

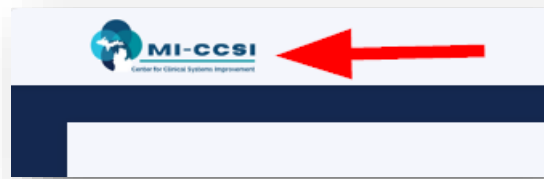
MI-CCSI LEARNING MANAGEMENT SYSTEM (LMS) INSTRUCTIONS

Welcome to the Michigan Center for Clinical Systems Improvement (MI-CCSI) LMS. LMS stands for Learning Management System, and we are using the LMS to provide our learners with access to enroll in trainings and access course materials & resources. These instructions are designed to assist you with navigating through the LMS and enrolling in the

Growing as a Leader: Advancing SUD Care Through Leadership Development Learning Series.

Link to the LMS: www.miccsi-learning.org

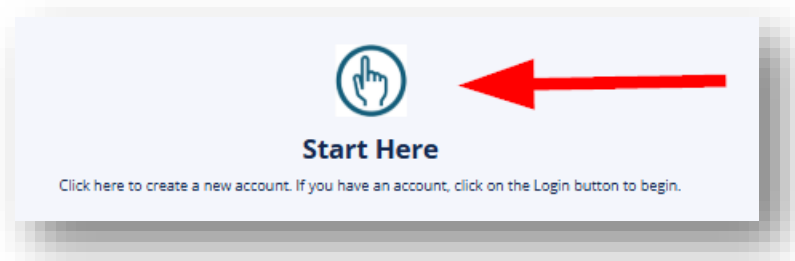
You are now ready to create an account. Note that at any time while you are in the LMS, you can click on the **MI-CCSI LOGO** button to return to the home page.



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CREATING AN ACCOUNT

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



2. 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 **MICHIGAN PRIMARY CARE ASSOCIATION (MPCA)** from the **Principal & Premium 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*

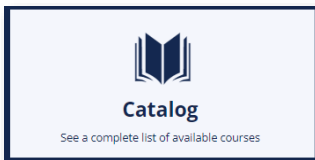
- A. Fill in all fields in the form. **Do not skip any of the fields.**
- B. For the **Physician Organization** field, choose **MICHIGAN PRIMARY CARE ASSOCIATION (MPCA)** from the selections.
- C. Remember to write down the password and the email. This is needed when you log-out (leave) and login back 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.**

NAVIGATING THE LEARNING MANAGEMENT SYSTEM (GENERAL INFORMATION)



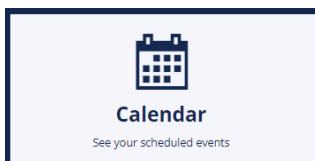
In the top left corner of the LMS Learner Portal, you will see a **MI-CCSI logo** which appears in the same spot of each Learner Portal screen. When you click on the **logo**, you will be brought back to the home screen of the Learner Portal.



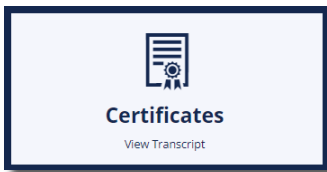
When you first enter the MI-CCSI LMS, click the **Catalog** tile to see a list of available **Live Instructor Led** and **recorded OnDemand** Courses. You will notice that free courses allow enrollment, while course with prices require purchase. When you enroll into a course, the course will be moved from the “**Catalog**” into the “**My Courses**” tile.



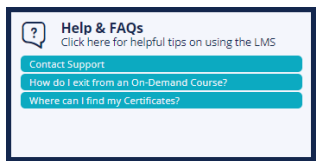
When you click on the **My Courses** tile, you will see each course you have enrolled into. Once you are enrolled into a course the **Enroll** button of the course becomes a **Start** button. Once you have started the course, the **Start** button becomes a **Resume** button and once you have finished a course, the **Resume** button becomes a **Completed** button.



The **Calendar** tile is used to **show due dates for courses** as well as **Instructor Led course details** (including time and Webinar information). In addition to showing on the LMS Calendar tile, they also appear in your PC calendar.



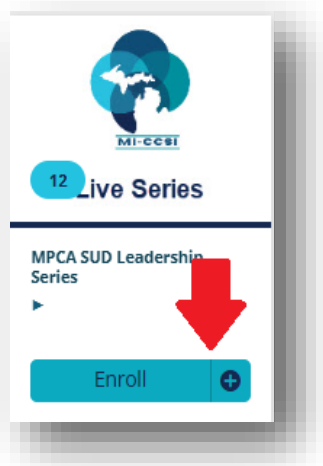
Clicking the Certificates tile, will open a listing of all certificates you have acquired as well as list you course completion progress.



