

Learning Management System (LMS) Online Training

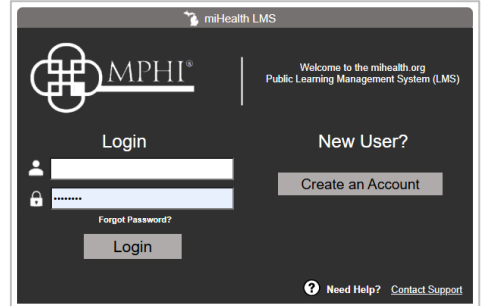
IMPORTANT: This document will cover **Step 1:** Create an Account, **Step 2:** Enroll and launch course, and **Step 3:** View Certificate. If you already have a Learning Management System (LMS) account, login and skip to **Step 2:** Launch Course.

Step 1: Create an Account

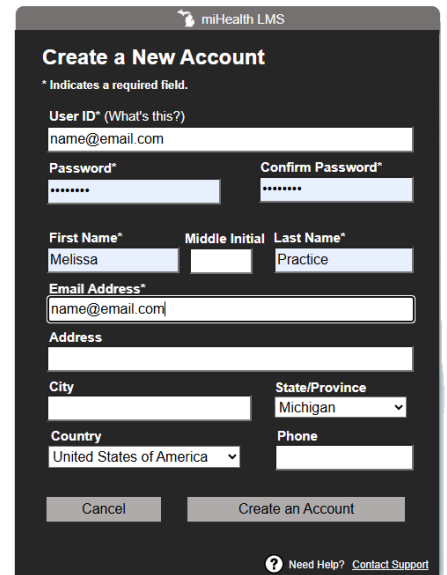
- Open your Internet browser and go to the LMS website: <https://mihealth.coursemill.com/html/PUBLIC/>
- New users will select **Create an Account**

Complete your information to create a new account:

- Enter required fields indicated by asterisks (*)
 - User ID (suggest using email)
 - Password
 - First Name
 - Last Name
 - Email address
- After entering the required information, select **Create an Account**. This will log you into your account, and you will receive an email confirming that you have been self-registered in CourseMill, along with your Username.
- For subsequent logins, open your internet browser and go to the LMS website <https://mihealth.coursemill.com/html/PUBLIC/>, enter your User ID and Password, and select **Login**.



The screenshot shows the miHealth LMS login page. At the top, it says "miHealth LMS" and "MPHI". Below the logo, there is a "Login" section with a username field, a password field, and a "Login" button. To the right, there is a "New User?" section with a "Create an Account" button. At the bottom, there are links for "Need Help?" and "Contact Support".

