Michigan Department of Health and Human Services (MDHHS) Learning Center Quick Reference Guide for State Employees

Introduction: This Quick Reference will provide instructions for Michigan Department of Health and Human Services (MDHHS) employees on accessing the MDHHS Learning Center, taking the required trainings, and obtaining certificates of completion.

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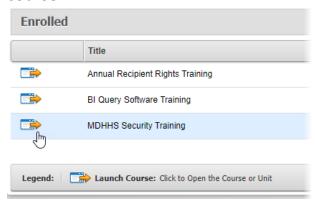## Access the Learning Center

1. Go to the State of Michigan intranet system.
2. Click on the **Learning Center** link.

   Your workstation User ID and Password will be automatically passed to the MDHHS Learning Center and you will be logged in.
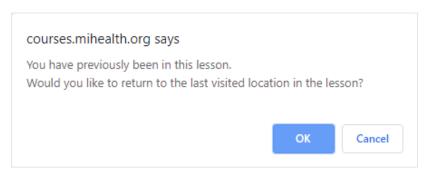
Launch a Training Course

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

The course will open in a new tab/window. Follow the in-course instructions for navigating and completing the course, including any tests or assessments.

Course Status

You may exit a course at any time and the Learning Center will track your progress. If you leave a course partially through, when you launch the course again, the following message will display:

Click **OK** to resume the course from where you left off, or click **Cancel** to restart the course from the beginning.

Courses will remain in the **Enrolled** tab until they have been completed, and will display one of two statuses:

- ○ 0% - Not Attempted

- ◉ 10% - In Progress

Once you have completed a course, it will also be moved to the **Completed** tab and display as either:
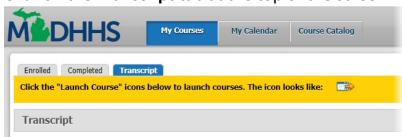
- ✔ 100% - Completed

- ✔ 100% - Passed
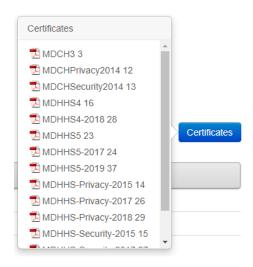
Certificate of Completion

Once a course has been completed, a PDF copy of your Certificate of Completion will be sent to the email address associated with your User ID. The PDF can be saved to your computer, printed, or e-mailed to another person (your supervisor, for example).

A copy of your Certificate of Completion can also be obtained from within the Learning Center by following the steps below:

1. Click on the **Transcript** tab at the top of the screen.

2. Click on the Certificates button on the right hand side.

3. From the list of Certificates that appears, select the Course ID of the certificate you wish to view.

The PDF certificate will open in a new window, from which you can save or print a copy.