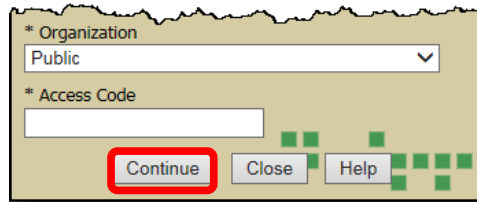


# Learning Management System Create New User Account

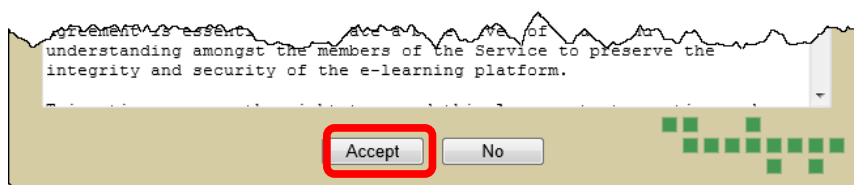
1. **IMPORTANT:** If you created an account previously for EDRS training session registration, skip to **Step 2: Launch Course** below.
2. Open your Internet browser (Example: Internet Explorer ) and go to the Learning Management System (LMS) website: <https://courses.mihealth.org/PUBLIC> .
3. Click 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 the user registration form. It includes a dropdown menu for 'Organization' with 'Public' selected, and a text input field for 'Access Code'. At the bottom of the form, there are three buttons: 'Continue', 'Close', and 'Help'. The 'Continue' button is highlighted with a red rectangular box. The form has a light beige background with a decorative border and green square patterns.






5. Complete the required and desired optional fields:
  - Email (User ID) – For example [fakename123@gmail.com](mailto:fakename123@gmail.com), your email will be your User ID
  - First Name
  - Last Name
  - Email (use the same email as entered in the Email (User ID) field above)
  - Password
  - Confirm Password
  - State/Province
  - Optional fields (Middle Initial, Address, City, Zip/Postal, Country, and Phone).
6. Click on the **Create New User** button.
7. 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.





## Launch Course

1. 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. For example, in the picture below, the **Michigan's Electronic Death Registration System (EDRS) for Funeral Directors and Staff** online course is being launched or opened.

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

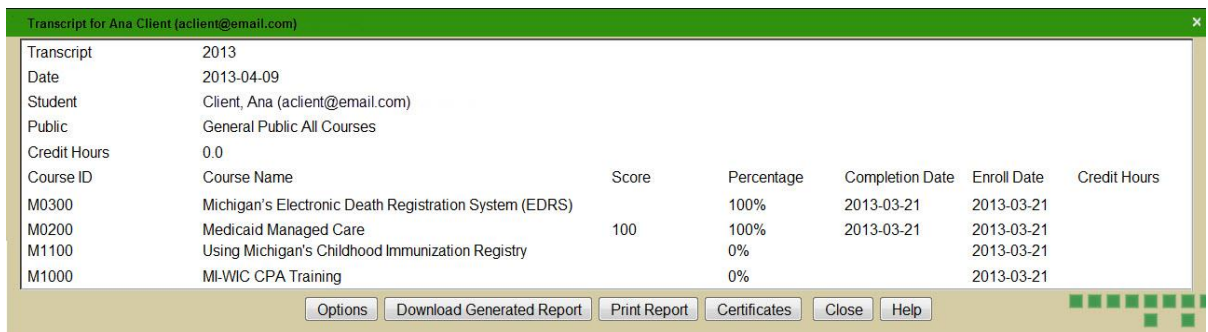
My Courses		
	Catalog ID	Name
	H0200	Healthy Michigan Plan - Health Risk Assessment (HRA) Online Training - A001
	M0300_FD	Michigan's Electronic Death Registration System (EDRS) for Funeral Directors and Staff - A001
	M0300_LR	Michigan's Electronic Death Registration System (EDRS) for Local Registrars 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

*Please Note: There are 3 different Michigan Electronic Registration System (EDRS) online courses based on your role in EDRS. You only need to take the course that pertains to your role.*

## View Certificate

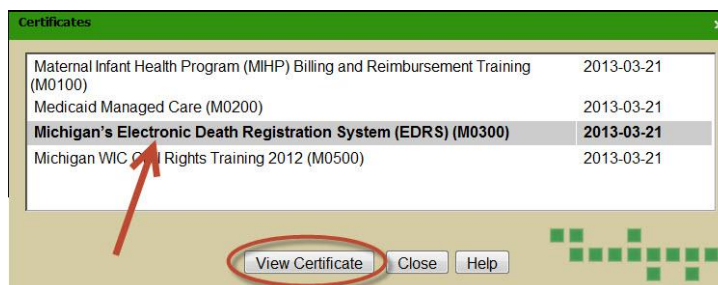
1. From the **My Courses** tab, click on the **Report Card** button. The **Transcript** window will open.



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

2. Click on the **Certificates** button located at the bottom of the screen.
3. Select the **Certificate** and click on the **View Certificate** button. The certificate will display. You can print, save, or close the certificate.



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

View Certificate | Close | Help