

To register for the January 21, 2021 Instructor Coordinator Online Conference

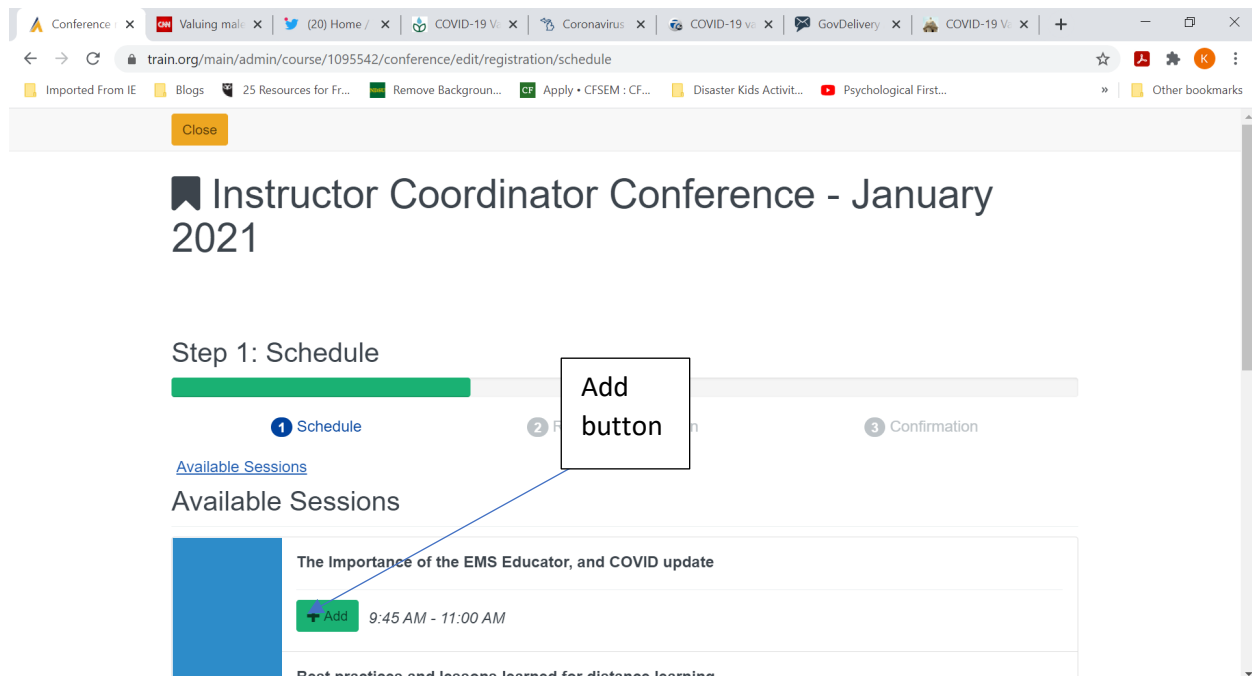
Go to <http://www.train.org/mi-train> and login.

The screenshot shows the TRAIN.org homepage. At the top, there's a navigation bar with "HOME", "COURSE CATALOG", "YOUR LEARNING", "CALENDAR", "RESOURCES", "ADMIN", and "HELP". A search bar labeled "Search TRAIN" is located in the top right. A blue arrow points to this search bar. Below the navigation bar, there's an "Announcements" section featuring a "MI-TRAIN Helpdesk" announcement. A callout box with a magnifying glass icon points to the search bar, containing the text: "Search box (you may need to click on a magnifying glass to make it appear)".

