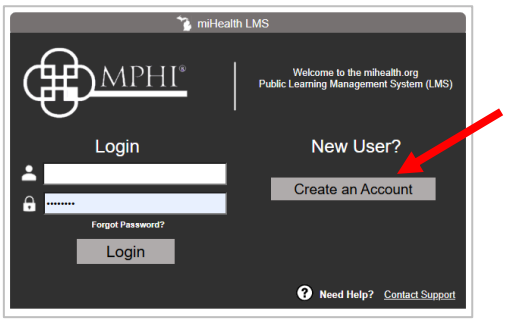
Learning Management System (LMS) Online Training

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.

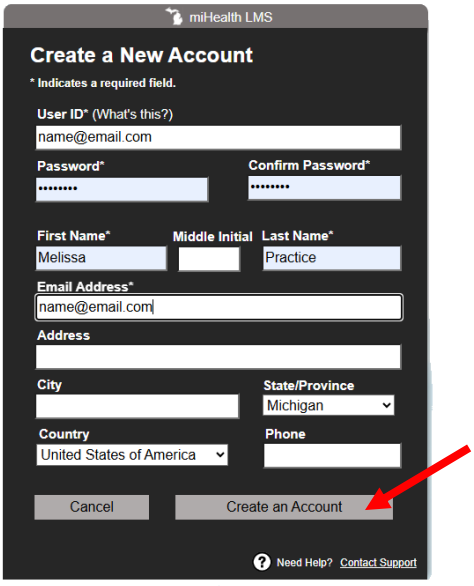
Step 1: Create an Account



- 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



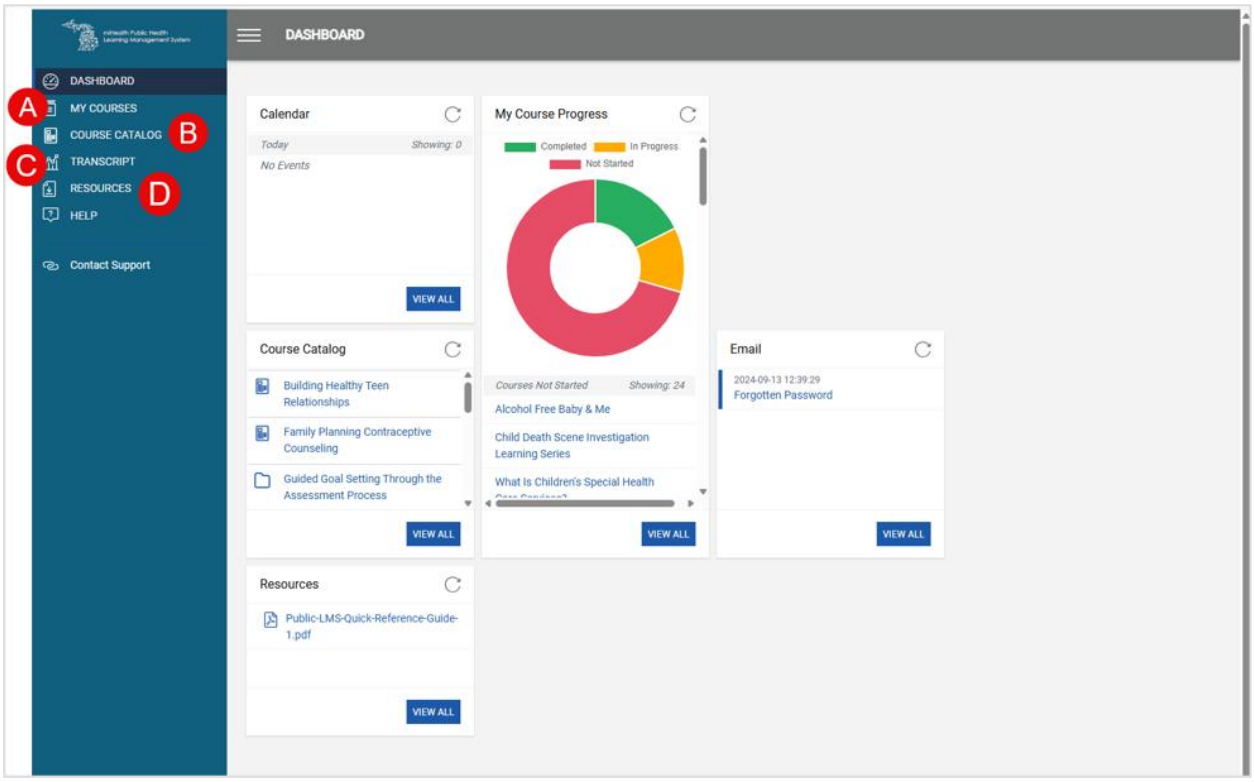
- After entering the required information, select **Create an Account**. This will log you into your account, and you will receive an email confirming that you have been self-registered in CourseMill, along with your Username.

