



MI-TRAIN Learning Management System Instructions

Creating your MI-TRAIN Account:

1. Go to <http://www.train.org/mi-train>.
2. Click on **Create an Account**, which appears underneath the login box on the left-hand side.
3. Fill out all the information on the subsequent pages. Do not hit the Back button at any time during the registration process.
4. You must agree to TRAIN Polices.
5. Click Create Account to finalize the process.
6. 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 **1058808** in the Search TRAIN box and then push Enter.
4. Click on the course title: **Critical Asset Risk Management (MGT-315)**
5. Click on the **Sessions** tab under the course description, find the session you wish to attend and click on the **Register** button next to that session.
6. You will receive a message you have 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 **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 the **Can't log in?** link located under the **Login Name** and **Password** boxes.
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.