



MI-TRAIN Learning Management System Instructions

Creating your MI-TRAIN Account:

1. Go to mi.train.org
2. Click on 'Join', 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 hit 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 that 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. Click on the State Portal Select Groups button.
7. Next, select **Michigan State Police** from the Select Area of Interest drop down box and **EMHSD**, then click 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. Click next when finished.
10. Additional demographic information will be requested. *This information is not required for registration.
11. Click **Continue** to finish registering your account.
12. You are now free to enter the site.

To Register for a Course:

1. Go to the MI-TRAIN website at mi.train.org
2. Enter your login name and password and click on the login button.
3. At the top right of the page, in the box that says Keyword or Course ID, type in course ID number **1029037** for ICS 300 or course ID number **1029045** for ICS 400 and hit enter.
4. A list of classes will now appear.
5. Click on the course title: ICS 300 – Intermediate ICS for Expanding Incidents or ICS 400 – Advanced ICS Command and General Staff – Complex Incidents offered by MSP-EMHSD
6. Click on the Registration Tab.
7. You will need to select a credit type from the drop down menu.
8. Next, find the session you want to attend and click on the **Register** button.

To Withdraw from a Course:

1. Go to mi.train.org
2. Enter your login name and password and click on the login button.
3. On the left hand side you will see a list of your courses.
4. Find the class you wish to withdraw from and click on the **M** at the far right of the title to manage your registration.
5. Click on the withdraw button.
6. You should now be able to view and register for another session.

If you forget your password:

1. Go to mi.train.org
2. Click on the Forgot Your Password link.
3. Enter the email address you used when you created your account and click the send me my password button.
4. Your password will be sent via email.