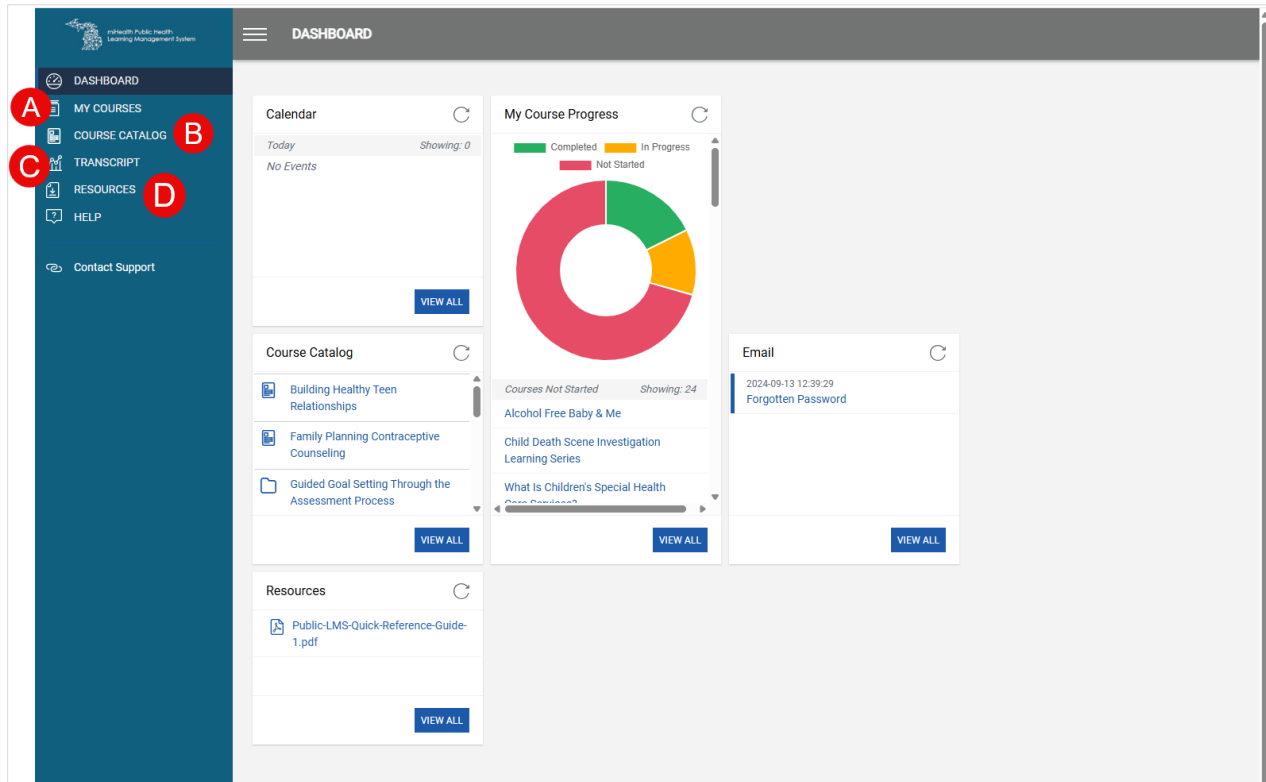


The screenshot shows the "Create a New Account" page. It has a title "Create a New Account" and a note "* Indicates a required field." Below this, there are several form fields: "User ID* (What's this?)" with the value "name@email.com", "Password*" and "Confirm Password*" both with asterisks, "First Name*" with "Melissa", "Middle Initial" with a blank field, "Last Name*" with "Practice", "Email Address*" with "name@email.com", "Address" with a blank field, "City" with a blank field, "State/Province" with a dropdown menu showing "Michigan", "Country" with a dropdown menu showing "United States of America", and "Phone" with a blank field. At the bottom, there are "Cancel" and "Create an Account" buttons, and links for "Need Help?" and "Contact Support".

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Step 2: Enroll and Launch Course

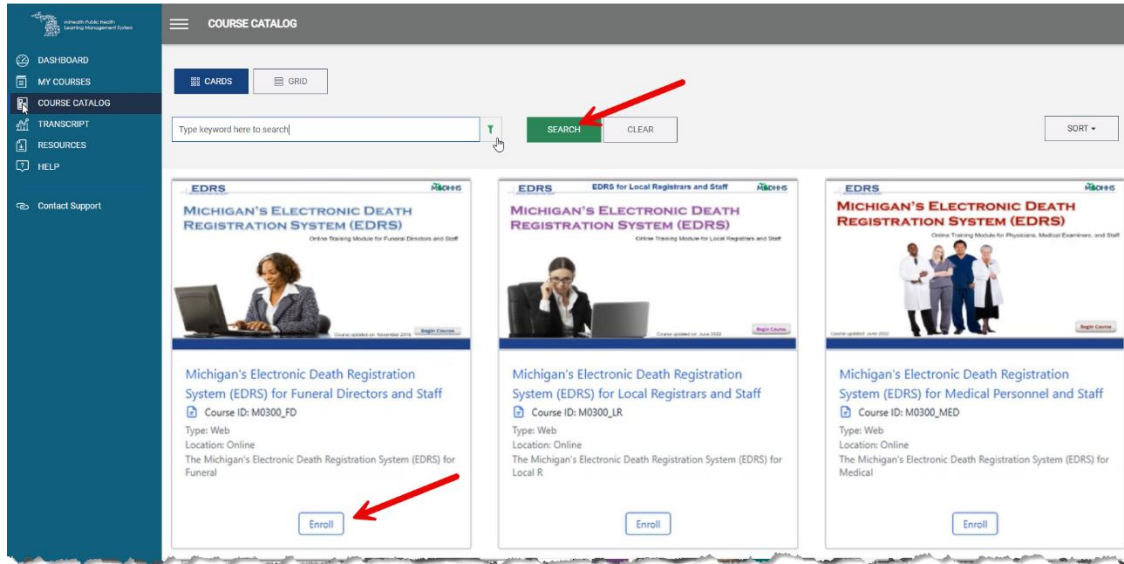
When you log into your account, the **DASHBOARD** will show. You can use the menu on the left or the dashboard icons to navigate the LMS.