Clicking the **Help & FAQ** (Frequently Asked Questions) will provide you with help tips as well as FAQs and their answers. This list of questions should evolve as more and more users access the MI-CCSI LMS.

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

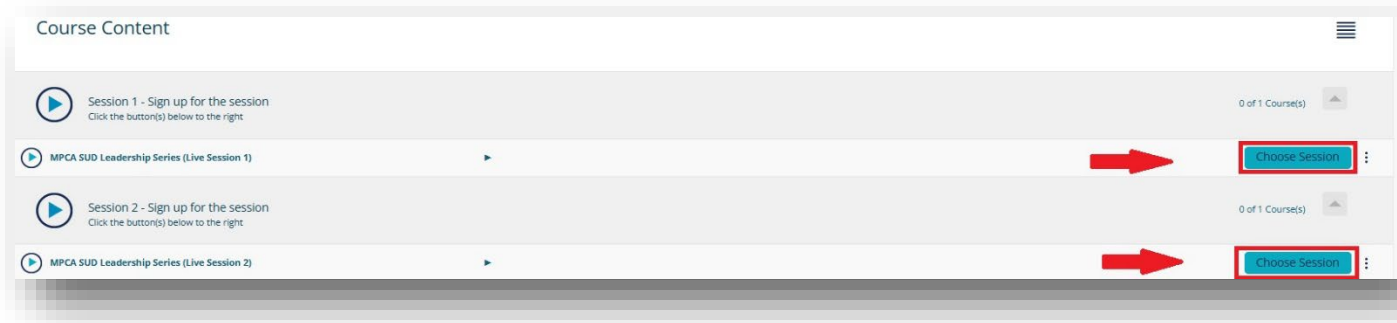
1. Select **CATALOG** from the options listed.
2. Choose the **MPCA SUD Leadership Series** and click on the blue **ENROLL** button. Below is a screenshot of what you will see:



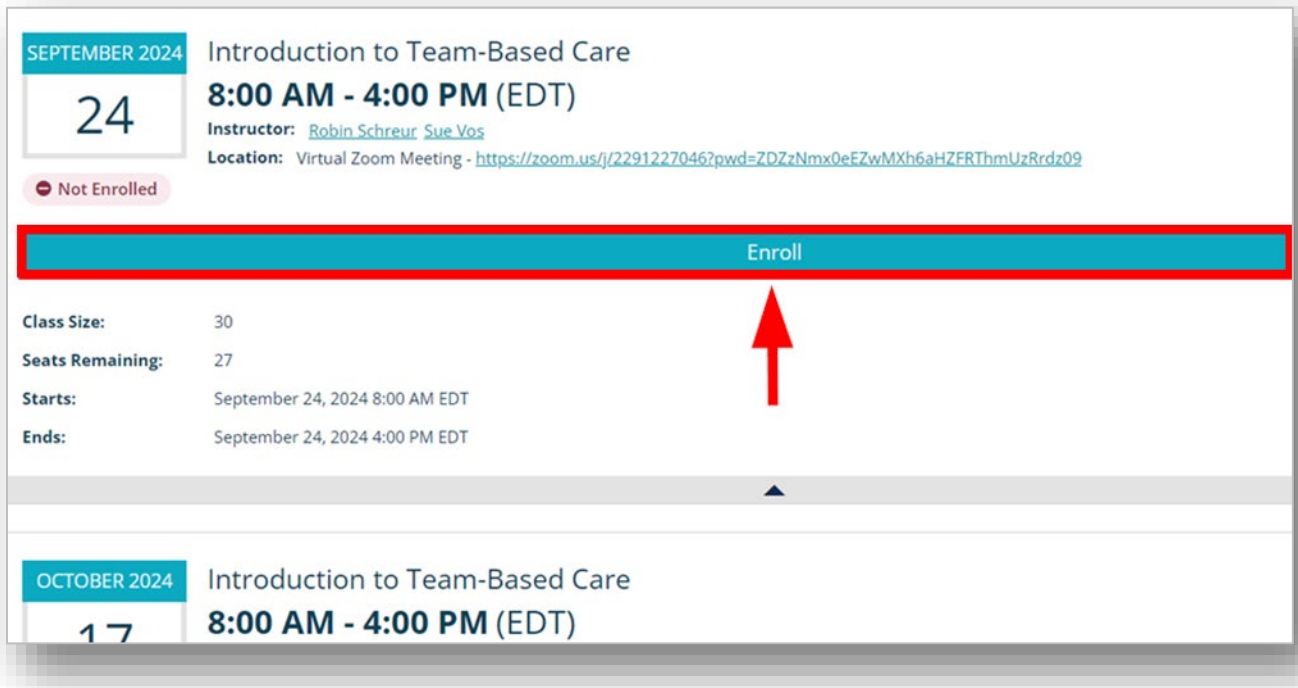
3. *To enter the selected course*, click the **RESUME** button.

