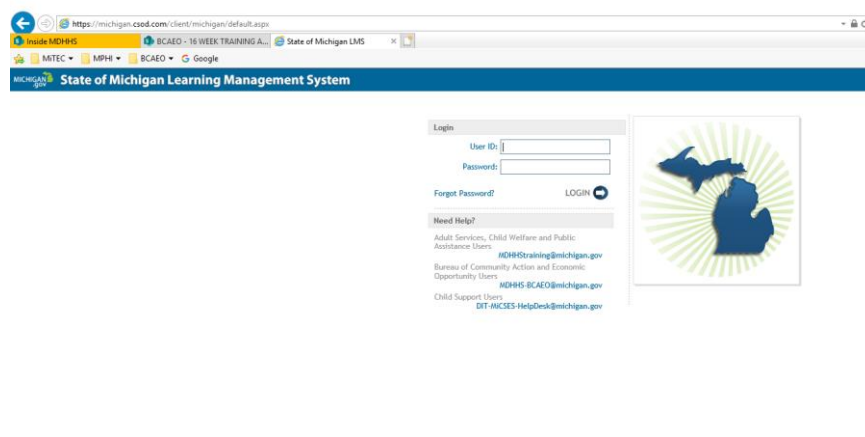


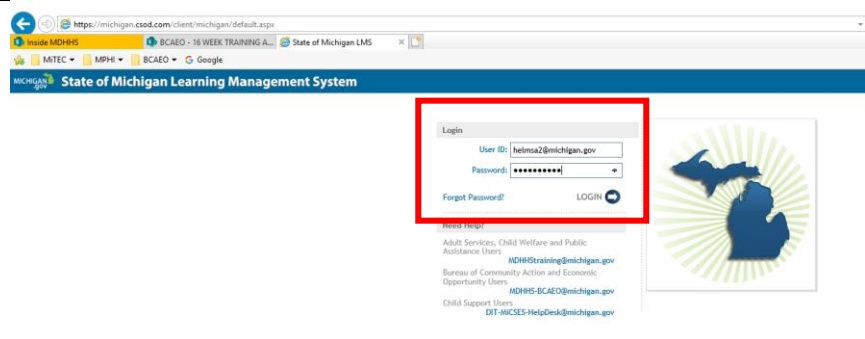
Welcome to the MiTEC Learning Management System (LMS)!

Below are instructions for logging in, changing your password, navigating the system, browsing and signing up for classes, and adding external training.

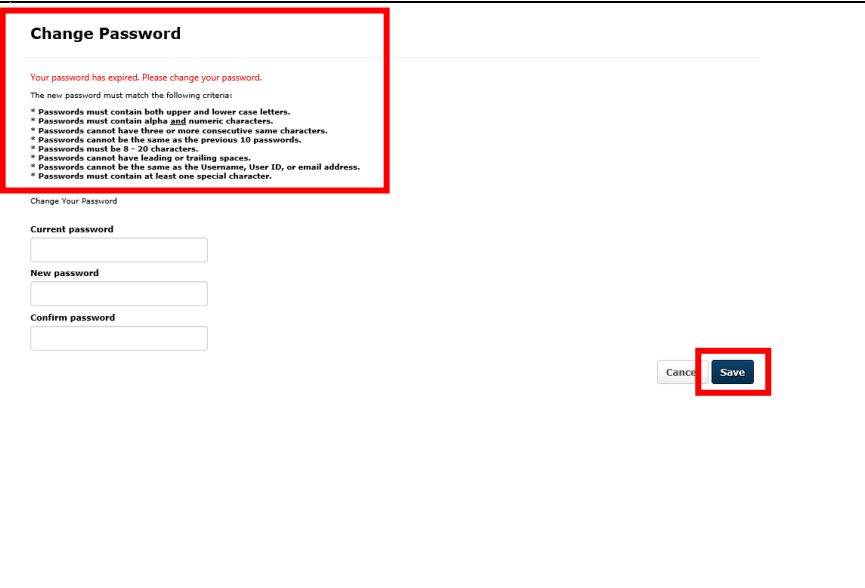
1. Access the MiTEC LMS by clicking [here](#).