- 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**.

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Step 2: Enroll and Launch Course

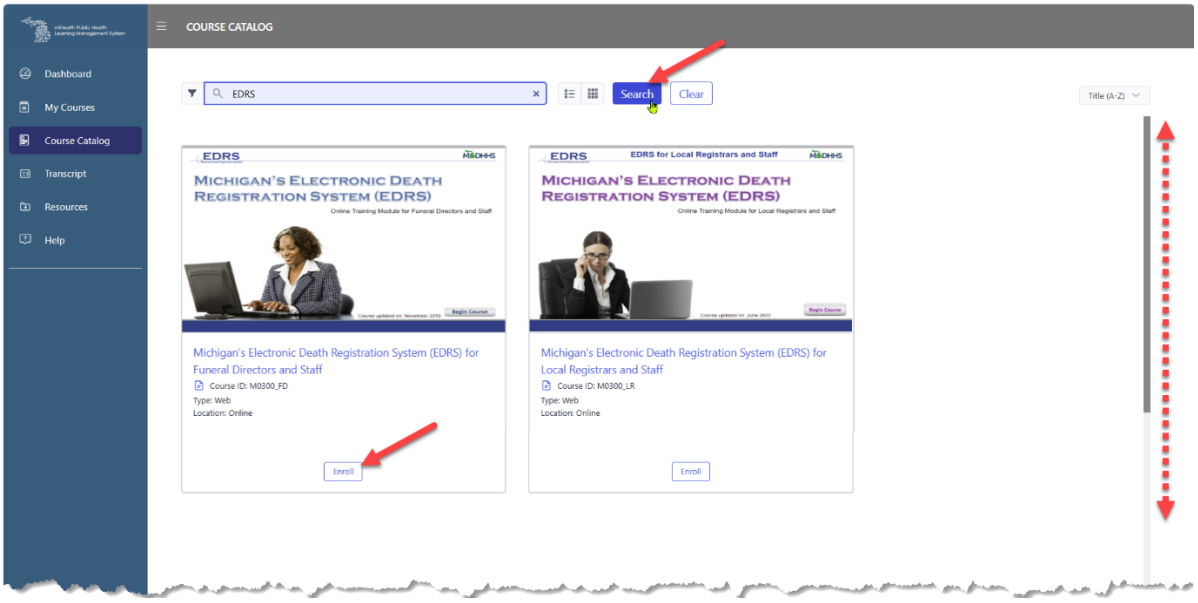
When you log into your account, the **DASHBOARD** will show. You can use the menu on the left or the dashboard icons to navigate the LMS.



