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Navigating to the Michigan Ongoing Health and Safety Training Refresher 2024 course

This document explains the two ways to access the online version of the Michigan Ongoing Health and Safety Training Refresher 2024 course.

1 **MiRegistry Statewide Training Calendar**

a. From the MiRegistry Statewide Training Calendar, click the button for "Ongoing Health & Safety Training Refresher 2024 (Online Version). This will direct you to the course listing within MiRegistry.

b. Click "Register." This will direct you to the course listing withing Michigan Virtual.

c. Click "Register." This will add the course to your Michigan Virtual cart.

d. Click "Proceed to Checkout." This will direct you to the login page for Michigan Virtual's Professional Learning Portal.

  i. If you already have a Michigan Virtual account, click "Login."

   1. Use your email and password for Michigan Virtual to login.

   2. Once you are logged in, you may need to navigate back to the course and add it to your personal cart.

    a. In the search bar, type "Refresher 2024"

    b. Click "Register." This will add the course to your Michigan Virtual cart.

   3. Click "Proceed to Checkout."

  ii. If you do not already have a Michigan Virtual account, click "Create an Account."

   1. Enter your personal information into the form. Be sure to include your MiRegistry ID number so that your MiRegistry approved courses on the Michigan Virtual platform will automatically transfer to your MiRegistry profile.

   2. Once you click "Register," you will receive an email asking for you to activate your account.

   3. After clicking the link to activate your account, you will be redirected to the Course Confirmation Page.

e. Click "Confirm."

f. Click "Go to Dashboard." This will take you to your personal Michigan Virtual Dashboard where you should see a tile labeled "Michigan Ongoing Health and Safety Training Refresher 2024" under "Active Courses." This is how you will access the course content.

2 **Michigan Virtual's Professional Learning Portal**

    a. Go to the login page for Michigan Virtual's Professional Learning Portal.

        i. If you already have a Michigan Virtual account, click "Login."

            1. Use your email and password for Michigan Virtual to login.

        ii. If you do not already have a Michigan Virtual account, click "Create an Account."

            1. Enter your personal information into the form. Be sure to include your MiRegistry ID number so that your MiRegistry approved courses on the Michigan Virtual platform will automatically transfer to your MiRegistry profile.

            2. Once you click "Register," you will receive an email asking for you to activate your account.

        iii. After you are logged in, you will be redirected to your personal Michigan Virtual Dashboard.

        iv. In the menu on the left-hand side of the screen, click "Register for Course." This will direct you to the Search for Courses tool.

        v. In the search bar, type "Refresher 2024"

        vi. Click "Register." This will add the course to your Michigan Virtual cart.

        vii. Click "Proceed to Checkout."

        viii. Click "Confirm."

        ix. Click "Go to Dashboard." This will take you to your personal Michigan Virtual Dashboard where you should see a tile labeled "Michigan Ongoing Health and Safety Training Refresher 2024" under "Active Courses." This is how you will access the course content.

Additional Information

You should receive an email with your Certificate of Completion from Michigan Virtual within six hours of completing the course. This indicates you have completed the course successfully and completion data will be transferred to MiRegistry within 2-3 business days.

After the completion data is transferred to MiRegistry, be sure to review the Training page of your MiRegistry Profile to ensure the training is listed as VERIFIED.

Please review our Michigan Ongoing Health & Safety Training Refresher 2024 Helpful Links and Tips sheet for more information and guidance.