How to register for a course in MI-TRAIN 3.0

- 1. Go to <u>http://www.train.org/mi-train</u> and login. If you don't have an account, create a new one first, then login.
- 2. Search for the course using the course ID using the 7 digit number provided or by all or part of the title. There are two ways to search:
 - a. On the home page click the magnifying glass button to open the search box

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b. Click the Course Catalog menu. Type the course ID or title in the search box and click the magnifying glass.



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3. The title of the course will show in the middle of the page. Click the title to open the course details page.

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4. To register for the course, click the "Register" button.

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5. If there are credits associated with the course click the drop-down box to select.

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Michigan CHEMPACK Program Training Module Before you can register, you need to select a credit	type.	man
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6. If this is a self-study course, click the Launch button to launch the course. If this is an in-person course or conference, your registration is complete unless further approval is necessary.

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- 7. If you wish to withdraw from a course, click the "More Actions" button and select "Withdraw".
- 8. Remember: The best way to get your questions answered is throught the course contact. Skip the helpdesk by checking the Contacts tab first on the course.

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✓ Back ✓ Back ✓ Contacts Tab ✓ About Contacts MI-TRAIN Administrative ✓ MI-TRAIN@michigan ✓ MI-TRAIN@michigan ✓ (517) 335-8150 Amber Pitts (Subject 1)	n CHEMPACK F	Program Tra i More Actions d Training - Self-study ID 103499 20 Ratings) module will provide intermediate level ney roles, nerve agent exposure treatme tion. iew of content, periodic knowledge of the CMT and is Provide intermediate followed re id	ining Mo	dule Certificate gan	
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