Introduction: The following steps will walk you through creating a new account in the MDHHS Learning Management System (LMS).

IMPORTANT: This Quick Reference is intended for **CONTRACTOR** personnel who do NOT have access to the MDHHS intranet. Non-contractors should go to the State intranet system and click the **Learning Center** link.
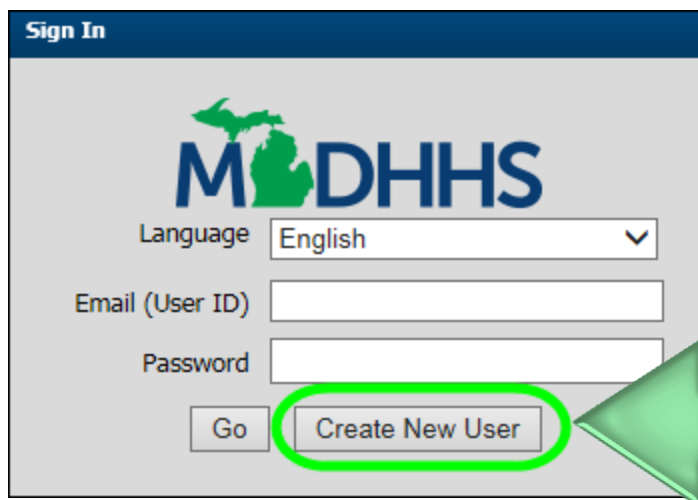
If you have any questions, need help, or forget your User ID / Password, please send an e-mail to: ISGTraining@mphi.org.
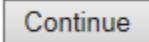
Create New User Account

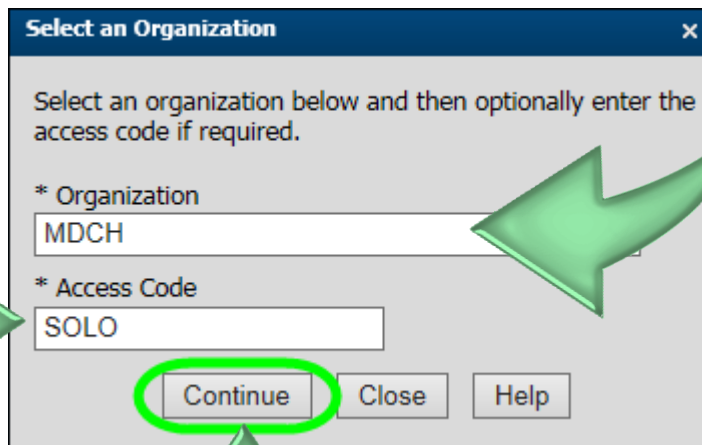1. Open your Internet browser and go to https://courses.mihealth.org/MDCH.

You will see the Sign In page for the MDHHS Learning Management System (LMS). This is where you will create your account.

2. Click the **Create New User** Create New User button.

Create New User Account (Continued)

3. When the **Select an Organization** pop-up window appears, ensure **MDCH** is selected in the **Organization** drop-down field.

4. For the **Access Code** field, enter the word: **SOLO**

5. Click the **Continue** | Continue | button.
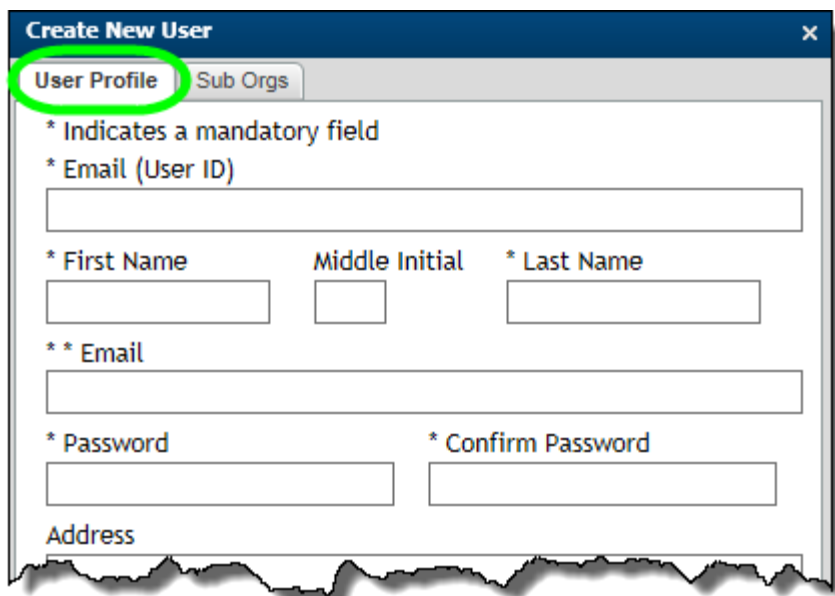
Create New User Account (Continued)

6. The **Create New User** pop-up window will appear. On the **User** Profile tab, complete the required and desired optional fields:

- Email (User ID) – **which will be your User ID**
- First Name
- Last Name
- Email (separate from about "Email (User ID)" field – required in case of forgotten User ID or Password)
- Password
- Confirm Password
- State/Province
- Optional fields (Middle Initial, Address, City, Zip/Postal, Country, and Phone)

NOTE: Document your **Email (User ID)** and **Password** in a secure location.