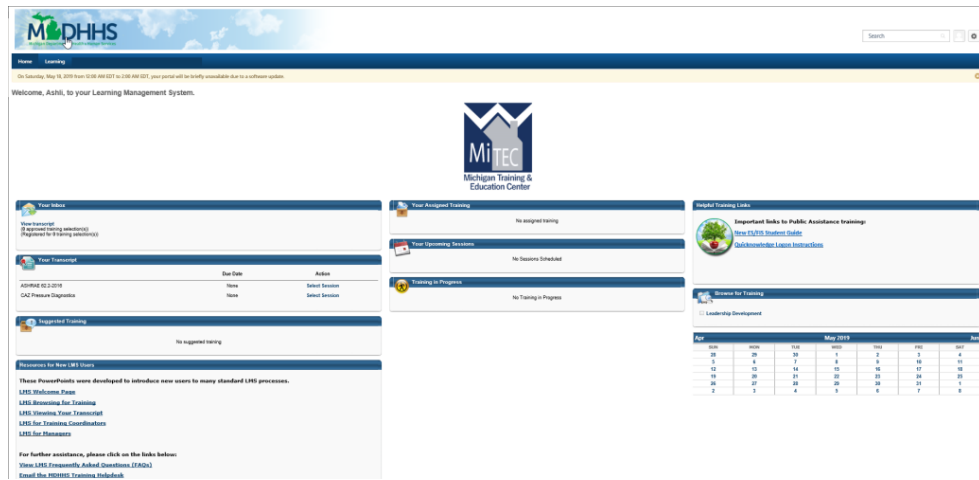
2. Enter your Username and click **Forgot Password**.



3. You will be directed to change your password. Be sure to follow the criteria guidelines as stated and click **Save**.



4. Once you have changed your password and logged into the system for the first time, your screen will look like this.

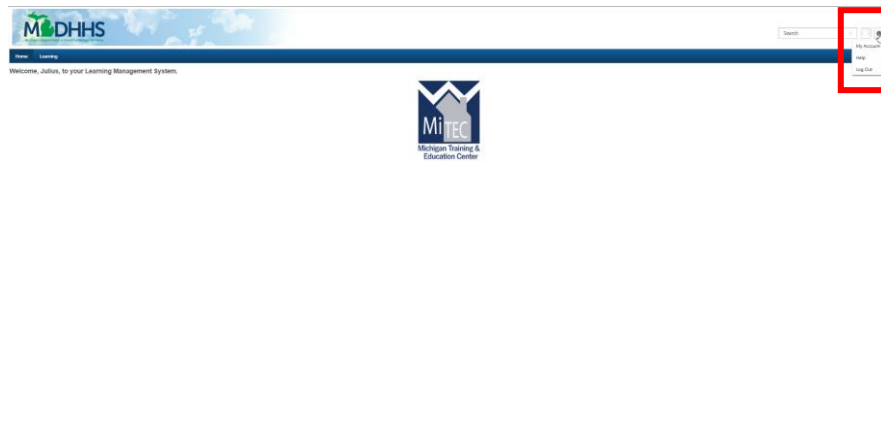


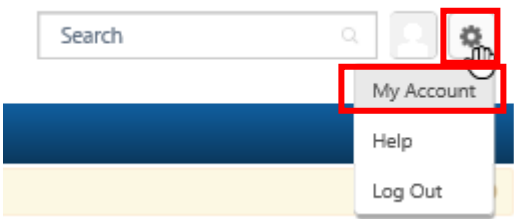
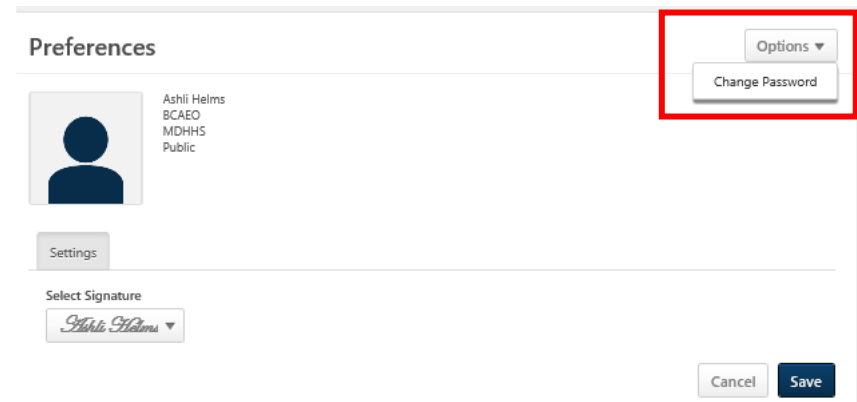
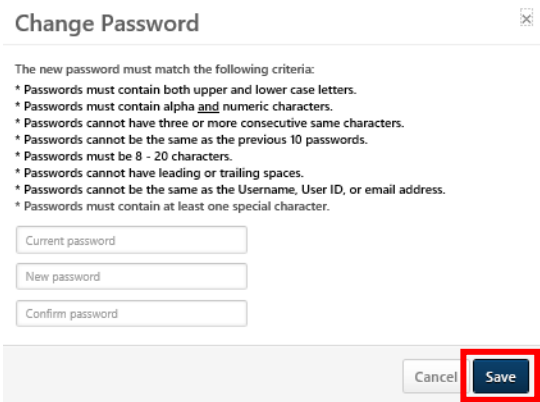
Accessing the Home Page, Logging Out, and Changing Your Password