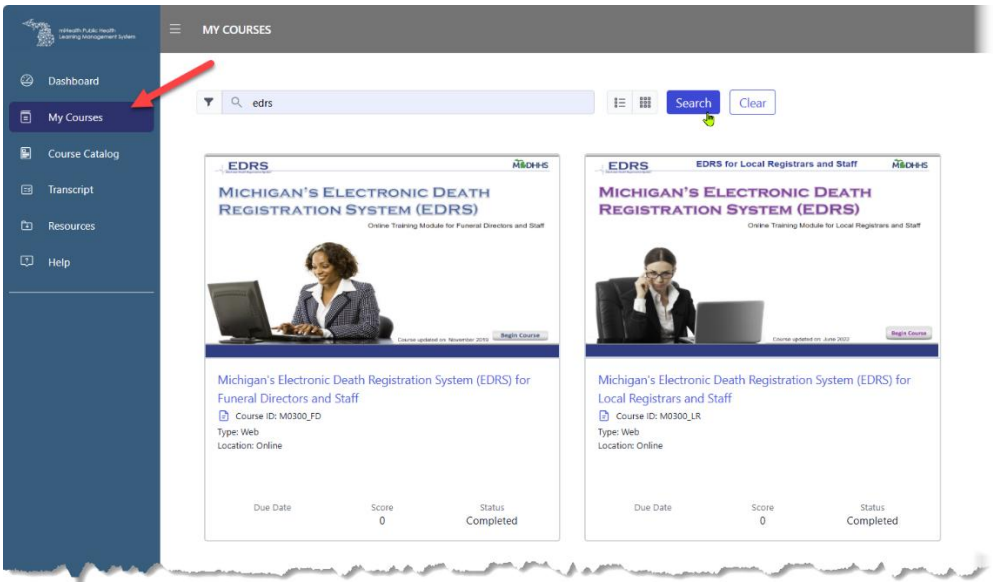
A. **MY COURSES** shows courses that you are enrolled in.
B. If this is your first time accessing the course, use **COURSE CATALOG** to search for the course.
C. **TRANSCRIPT** will show your completed courses.
D. **RESOURCES** has a Public LMS Quick Reference Guide that can be downloaded.

Learning Management System (LMS) Online Training

- To enroll in the *Michigan's Electronic Death Registration System (EDRS)* course for your user role (Funeral Directors and Staff, or Local Registrars 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**.



- Access the course from the **MY COURSES** section. Scroll to the desired course and click on the hyperlinked course name to view additional course information.

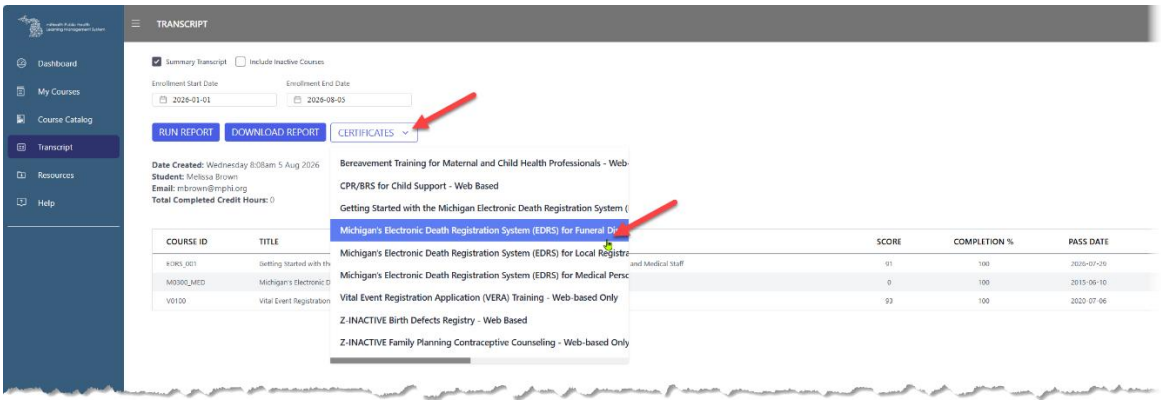


Learning Management System (LMS) Online Training

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.



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