If you forget your Email (User ID) or Password, send an e-mail to:

ISGTraining@mphi.org.

Create New User   ✕

User Profile | Sub Orgs

* Indicates a mandatory field
* Email (User ID)

* First Name   Middle Initial   * Last Name
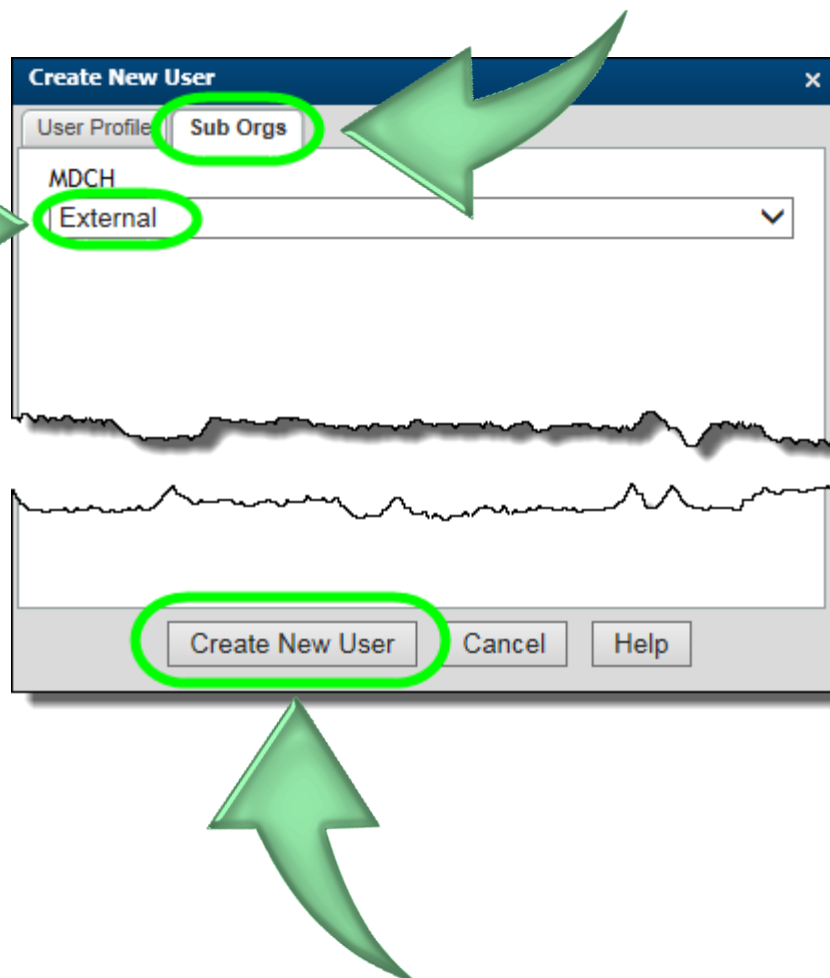
* * Email

* Password   * Confirm Password

Address

Create New User Account (Continued)

7. Click the **Sub Orgs** tab.

8. Ensure **External** is selected in the **MDCH** drop-down.

9. Click the **Create New User** | Create New User | button.

Create New User Account (Continued)

10. When the **Terms of Use** pop-up message displays, click on the **Accept** Accept button.

You must accept the Terms of Use to continue ✕

To complete registration, read the Terms of Use (displayed below) carefully. If you agree to the conditions stated, click the Accept button when you get to the end of the page. (If you do not accept the Terms of Use, you will not be able to complete your registration.)

When you register, you'll need to enter a few pieces of personal profile information and choose a User ID and Password. Then you'll confirm the information you entered and go to Trivantis' CourseMill Enterprise Learning Management System.

 Agreement

The following describes the terms of an Agreement between you and Trivantis that are effective from the moment you first access and register with the Learning Management System, provided by CourseMill (the "Service"). During the registration process you will be asked to review and accept these terms. If you do not agree to abide by these terms, you will not be able to access and use the Service. This Agreement is essential to create a base level of trust and understanding amongst the members of the Service to preserve the integrity and security of the e-learning platform.

[Accept]   [No]

Your account is now created. See the **LMS Quick Reference – Access & Launch Courses** for more information.