1. To get back to the Home Page at any time, click on the **MDHHS logo** in the upper left-hand corner.



1. To log out of the system, click the **Settings icon** in the upper right-hand corner and select **Log Out** from the dropdown.



<p>1. If you need to change your password, click on the Settings icon in the upper right-hand corner and select My Account from the dropdown.</p>	 <p>A screenshot of a web application's top navigation bar. On the left is a search box. To its right is a user profile icon, and further right is a gear icon representing settings. A red box highlights the gear icon. A dropdown menu is open below the gear icon, with a red box around it. The menu items are 'My Account', 'Help', and 'Log Out'.</p>
<p>2. Click Options and select Change Password.</p>	 <p>A screenshot of a 'Preferences' page. At the top right, there is an 'Options' dropdown menu with a red box around it. Below it, the 'Change Password' option is highlighted with a red box. The page also shows a user profile for 'Ashli Helms' with a 'Settings' button and a signature selection dropdown.</p>
<p>3. Change Password using the criteria guidelines provided and click Save.</p>	 <p>A screenshot of the 'Change Password' form. It includes a list of password criteria, three input fields for 'Current password', 'New password', and 'Confirm password', and a 'Save' button highlighted with a red box at the bottom right.</p> <p>Change Password</p> <p>The new password must match the following criteria:</p> <ul style="list-style-type: none">* Passwords must contain both upper and lower case letters.* Passwords must contain alpha and numeric characters.* Passwords cannot have three or more consecutive same characters.* Passwords cannot be the same as the previous 10 passwords.* Passwords must be 8 - 20 characters.* Passwords cannot have leading or trailing spaces.* Passwords cannot be the same as the Username, User ID, or email address.* Passwords must contain at least one special character. <p>Current password New password Confirm password</p> <p>Cancel Save</p>

Browsing and Signing-Up for Training

1. From the home page, click **Browse for Training**.

The screenshot shows the M+DHHS Learning Management System home page. The header includes the M+DHHS logo and a search bar. Below the header, there are several sections: 'Your Home', 'Your Assigned Training', 'My Training', and 'My Learning Center'. The 'My Training' section contains a table with columns for 'Event Title', 'Start Date', and 'End Date'. A red box highlights the 'Browse for Training' link in the 'My Training' section.

2. Any items that note **BCAEO** after **Event** are sessions you are eligible to sign up for.

The screenshot shows the 'Browse for Training' results page. The page lists several training events. A red box highlights the 'ASHRAE 62.2-2016' event. A red arrow points to the 'Excel Learning Lab' event, which is marked with a red X. The events listed are:

- ASHRAE 62.2-2016** (Event - BCAEO)
- CAZ Pressure Diagnostics** (Event - BCAEO)
- Energy Auditor** (Event - BCAEO)
- Excel Learning Lab** (Event - OWOT)
- LSW & IAQ** (Event - BCAEO)

3. To register, select the **desired Event**.

The screenshot shows the 'Browse for Training' results page. The page lists several training events. A red box highlights the 'ASHRAE 62.2-2016' event, which is the desired event for registration. The events listed are:

- ASHRAE 62.2-2016** (Event - BCAEO)
- CAZ Pressure Diagnostics** (Event - BCAEO)
- Energy Auditor** (Event - BCAEO)

