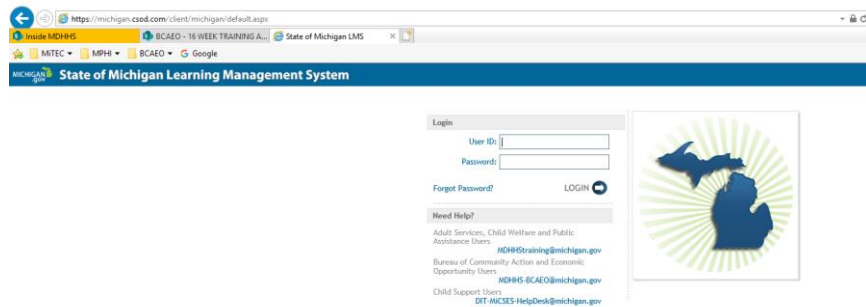


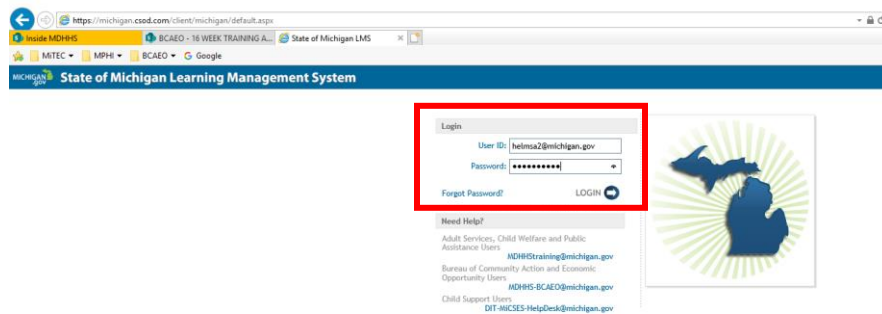
# MiTEC Student Handbook Job Aid

Below are instructions for Launching, Viewing, Marking Complete, and Acknowledging receipt of this document.

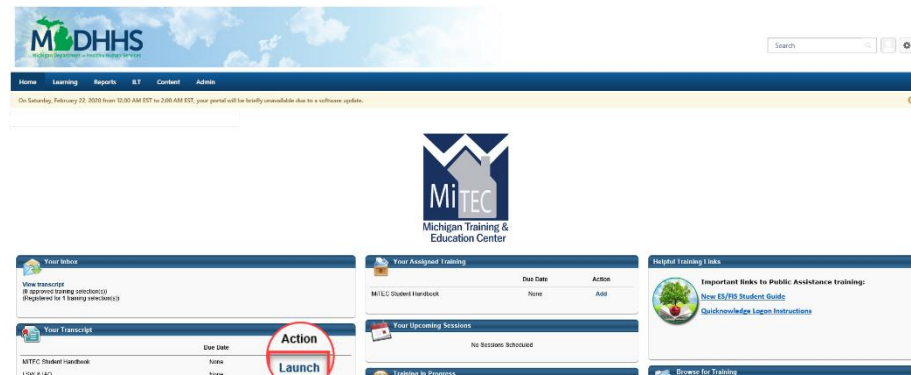
1. Access the MiTEC LMS by clicking [here](#).



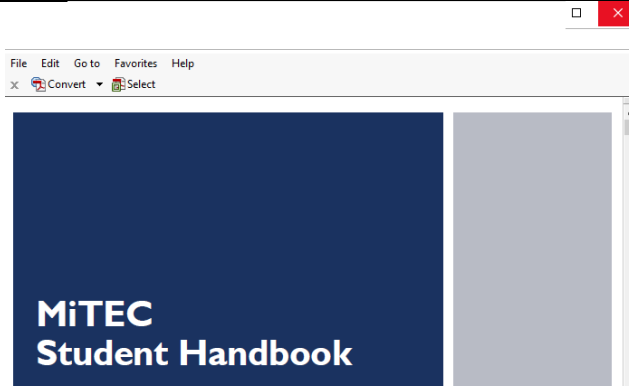
2. Enter your **Username** and **Password** and click **Login**.