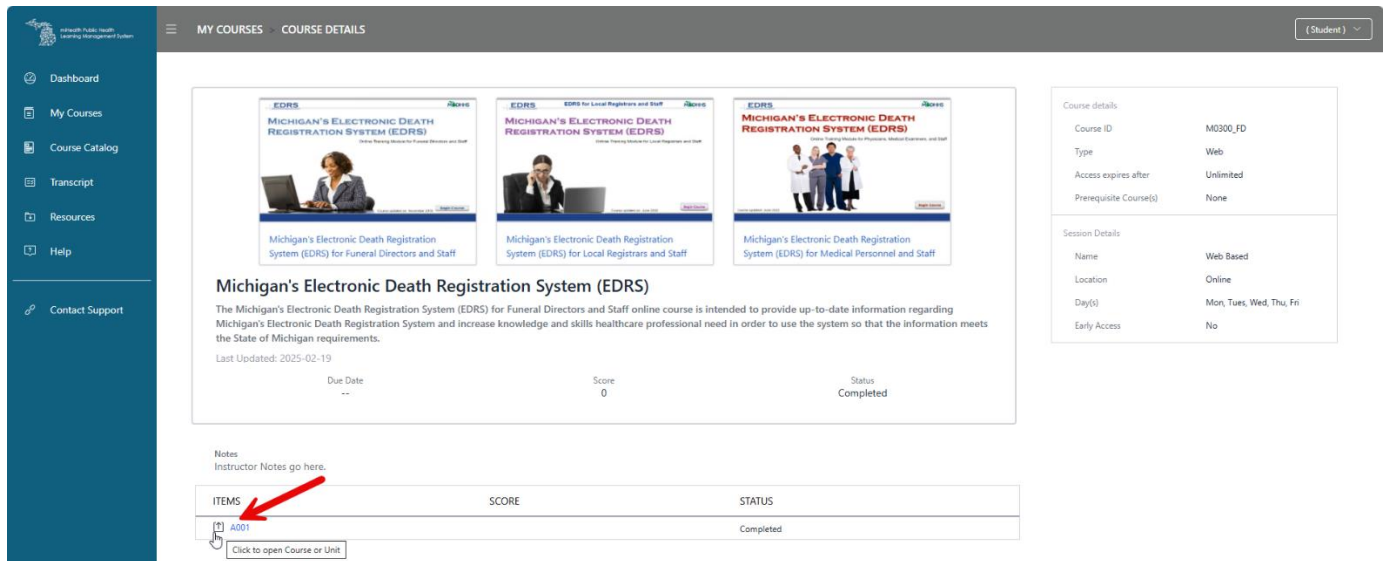
- A. **MY COURSES** shows courses that you are enrolled in.
- B. If this is your first time accessing the course, use **COURSE CATALOG** to search for the course.
- C. **TRANSCRIPT** will show your completed courses.
- D. **RESOURCES** has a Public LMS Quick Reference Guide that can be downloaded.

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- To enroll in the *Michigan's Electronic Death Registration System (EDRS)* course for your user role (Funeral Directors and Staff, Local Registrars and Staff, or Medical Personnel and Staff), select **COURSE CATALOG**. You can either manually scroll through the available courses or use **Search** to find the desired course.
- Click on **Enroll**. The course will now be available in **MY COURSES**.



- From the **MY COURSES** section, scroll to the desired course and click on the hyperlinked course name to view additional course information.
- In the course details, click on the Launch icon  to launch the course.

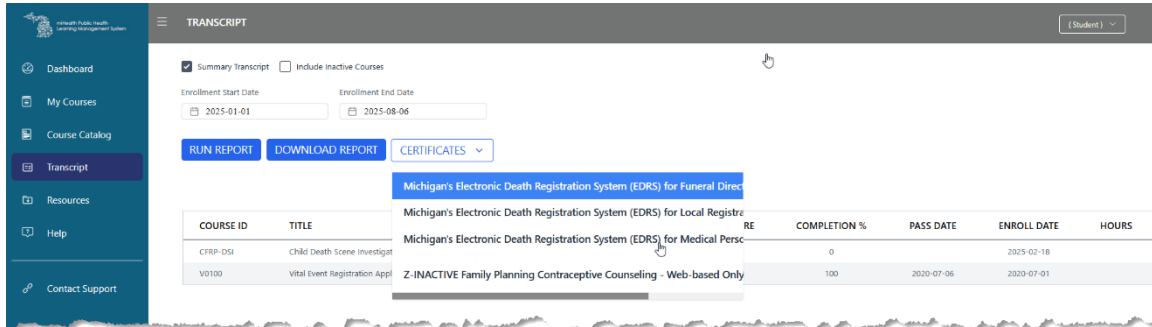


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Step 3: Certificates

Once a course has been completed, including successfully completing an assessment if applicable, a Certificate of Completion will be sent to the email address associated with the user ID. If you would like to obtain another copy, you can access your certificates in the **TRANSCRIPT** section.

- Select **TRANSCRIPT** from the menu.
- Click on the dropdown arrow on the **CERTIFICATES** button.
- Scroll to the name of the course for which you would like to view a certificate, and click on it to select.



The screenshot shows the 'TRANSCRIPT' section of the LMS. On the left is a navigation menu with options: Dashboard, My Courses, Course Catalog, Transcript (selected), Resources, Help, and Contact Support. The main area has a header with 'TRANSCRIPT' and a user dropdown '(Student)'. Below the header are filters for 'Summary Transcript' (checked) and 'Include inactive Courses' (unchecked). There are input fields for 'Enrollment Start Date' (2025-01-01) and 'Enrollment End Date' (2025-08-06). Three buttons are visible: 'RUN REPORT', 'DOWNLOAD REPORT', and 'CERTIFICATES' (with a dropdown arrow). A dropdown menu is open under 'CERTIFICATES', listing several course titles. Below this is a table with columns: COURSE ID, TITLE, RE, COMPLETION %, PASS DATE, ENROLL DATE, and HOURS.

| COURSE ID | TITLE | RE | COMPLETION % | PASS DATE | ENROLL DATE | HOURS |
|-----------|--------------------------------|----|--------------|------------|-------------|-------|
| CFRP-DSI | Child Death Scene Investigator | | 0 | | 2025-02-18 | |
| V0100 | Vital Event Registration Appl | | 100 | 2020-07-06 | 2020-07-01 | |

- A PDF of the certificate will open in a new window. You will be able to save or print a copy.

