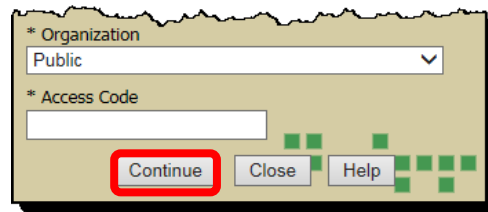


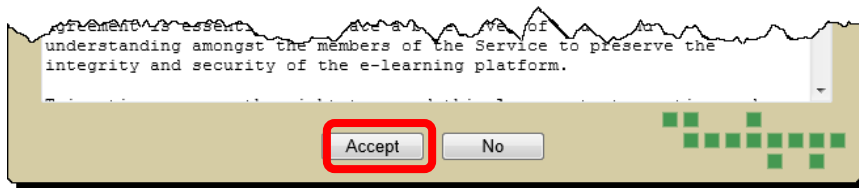
Create New User Account

1. **IMPORTANT:** If you previously created an account in the Learning Management System, skip to **Launch Course** on page 2.
2. To create an account, open your Internet browser and go to the Learning Management System (LMS) website: <https://courses.mihealth.org/PUBLIC> .
3. Click on the **Create New User** button.
4. Click **Continue**. You do not need an access code to enroll on the Public LMS.



A screenshot of a web form for creating a new user account. The form has a light beige background with a decorative top edge. It contains two required fields, each marked with an asterisk: '* Organization' with a dropdown menu showing 'Public', and '* Access Code' with an empty text input field. At the bottom, there are three buttons: 'Continue' (highlighted with a red box), 'Close', and 'Help'. A decorative pattern of green squares is visible on the right side of the form.


5. Complete all required fields as indicated by an asterisk, and desired optional fields.
6. Click on the **Create New User** button.
7. When the **Terms of Use** pop-up message displays, please review, then click on the **Accept** button. Your account is now created. Next you will need to launch your course.








A screenshot of a Terms of Use pop-up message. The message text is partially visible, mentioning 'understanding amongst the members of the Service to preserve the integrity and security of the e-learning platform.' At the bottom, there are two buttons: 'Accept' (highlighted with a red box) and 'No'. A decorative pattern of green squares is visible on the right side of the pop-up.



Launch Course

1. Log in to the Learning Management System (LMS) website:
<https://courses.mihealth.org/PUBLIC>
2. From the **My Courses** tab, click on the **Launch Course** icon next to the desired course. The course will open in a new window and begin to play.

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

My Courses

	Catalog ID	Name
	H0200	Healthy Michigan Plan - Health Risk Assessment (HRA) Online Training - A001
 (circled in red)	M0300_FD	Michigan's Electronic Death Registration System (EDRS) for Funeral Directors and Staff - A001
	M0300_LR	Michigan's Electronic Death Registration System (EDRS) for Local Registrars and Staff - A001
	M0300_MED	Michigan's Electronic Death Registration System (EDRS) for Medical Personnel and Staff - A001
	M0500-a	Michigan WIC Civil Rights Training 2012 - A001

User Guide: |  Launch Course: Click to Open the Course or Unit |  Course: Open to View Units and/or Documents

Note: There are 3 Michigan Electronic Registration System (EDRS) online courses. Select the course that pertains to your role.

View Certificate

1. From the **My Courses** tab, click on the **Report Card** button. The **Transcript** window will open.
2. Click on the **Certificates** button located at the bottom of the screen.

Transcript for Ana Client (aclient@email.com)


Transcript	2013					
Date	2013-04-09					
Student	Client, Ana (aclient@email.com)					
Public	General Public All Courses					
Credit Hours	0.0					
Course ID	Course Name	Score	Percentage	Completion Date	Enroll Date	Credit Hours
M0300	Michigan's Electronic Death Registration System (EDRS)		100%	2013-03-21	2013-03-21	
M0200	Medicaid Managed Care	100	100%	2013-03-21	2013-03-21	
M1100	Using Michigan's Childhood Immunization Registry		0%		2013-03-21	
M1000	MI-WIC CPA Training		0%		2013-03-21	

Options Download Generated Report Print Report **Certificates** Close Help

3. Click on the name of the certificate that you would like to view, then click on the **View Certificate** button. The certificate will display for you to print or save.

Certificates

Maternal Infant Health Program (MIHP) Billing and Reimbursement Training (M0100)	2013-03-21
Medicaid Managed Care (M0200)	2013-03-21
Michigan's Electronic Death Registration System (EDRS) (M0300)	2013-03-21
Michigan WIC Civil Rights Training 2012 (M0500)	2013-03-21

 View Certificate Close Help