

**IMPORTANT:** This Quick Reference is intended for **CONTRACTOR** personnel who do NOT have access to the MDHHS intranet. Non-contractors should use the Intranet Access Instructions, which will direct them to the State intranet system and the **Learning Center** link.

If you have any questions, need help, or forget your User ID / Password, please send an email to [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).

**Introduction:** The following steps will walk you through creating a new account in the MDHHS Learning Center.

**PREVIOUS USERS:** If you have already created an account, proceed to **page 6**.

## 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 Center. This is where you will create your account.

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

Sign In

**MDHHS**

Language

User ID

Password

## Create New User Account (Continued)

3. When the **Select an Organization** pop-up window appears, ensure **MDHHS** is selected in the **Organization** drop-down field.
4. For the **Access Code** field, enter the word: **SOLO**
5. Click the **Continue**  button.

**Select an Organization** [X]

Select an organization below and then optionally enter the access code if required.

\* Organization  
MDHHS

\* Access Code  
SOLO

## 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:

- User ID – **we recommended you use your e-mail address as your User ID**
- First Name
- Last Name
- Email
- Password
- Confirm Password
- State / Province
- Optional fields (Middle Initial, Address, City, Zip/Postal, Country, and Phone)

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

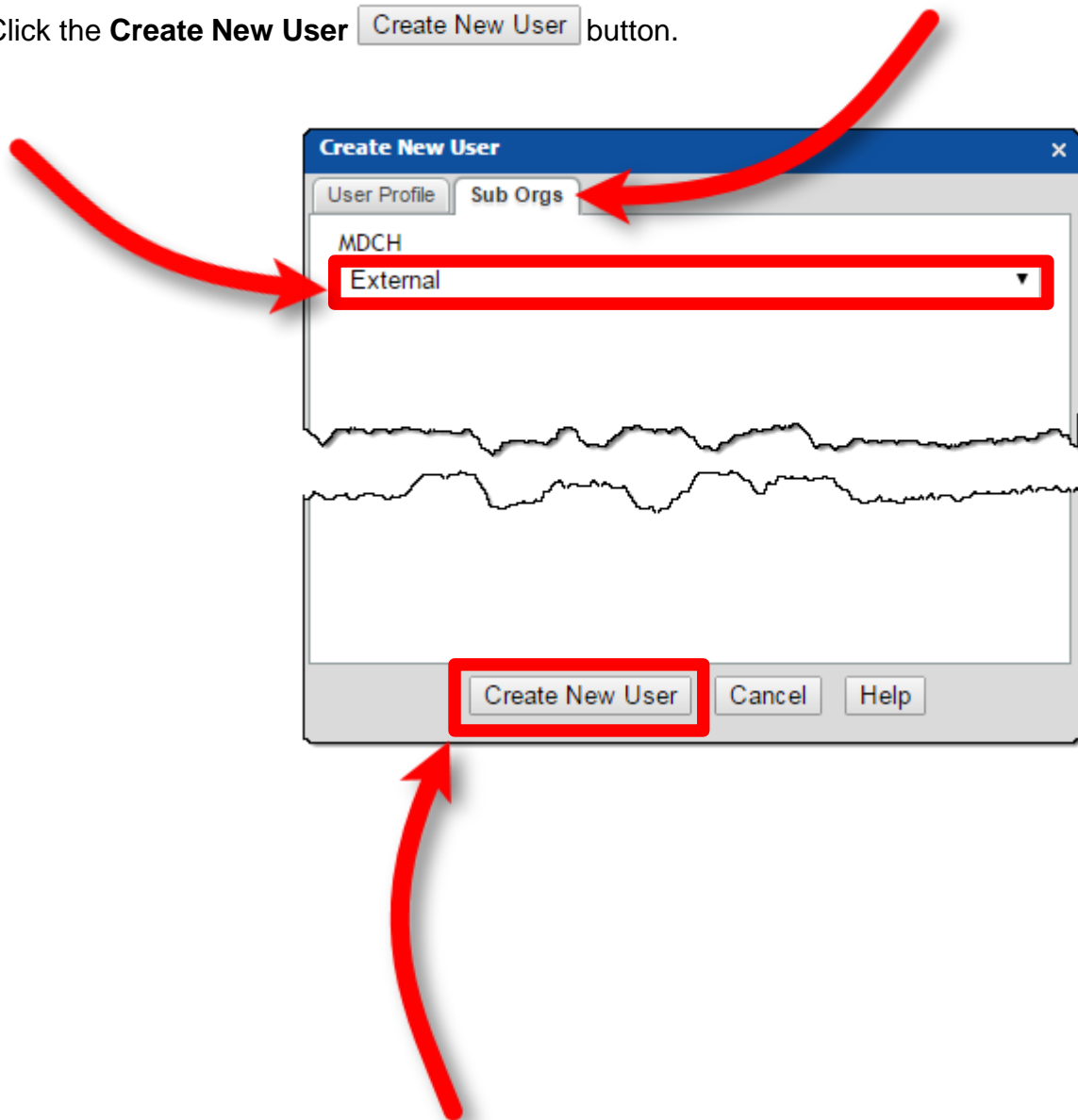
If you forget your User ID or Password, send an email to [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).

