MI-TRAIN Learning Management System Instructions

Creating your MI-TRAIN Account:

1. Go to **mi.train.org**.
2. Select **CREATE ACCOUNT**, which appears underneath the login box on the left hand side.
3. You will first need to agree to the TRAIN policies.
4. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not select the Back button at any time during the registration process.
5. Answer the secret question at the bottom of the page with an easily-recallable, one-word answer. In the event you forget your password, you will be asked to answer this question as a security measure during the password retrieval process.
6. You will be asked to select which groups on TRAIN you would like to participate in. Select the **State Portal Select Groups** button.
7. Next, select **Michigan State Police** from the Select Area of Interest drop down box and **EMHSD**, then select **Submit**.
8. On the next page, select up to 3 professional roles that best match your job description.
9. Next select up to 3 settings that best fit your work environment. Select **Next** when finished.
10. Additional demographic information will be requested. *This information is not required for registration.
11. Select **Continue** to finish registering your account.
12. You are now free to enter the site.

Registering for a Course:

1. Go to the MI-TRAIN website at **mi.train.org**.
2. Enter your login name and password and select the **Login** button.
3. At the top right of the page, in the box that says Search by Keyword or Course ID, type **1029037** and then select the magnifying glass.
4. Click the course title.
5. Select the **Registration** tab.
6. Select the **Register** button associated with the proper session.
7. You will receive a message you have registered for the course.

Withdrawing from a Course:

1. Go to **mi.train.org**.
2. Enter your login name and password and select the **Login** button.
3. Find the My Learning link on the right hand side and select it.
4. Select **Current Courses** box on the right side.
5. Next find the class you wish to withdraw from and select the **M** at the far right of the title to manage your registration.
6. Select the **Withdraw** button.
7. You should now be able to view and register for another session.

Retrieving Your Login Name/Password:

1. Go to **mi.train.org**.
2. Select the **Forgot Your Login Name/Password?** link.
3. Enter the e-mail address you used when you created your account and select the **Send Password and Login Name** button.
4. Your password and login name will be sent via e-mail.