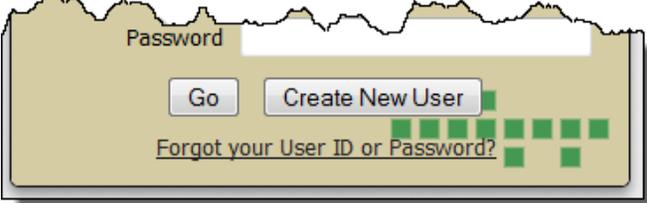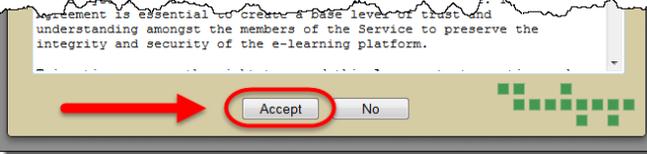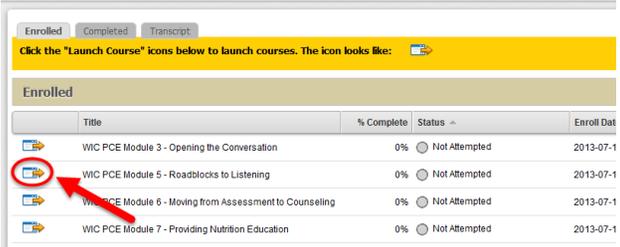| Action	Create New User Account	Notes
Create New User Account	1. Open your Internet browser and go to https://courses.mihealth.org/PUBLIC. You will see a message regarding the change and automatically redirected to the new Learning Management System (LMS) where you will create your account. 2. Click on the **Create New User** [Create New User] button. 3. Complete the required and desired optional fields: • Email (User ID) – **which will be your User ID** • First Name • Last Name • Email (separate from above "Email (User ID)" field – required in case of forgotten User ID / Password) • Password • Confirm Password • Optional fields (Email, Middle Initial, Address, City, State/Province, Zip/Postal, Country, and Phone). 4. Click on the **Create New User** [Create New User] button. 5. When the **Terms of Use** pop-up message displays, click on the **Accept** button. Your account is now created. Next you will need to launch your course.	• View of **Create New User** button. Password [Go] [Create New User] Forgot your User ID or Password? • View of the **Terms of User Accept** button: 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. [Accept] [No]

Action	Launch Course	Notes
Launch Course	1. From the **Enrolled** tab, click on the **Launch Course** [icon] icon next to the desired course. The course will open in a new window and begin to play. For example, in the picture on the right, the **WIC PCE Module 5: Roadblocks to Learning** course is being launched or opened. Note: If a course **Title** is greyed-out, this means the course is inaccessible. Refer to the **Perquisites** column	• View of the **Launch Course** icon: Enrolled	Completed	Transcript Click the "Launch Course" icons below to launch courses. The icon looks like: **Enrolled** Title	% Complete	Status	Enroll Dat WIC PCE Module 3 - Opening the Conversation	0%	Not Attempted	2013-07-1 WIC PCE Module 5 - Roadblocks to Listening	0%	Not Attempted	2013-07-1 WIC PCE Module 6 - Moving from Assessment to Counseling	0%	Not Attempted	2013-07-1 WIC PCE Module 7 - Providing Nutrition Education	0%	Not Attempted	2013-07-1 • **Note**: Once a course has been completed, it will move to the **Completed** tab.

Action	View Certificate	Notes
View Certificate	1. Click the **Transcript** tab. 2. Click on the **Certificates** [Certificates] button. The **PDF** window will appear. 3. Click on the **PDF link**. The certificate will display. You can print, save, or close the certificate.	• View of the **Certificates** list: Certificates [Certificates] 📄 MI-Health-Link-001 4 **Note**: The certificates available on the **Transcript** tab are generic certificates of completion. If a course offers continuing education opportunities, instructions on how to obtain a Certificate of Continuing Education will be available within the course.

Action	Forgot Password	Notes
Forgot Password	1. From the **Sign In** screen, click the Forgot your User ID or Password? link 2. Enter your Username or Email address and click the **Process** button.	• View of the **Forgot your User ID or Password?** link: Sign In courses.mihealth.org Language English User ID Password Go Create New User Forgot your User ID or Password? • View of the Forgot your User ID or Password? pop-up page Forgot your User ID or Password? ✕ Enter either your Username or Email address into the supplied field and press the Process button. After validating your information, an email will be sent to the email address on file with your login information. Username or Email Process Return