The screenshot shows a 'Create New User' window with two tabs: 'User Profile' (highlighted with a red box) and 'Sub Orgs'. The 'User Profile' tab contains the following fields:

- \* Indicates a mandatory field
- \* User ID (text input)
- \* First Name (text input)
- Middle Initial (text input)
- \* Last Name (text input)
- \*\* Email (text input)
- \* Password (text input)
- \* Confirm Password (text input)
- Address (text input)

## 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**  button.



## Create New User Account (Continued)

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

The screenshot shows a browser window titled "You must accept the Terms of Use to continue". The window contains the following text:

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.

Trivantis reserves the right to amend this Agreement at any time and then update the amended terms of the Service. The amended terms will be effective

At the bottom of the window, there are two buttons: "Accept" and "No". The "Accept" button is highlighted with a red rectangular box.

Your account is now created and the **Learning Center** will open.

**Introduction:** This Quick Reference will walk you through the steps for accessing and launching your courses in the Learning Center.

## Access the Learning Center

1. Open your Internet browser and go to <https://courses.mihealth.org/MDCH>.
2. Enter your **Learning Center** login credentials and click the **Go**  button.

If you have any questions, need help, or forget your User ID / Password, please send an email to [ISGTraining@mphi.org](mailto:ISGTraining@mphi.org).




The screenshot shows a "Sign In" window with the MDHHS logo. It includes a "Language" dropdown menu set to "English", a "User ID" text input field, and a "Password" text input field. At the bottom, there are two buttons: "Go" and "Create New User". A red box highlights the "Go" button, and a red arrow points to it from the left. Another red arrow points from the right towards the "User ID" field.




## Access the Learning Center (Continued)

The **My Courses** tab appears by default with the **Enrolled** tab selected.

**MDHHS** My Courses My Calendar Course Catalog

**Enrolled** Completed Transcript

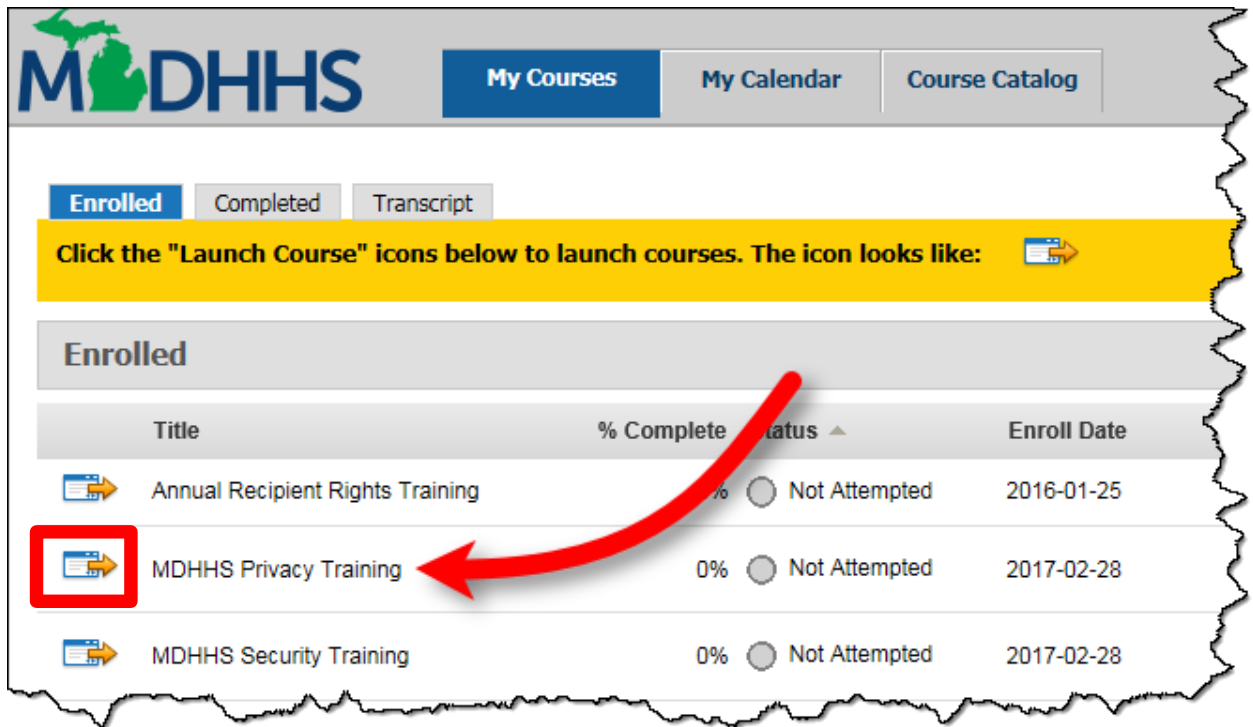
Click the "Launch Course" icons below to launch courses. The icon looks like: 