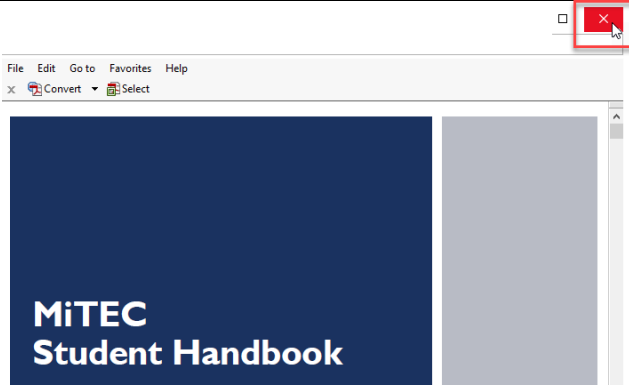
3. From the home screen, click **Launch** next to MiTEC Student Handbook, under "Your Transcript".



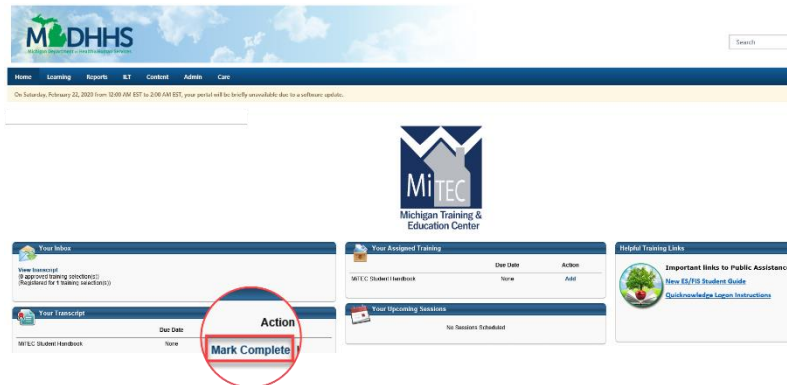
4. This will open the student handbook in another window for review.



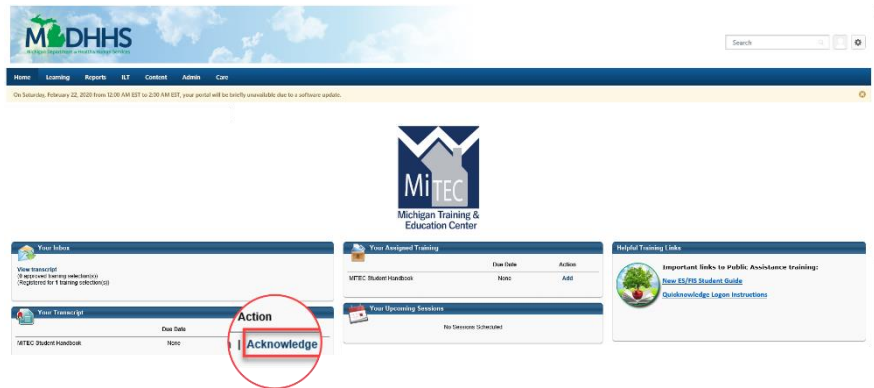
5. When finished, click the X in the upper right-hand corner to close this window.



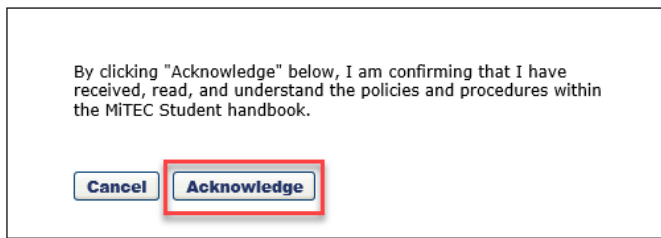
6. Click **Mark Complete** under "Your Transcript."



7. Click **Acknowledge** under “Your Transcript.”



8. Click **Acknowledge** on the newly opened window.



You have now confirmed that you have received, read, and understand the policies and procedures stated within the MiTEC Student Handbook. This training will now be accessible under **Completed** in your transcript.

