

MI-CCSI PATIENT EXPERIENCE TRAINING REGISTRATION INSTRUCTIONS

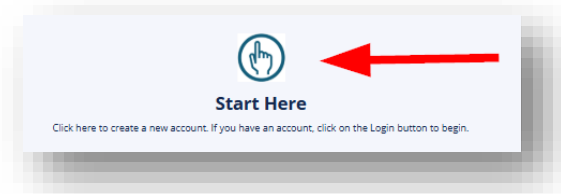
Welcome to the Michigan Center for Clinical Systems Improvement (MI-CCSI) Patient Experience Training. Every learner for this course will need to create a user profile (if you do not already have one) and register through the MI-CCSI learning management system (LMS).

Before getting started it would be best to have the following information available:

1. **Practice Name** – If you work at more than one site, please list the **primary site**.
2. **Physician Organization** – The name of the **physician organization** that you are a part of for BCBSM PGIP. If you are unsure of your physician organization, contact your manager.
3. **Work Email Address** – This will be used as your username.
4. Bookmark the Login URL for future use (<https://www.miccsi-learning.org/#/public-dashboard>)

To create a user account in the LMS, click on the **START HERE** icon (illustrated in the picture below).

CREATING AN ACCOUNT



1. Once you click on Start Here, a pop-up screen will appear. The pop-up screen lists MI-CCSI Member and Nonmember Physician Organizations.
2. **Select your Physician Organization (PO) from the list.** If you cannot find your physician organization in the list, click **OTHER ORGANIZATION (NOT LISTED)** from the **Non-Members** list.
3. The Sign Up pop-up will appear (see screenshot below).

Sign Up

To use the key MemberForm, please sign up for a new account or login to an existing one.

First Name *Required*

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

- A. Fill in all fields in the form. **Do not skip any of the fields.**
- B. Remember to write down the password and the email. This is needed when you log-out (leave) and login back in again. **The email you use will be your user ID.**

Proceed to the next section of these instructions titled, Enrollment and Completion of an On-Demand Course.

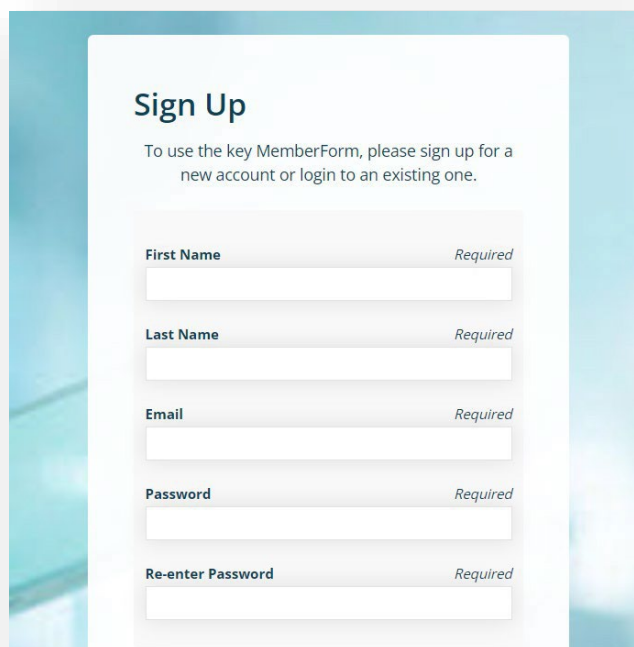
1. Once you click on Start Here, a pop-up screen will appear. The pop-up screen lists MI-CCSI Member and Nonmember Physician Organizations. Select your Physician Organization (PO) from the list.

If you are unsure of your physician organization, contact your manager.

You will need this information before proceeding.

If you cannot find your physician organization in the member or nonmember list, then click **OTHER ORGANIZATION**.

2. After you click on the PO organization, another pop-up will appear (see screenshot below). This is the Sign Up pop up.



- A. Fill in all fields in the form. **Do not skip any of the fields.**
- B. Do remember to write down the password and the email. This is needed when you log-out (leave) and login back in again. **The email you use will be your user ID.**

Proceed to the next section titled, **Enrollment and Completion of an Live Instructor-Led Course.**

ENROLLMENT AND COMPLETION OF AN INSTRUCTOR-LED COURSE [LIVE SESSION(S)]

1. Select **CATALOG** from the options listed.
2. Choose the Patient Experience course by clicking on the blue **ENROLL** button.

SELECTING COURSE DATE

1. *Once you select the course*, click the **START** button.
2. You will be taken to the Course Content Page. From this new page, click on **VIEW** or **CHOOSE SESSION**. & choose the desired date by clicking the **ENROLL** button.

