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. Complete all of the information, click "I agree to all TRAIN policies" and click **Next Step**. Do not hit the Back button at any time during the registration process.
4. Next fill in your street address and phone number and click **Create Account**.
5. Your home page will open. Now click on, **! Your profile is incomplete** under the Notifications section on the right side of the screen.
6. Complete all sections of your profile with an **!** indicator next to it.
7. For the Manage Groups section, click **Join a Group** and then **Location**. Type "Michigan" in the search box and then click **Michigan**. Next select **Michigan State Police (MSP)** and then click, **Confirm these selections**.
8. After all incomplete sections of the profile are complete, then click **Save** in the top right of the screen and then click **Close** in the top left of the screen.

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/Resetting of Password:

1. Go to **http://www.train.org/mi-train**.
2. Click on the **Can't log in?** link.
3. Enter the email address you used when you created your account and click the **Submit** button.
4. Your login name will be sent to you via e-mail with a link to a page where you can create a new password.