4. Select the desired session by clicking **Request**.

Training Details

ASHRAE 62.2-2016
Event - BCAEO - 7 hours

This one-day class is intended to provide a comprehensive perspective on ASHRAE 62.2-2016 compliance. Air sealing is a fundamental and necessary part of Weatherization that often leads to the home being tighter than is prudent to maintain healthy indoor air quality (IAQ). We will address the "whys," the need for ventilation, and hopefully answer the question: "When do we stop air sealing?" Mechanical ventilation replaces this lack of natural air exchange. As occupant ventilation will be required on most homes, there are multiple options that can be used for compliance such as bath fans, range hoods, in-line fans, HRVs and ERVs. This class will cover requirements of the standard, equipment selection criteria, installation issues, controls, operational testing, and client education. Also discussed will be data input for ASHRAE calculators.

Sessions Details

Show Available View Full Calendar

	601 Session - BCAEO - 8 hours Location WX - Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority English (US)	Duration 7/18/2019, 8:30 AM EST - 7/18/2019, 4:30 PM EST	Request
	602 Session - BCAEO - 8 hours Location WX - EightCAP, Inc. English (US)	Duration 8/8/2019, 8:30 AM EST - 8/8/2019, 4:30 PM EST	10 Openings Available Request

Notify me of new sessions 2 Results

5. Click **Register** and choose **Register** again from the dropdown to complete sign up for that class.

Active By Date Added All Types Search for training

Search Results (1)

	ASHRAE 62.2-2016 (Starts 7/18/2019 8:30 AM) Due: No Due Date Status: Approved	Register Register Withdraw View Training Details
--	---	--

Note: As shown, you can also **Withdraw** from a class or **View Training Details** from this dropdown.

Search for training

Register
Register
Withdraw
View Training Details

6. You are now registered for this session, as shown here, and on the home page.

Viewing Your Transcript

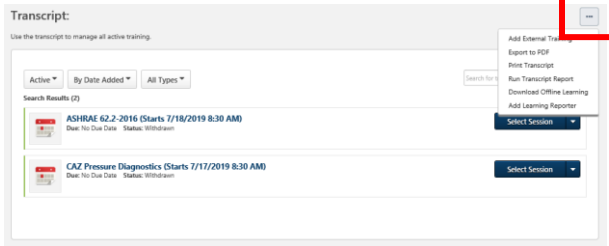
1. View Your Transcript at a glance from the home page.

2. Or click Your Transcript for more options, including adding external training.

	Due Date	Action
ASHRAE 62.2-2016	None	Select Session
CAZ Pressure Diagnostics	None	Select Session

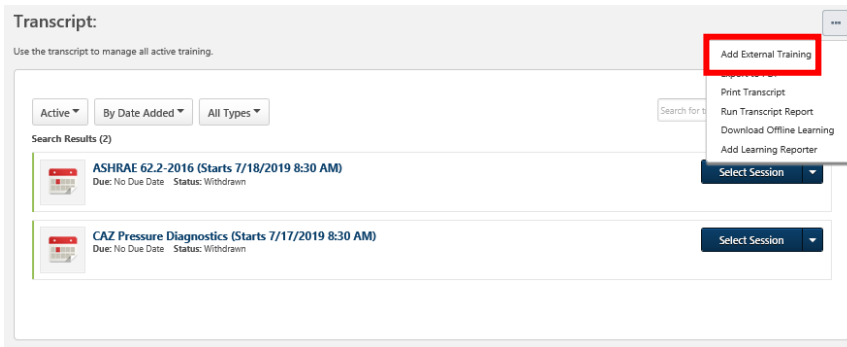
Adding External Training

1. Click the ellipsis (...) to open the dropdown menu.

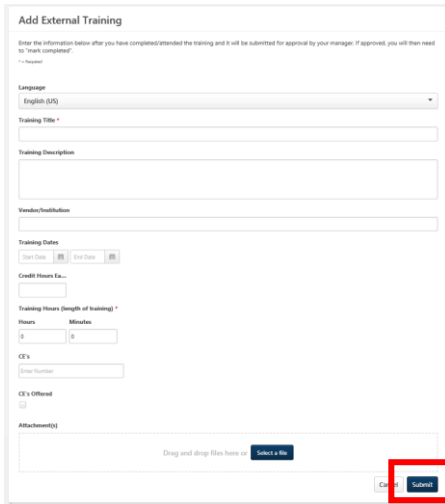


2. Select **Add External Training**.

Note: External training is to log all training you have taken outside of the LMS.

