

Learning Management System (LMS)

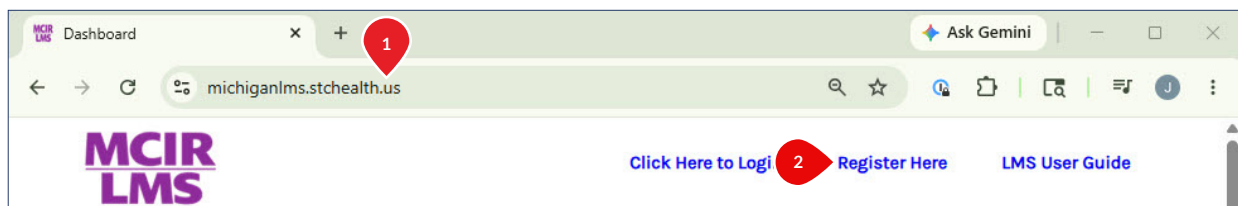
Self-Registration

This guide provides step-by-step instructions for creating a new account in the MCIR Learning Management System (LMS). Self-registration gives you access to training modules assigned to your role and takes only a few minutes. You'll need basic information, including your name, email address, and a secure password. **Be sure to select the correct role during registration, as it determines the training content available to you.**

Steps to Self-Register

Access the Registration Page

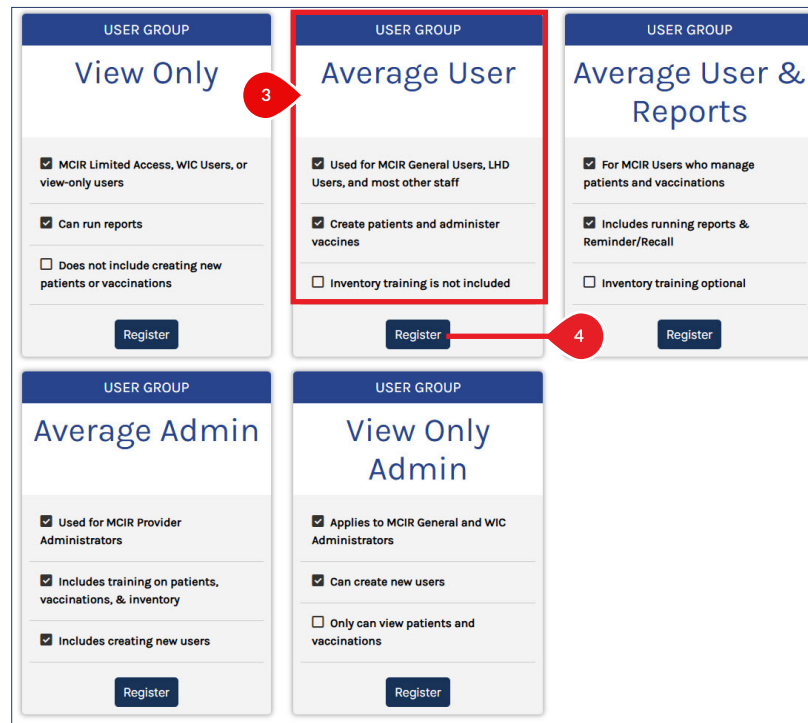
1. Navigate to <https://michiganlms.stchealth.us>.
2. Select **Register Here** at the top of the page.



Choose Your Role

3. Review each role description carefully.
4. Select the **Register** button for your corresponding role.

Note: Selecting the correct role is important, as each role has a unique set of online modules that will be automatically assigned based on your selection.



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Self-Registration

Complete the User Access Form

5. Fill out all required fields:

- First Name
- Last Name
- Email (use a work or personal email)
- Username (use the same email as above)

Note: Do not use a group or shared email address (e.g., frontdesk@domain.com), as each user must have a unique login tied to their individual account for proper tracking and access.

- Password
- Confirm Password
- Local Health Department Name

Note: Your password must include at least 8 characters, upper and lower case letters, a number, and a special character.

6. Select **Register**.

User Access

Account Information

First Name *

Last Name *

Email *

Username *

Password *

Confirm Password *

Local Health Department Name *

Confirm and Access the LMS

7. After submitting the form, you'll be directed to a confirmation page displaying your selected role.

Note: You will be automatically logged in after registration.

8. Select **Home** on the left-side menu to view the LMS Welcome page.

MCIR LMS

Search

Jon Oliverson
Your Points: 0

Home 8

My Learning Dashboard

Courses

Media Library

Virtual Training Registration

You are now subscribed to User Access

Signup date 11/04/2025