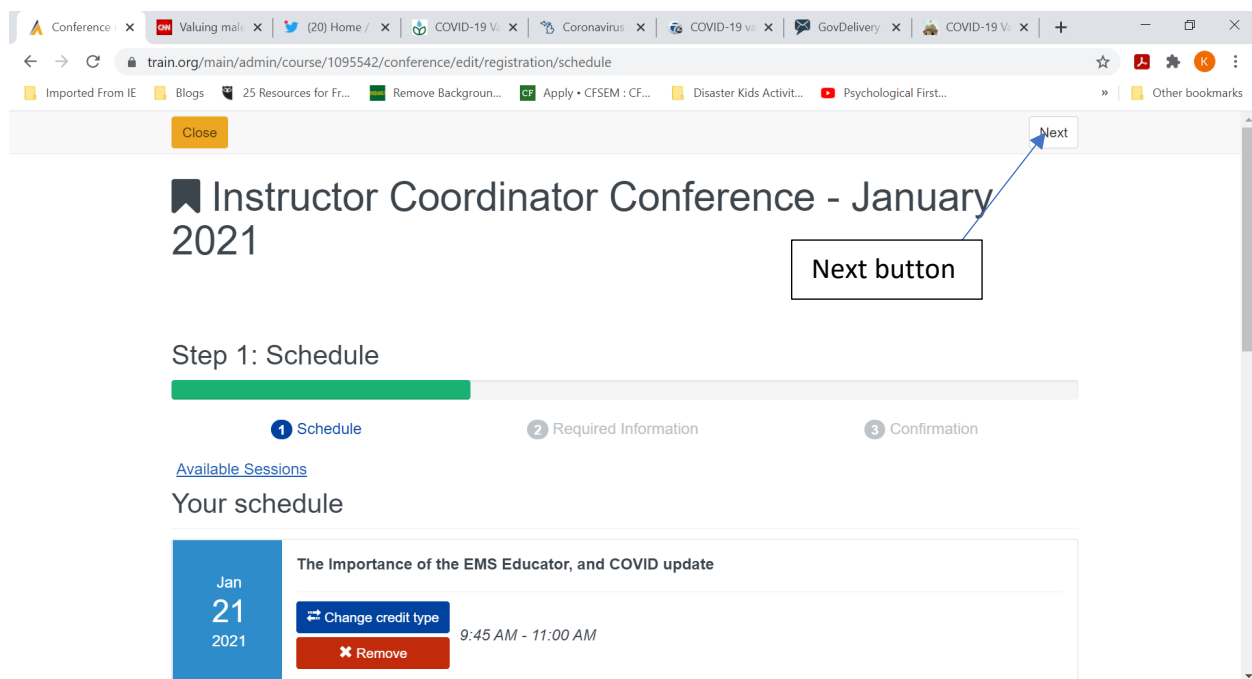
Place the course ID: 1095542 in the search box and press Enter

The screenshot shows the TRAIN.org course page for the "Instructor Coordinator Conference - January 2021". The page has a header with "ADMIN", "SEARCH", "USER SITE", and "HELP". Below the header, there's a search bar. The main content area features a "Back" button, an "Edit" button, and a "Register" button (highlighted with a green box and a red arrow). A callout box with a magnifying glass icon points to the "Register" button, containing the text: "Register button". The page also displays the course ID "1095542" and a description of the conference. At the bottom, there's a navigation bar with "Sessions", "About", "Travel and Lodging", "Contacts", and "Certificates".

Click the green "Register" button.



Add the sessions you wish to attend to your schedule by clicking the green “Add” button next to each.



Once you have added all of the sessions you wish to attend, click the next button at the top of the screen. Click next on the following screen to move to the end.

Conference x Valuing mal x (20) Home / x COVID-19 V x Coronavirus x COVID-19 v x GovDelivery x COVID-19 V x +

train.org/main/admin/course/1095542/conference/edit/registration/confirmation

Imported From IE Blogs 25 Resources for Fr... Remove Backgroun... Apply • CFSEM : CF... Disaster Kids Activit... Psychological First... Other bookmarks

Close Back Submit Print

Instructor Coordinator Conference - January 2021

Step 3: Confirmation

1 Schedule 2 Required Information 3 Confirmation

Confirmation

Your schedule

Jan 21 2021	The Importance of the EMS Educator, and COVID update 9:45 AM - 11:00 AM
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Windows taskbar: 1:43 PM

Click the green submit button once complete. You may update your schedule at any time.

To attend a session:

The screenshot shows the TRAIN website interface. At the top, there's a navigation bar with 'ADMIN', 'SEARCH', 'USER SITE', and 'HELP'. Below this is a search bar. The main content area is titled 'Your schedule' and displays a calendar for January 21, 2021. A session titled 'The Importance of the EMS Educator, and COVID update' is shown as 'In Progress' from 9:45 AM to 11:00 AM, earning 1 credit in EMS. A callout box labeled 'Session name' points to the session title. The footer includes links for 'About', 'Support', and 'Policies', a 'Powered By' logo for PHF, and a 'Select Language' dropdown.

Scroll down to the bottom of the course details page to show your schedule. Click the title of the session you want to attend.

The screenshot shows the details page for the session 'The Importance of the EMS Educator, and COVID update'. The session is presented by Kathy Wahl, Division Director for MDHHS-BETP, Dr. Jon Krohmer, Director, NHTSA Office of EMS, and Terrie Godde, MDHHS-BETP EMS Education Coordinator. (professional development credit: 1 Instructional Techniques). A callout box labeled 'Session Link' points to the 'Microsoft Teams Link-Session' link. The page also includes a 'Back' button, a 'Credit' field showing 'EMS' with 1 credit, and a 'Conference Session' button.