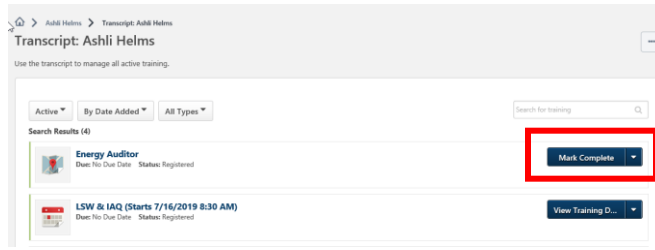


3. **Complete the form and click Submit.**



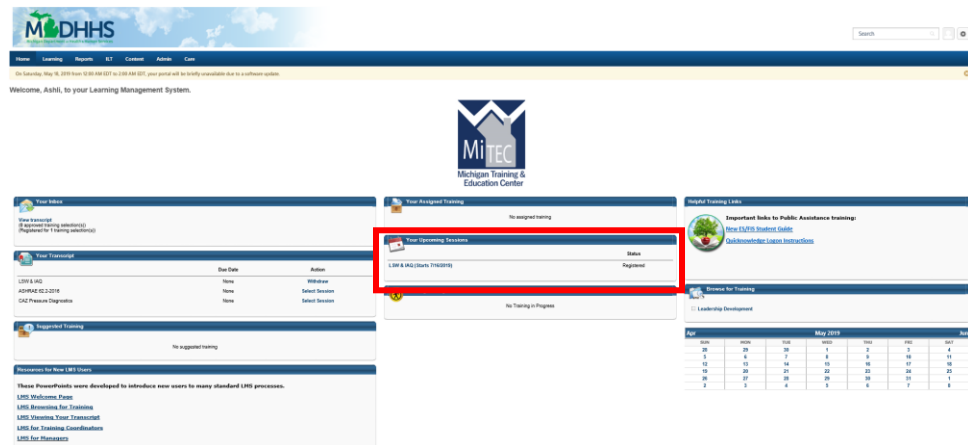
The screenshot shows the 'Add External Training' form. It includes fields for Language (English (US)), Training Title, Training Description, Vendor/Institution, Training Dates (Start Date and End Date), Credit Hours (Credit Hours Ex.), Training Hours (Hours and Minutes), CE's (CE's Number), CE's Offered, and Attachments. A red box highlights the 'Submit' button at the bottom right of the form.

4. Click **Mark Complete**.

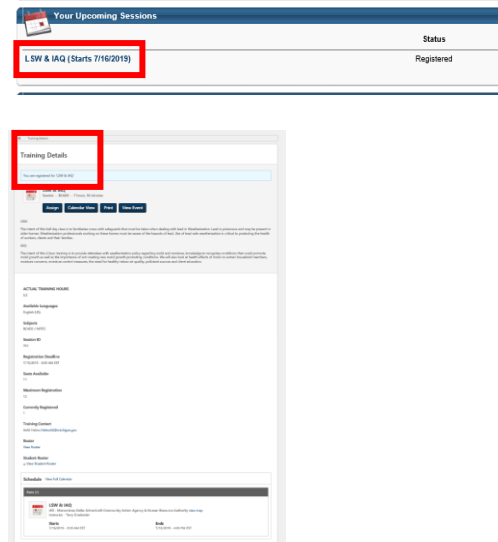


Viewing Your Upcoming Sessions

1. **View Your Upcoming Sessions** at a glance from the home page.



2. Or click the **Course Name** to obtain **Training Details**.



Resources for New LMS Users

1. Resources for New LMS Users.

Note: This system is used for State of Michigan employee training and not all information will relate to your situation and how you will use the LMS.

Resources for New LMS Users

These ProcessPoints were developed to introduce new users to many standard LMS processes.

- [LMS Welcome Page](#)
- [LMS Browser Use Training](#)
- [LMS Welcome Email Enrollment](#)
- [LMS Self-Enrollment Coordination](#)
- [LMS Self-Management](#)

For further assistance, please click on the links below:

- [View LMS Frequently Asked Questions \(FAQs\)](#)
- [Email the LMS Helpdesk](#)