SELECTING DATES FOR EACH SESSION

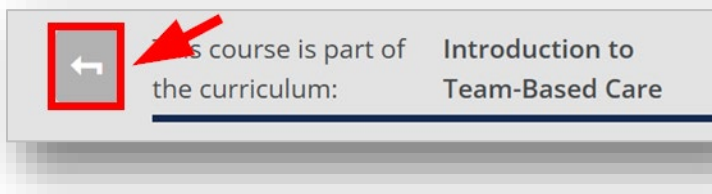
1. From the Course Content page, click on **CHOOSE SESSION** to choose the training date.



- After clicking on Choose Session, you are brought to a new page, which is titled **Upcoming Sessions** review the date options and select a date by clicking on the **ENROLL** button.



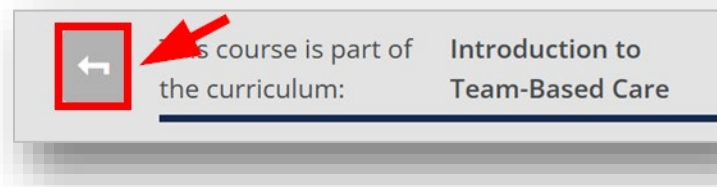
- You should see a pop-up that states *You have been successfully enrolled.*
- Click on the back arrow icon as shown below to return to the Course Content page.



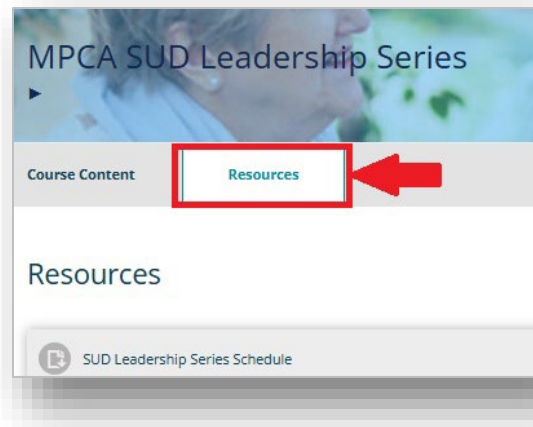
- This completes the registration process for this session. Repeat this process for the remaining five sessions.** After you complete for all sessions, the next step is accessing course resources.

ACCESSING COURSE MATERIALS

- Click on the back arrow icon as shown below.



- Click on **RESOURCES** tab as shown below and you may download the materials for future reference using the **DOWNLOAD ALL** button. **These resources are available to you any time before or after the completion of the course.** Simply log into the LMS.



You've successfully completed the registration. You will receive an email after creating your user ID and another email confirming you enrolled into a session. *If you do not see your email, check your SPAM, Junk, Social, or Promotion folders in your email. If you are unable to locate, please contact us at*

miccsi.training@miccsi.org

Before logging out, make note of your login username (the email you used), the password you created.

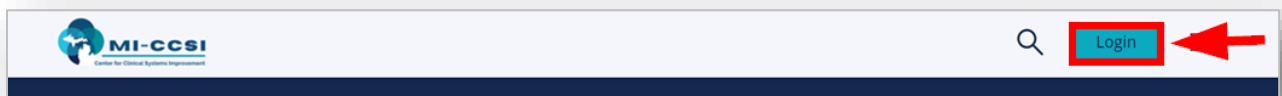
Reminder! At any time, you can return to the home page by clicking on the MICCSI logo located on the top left of the page.

COMPLETING EACH SESSION EVALUATION

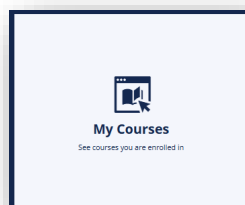
1. After each live training session, login to the LMS using the same link you used to get started (provided below):

www.miccsi-learning.org

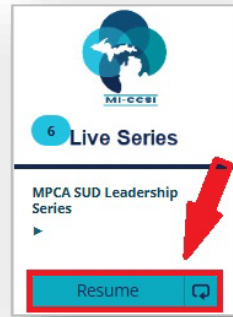
2. Click on the **LOGIN** button located in the top right corner and enter your username (the email address used) and password you created.



