MI-TRAIN Learning Management System Instructions

Creating your MI-TRAIN Account:

1. Go to **http://www.train.org/mi-train**.
2. Click on **Create an Account**, which appears underneath the login box on the left hand side.
3. Fill out all the information on the subsequent pages. Do not hit the Back button at any time during the registration process.
4. You must agree to TRAIN Polices.
5. Click Create Account to finalize the process.
6. You are now free to enter the site.

Registering for a Course:

1. Go to the MI-TRAIN website at **http://www.train.org/mi-train**.
2. Enter your login name and password and click on the **Login** button.
3. At the top right of the page, click on the magnifying glass, type the course id in the Search TRAIN box and then push Enter.
4. A list of classes will now appear.
5. Click on the course title.
6. Find the session you wish to attend and click on the **Register** button next to that session.
7. If there are credits associated with the course, pick a credit type from the drop down and then click **Ok**.
8. You will receive a message that your request to take the course is being processed. You will receive your confirmation prior to the training date.

Withdrawing from a Course:

1. Go to **http://www.train.org/mi-train**.
2. Enter your login name and password and click on the **Login** button.
3. On the top toolbar find the **Your Learning** portion and click it.
4. Next find the class you wish to withdraw from and click on the **three dots** to the left of the course title.
5. Click on the **Withdraw** button.
6. You should now be able to view and register for another session.

Retrieving Your Login Name/Password:

1. Go to **http://www.train.org/mi-train**.
2. Click on the **Forgot Your Login Name/Password?** link.
3. Enter the email address you used when you created your account and click the **Submit** button.
4. Your password and login name will be sent via email.