Enrolled			
Title	% Complete	Status ▲	Enroll Date
 Annual Recipient Rights Training	0%	<input type="radio"/> Not Attempted	2016-01-25
 MDHHS Privacy Training	0%	<input type="radio"/> Not Attempted	2017-02-28
 MDHHS Security Training	0%	<input type="radio"/> Not Attempted	2017-02-28




## Launch Course

1. From the **Enrolled** tab, click the **Launch Course**  icon next to the desired course.

The course will open in a new window. In the example below, the **MDHHS Privacy Training** course is being launched.



The screenshot shows the MDHHS Learning Center interface. At the top, there is a navigation bar with the MDHHS logo and three tabs: "My Courses", "My Calendar", and "Course Catalog". Below this, there are three sub-tabs: "Enrolled", "Completed", and "Transcript". A yellow banner below the sub-tabs reads: "Click the 'Launch Course' icons below to launch courses. The icon looks like: ". Below the banner is a table with the following columns: "Title", "% Complete", "Status", and "Enroll Date". The table contains three rows of courses:

Title	% Complete	Status	Enroll Date
 Annual Recipient Rights Training	0%	<input type="radio"/> Not Attempted	2016-01-25
 MDHHS Privacy Training	0%	<input type="radio"/> Not Attempted	2017-02-28
 MDHHS Security Training	0%	<input type="radio"/> Not Attempted	2017-02-28

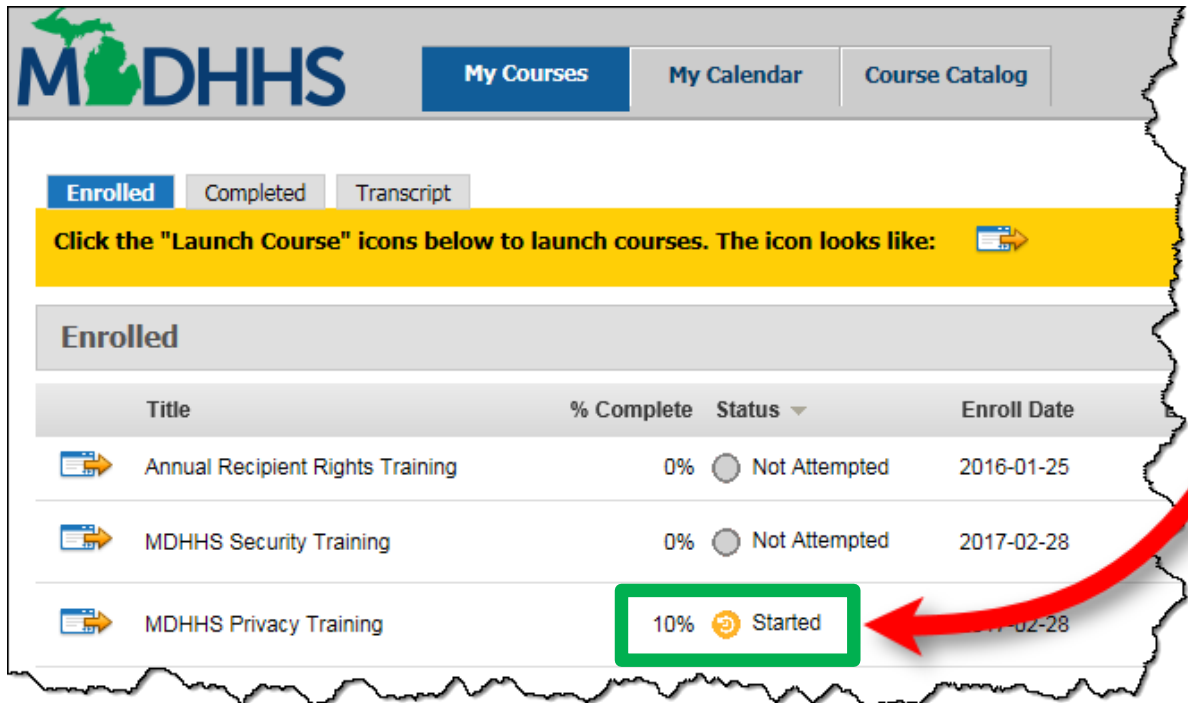
You must complete:

