



MI-TRAIN Learning Management System Instructions

Creating your MI-TRAIN Account:

1. Go to <http://www.train.org/mi-train>
2. Click on **Log in or Create Account**, which appears to the right on the top menu bar.
3. Click on **Create an Account** at the bottom of the Login box.
4. Fill out all the necessary information on the subsequent pages. Do not hit the Back button at any time during the registration process.
5. Click on the box to agree to all TRAIN Policies before clicking on **Next Step**.
6. Click **Create Account** to finalize the process.
7. You are now free to enter the site.

Registering for a Course:

1. Go to the MI-TRAIN website at <http://www.train.org/mi-train>
2. Enter your login name and password and click on the **Login** button.
3. At the top right of the page, click on the magnifying glass, type [1029037](#) in the **Search TRAIN** box and then push **Enter**.
4. A list of classes will now appear.
5. Click on the course title: **ICS 300 Intermediate ICS for Expanding Incidents**
6. Choose the date that you want to attend the course and click on the **+Register** button
7. Select a credit type from the drop-down and click on **OK**
8. Enter your MCOLES Number if you have one.
9. You are now registered for the course.

Withdrawing from a Course:

1. Go to <http://www.train.org/mi-train>
2. Enter your login name and password and click on the **Login** button.
3. On the top toolbar find the **Your Learning** portion and click it.
4. Next find the class you wish to withdraw from and click on the ... (three dots) to the left of the course title.
5. Click on the **X Withdraw** button.
6. You should now be able to view and register for another session.

Retrieving Your Login Name/Password:

1. Go to <http://www.train.org/mi-train>
2. Click on **Can't log in?** located just above the **Login** button
3. Enter the email address you used when you created your account and click the **Submit** button.
4. Your password and login name will be sent via email.