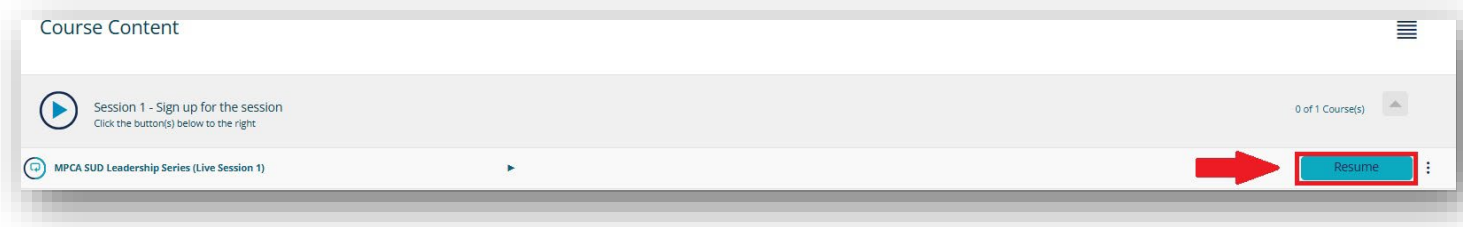
3. Select **MY COURSES**



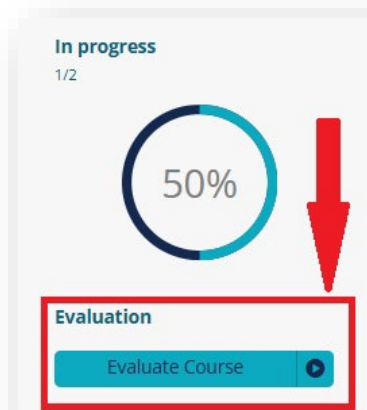
4. Click on the MPCA SUD Leadership Series and click on **RESUME**.



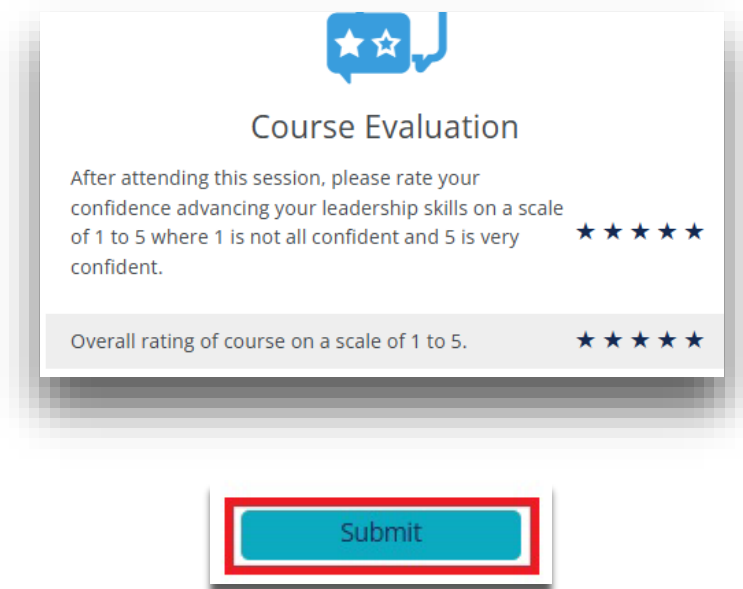
5. On the Course Content page, click on **RESUME** next to your desired session.



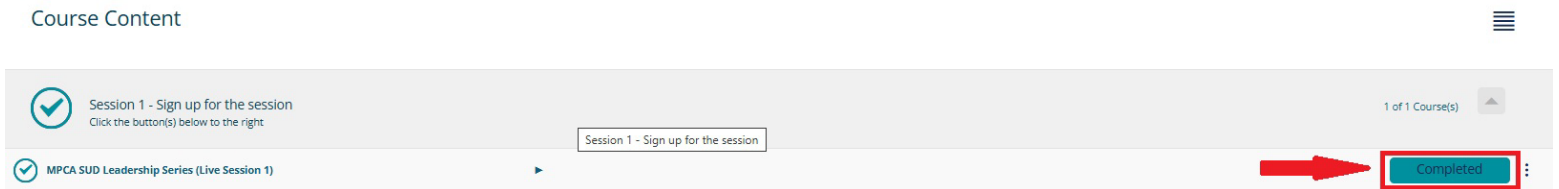
6. In the right navigation pane, the evaluation button will be highlighted. Click **EVALUATE COURSE** to begin the session evaluation.



7. Answer the evaluation questions and click the **SUBMIT** button at the bottom of the screen when finished.



8. After you close the Course Evaluation, return to the Course Content page and you will see that the session is marked COMPLETE. This confirms that you successfully completed the evaluation and all required elements of this training session.



You are finished. You will follow these steps to complete the evaluation after each live session.