- MDHHS Privacy Training
- MDHHS Security Training




## Partially Completed Courses





If you launch a course in the Learning Center and are unable to complete it, the system will save your progress. Courses that you start and do not complete will have a status of **Started**.



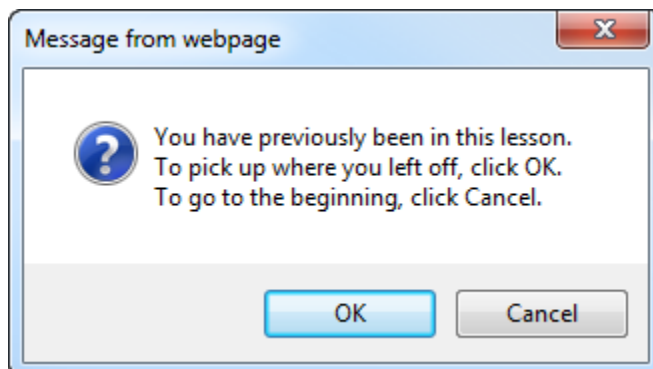
MDHHS My Courses My Calendar Course Catalog

Enrolled Completed Transcript

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

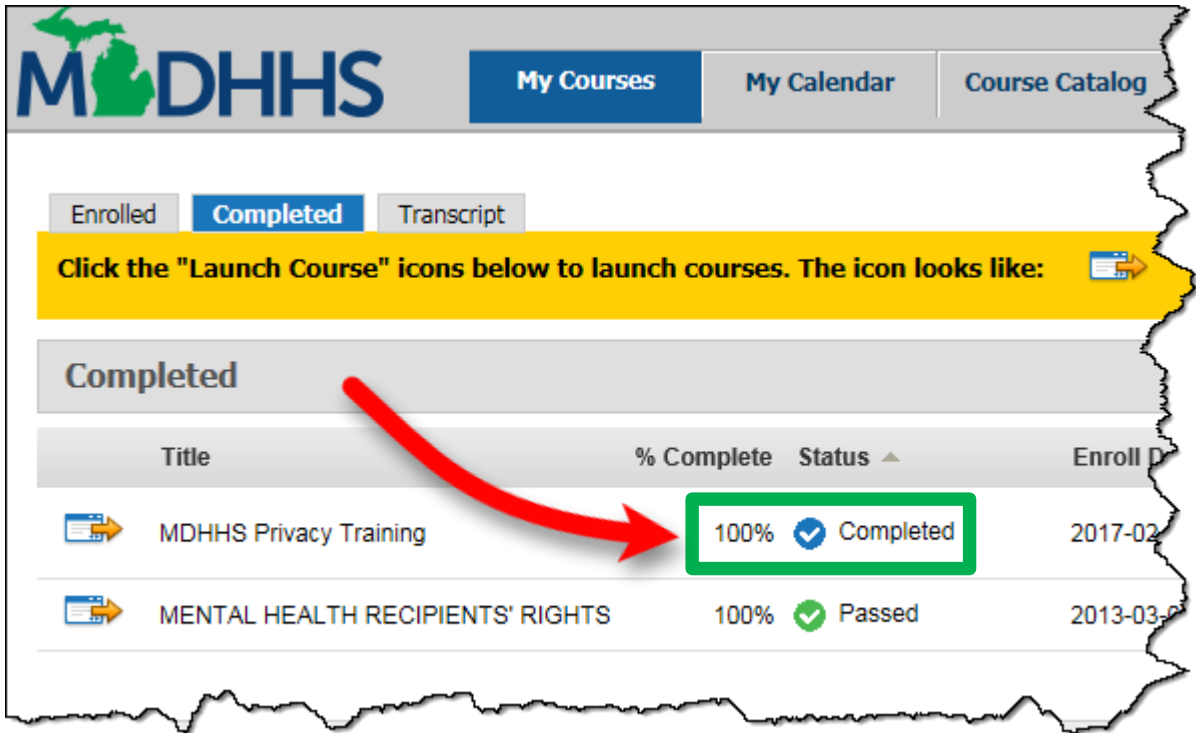
Title	% Complete	Status	Enroll Date
 Annual Recipient Rights Training	0%	<input type="radio"/> Not Attempted	2016-01-25
 MDHHS Security Training	0%	<input type="radio"/> Not Attempted	2017-02-28
 MDHHS Privacy Training	10%	 Started	2017-02-28

