

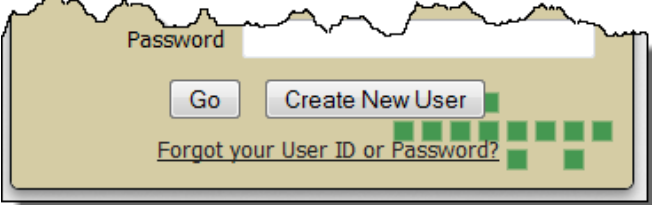
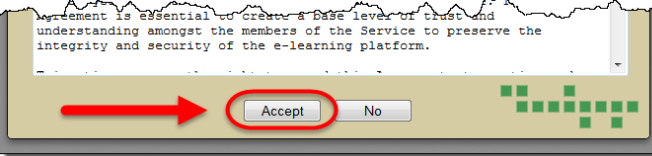

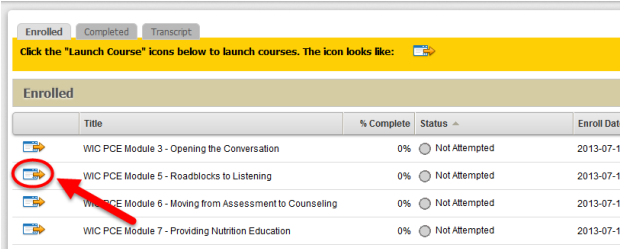






Action	Create New User Account	Notes
<p>Create New User Account</p>	<ol style="list-style-type: none"> 1. Open your Internet browser and go to https://courses.mihealth.org/PUBLIC. You will see a message regarding the change and automatically redirected to the new Learning Management System (LMS) where you will create your account. 2. Click on the Create New User  button. 3. Complete the required and desired optional fields: <ul style="list-style-type: none"> • 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  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. 	<ul style="list-style-type: none"> • View of Create New User button.  • View of the Terms of User Accept button: 
Action	Launch Course	Notes
<p>Launch Course</p>	<ol style="list-style-type: none"> 1. From the Enrolled tab, click on the Launch Course  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. <p>Note: If a course Title is greyed-out, this means the course is inaccessible. Refer to the Prerequisites column</p>	<ul style="list-style-type: none"> • View of the Launch Course icon:  • Note: Once a course has been completed, it will move to the Completed tab.

Action	View Certificate	Notes
<p>View Certificate</p>	<ol style="list-style-type: none"> 1. Click the Transcript tab. 2. Click on the 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. 	<ul style="list-style-type: none"> • View of the Certificates list: <div data-bbox="1241 367 1625 480" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p>Note: The certificates available on the Transcript tab are generic certificates of completion.</p> <p>If a course offers continuing education opportunities, instructions on how to obtain a <u>Certificate of Continuing Education</u> will be available within the course.</p>

Action	Forgot Password	Notes
<p>Forgot Password</p>	<ol style="list-style-type: none"> 1. From the Sign In screen, click the <u>Forgot your User ID or Password?</u> link 2. Enter your Username or Email address and click the Process button. 	<ul style="list-style-type: none"> • View of the Forgot your User ID or Password? link: <div data-bbox="1331 837 1738 1143" style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  </div> • View of the Forgot your User ID or Password? pop-up page <div data-bbox="1339 1219 1747 1422" style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  </div>