When you launch a course that you previously started, a pop-up window appears. To continue the course where you left off, click the **OK** button in the pop-up window.



## Completed Courses

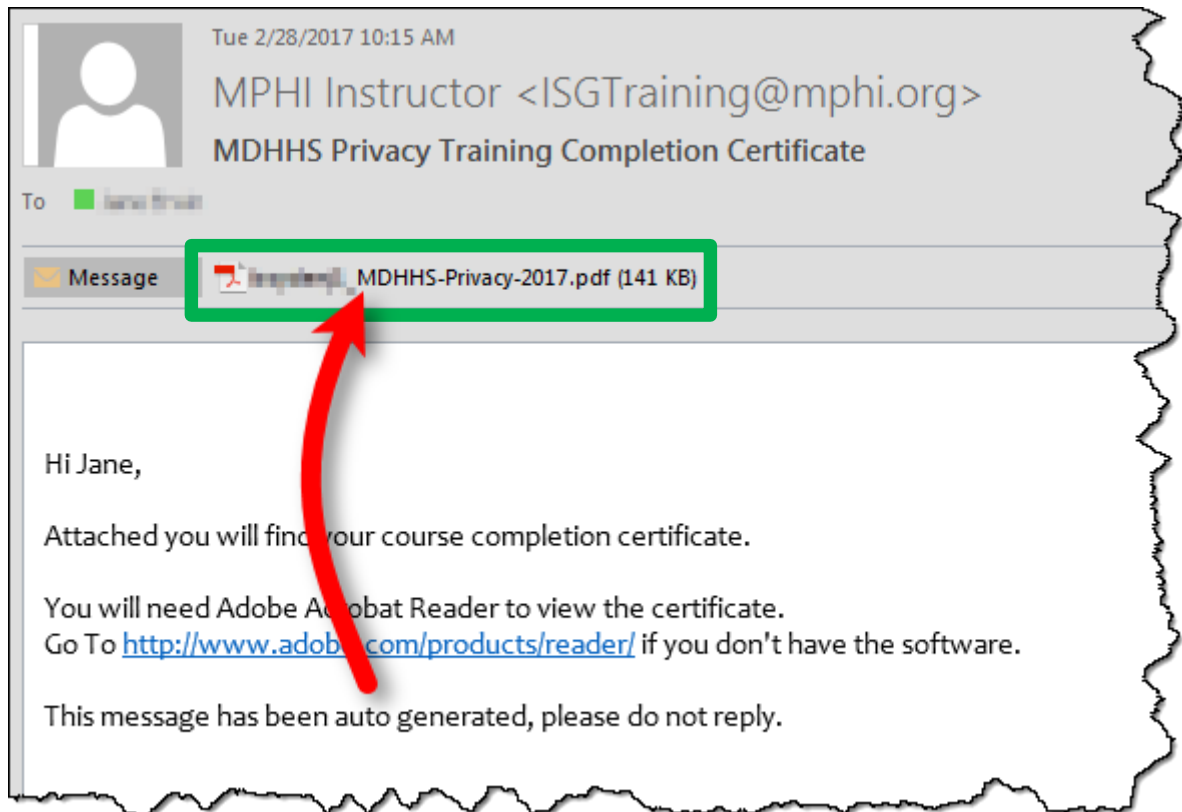
When you complete a course in the Learning Center, it no longer appears on the **Enrolled** tab. Completed courses automatically move to the **Completed** tab.



When you launch a course that you have completed, a pop-up window appears. To continue the course where you left off, click the **OK** button in the pop-up window. To start the course from the beginning, click the **Cancel** button.

## Completion Certificate

When you complete a course, the Learning Center automatically sends an email to the email address on record. The email has a PDF copy of the Completion Certificate attached.



The PDF can be saved to your computer, printed, or emailed to another person (your supervisor, for example).