

Worker Portal Login Guide

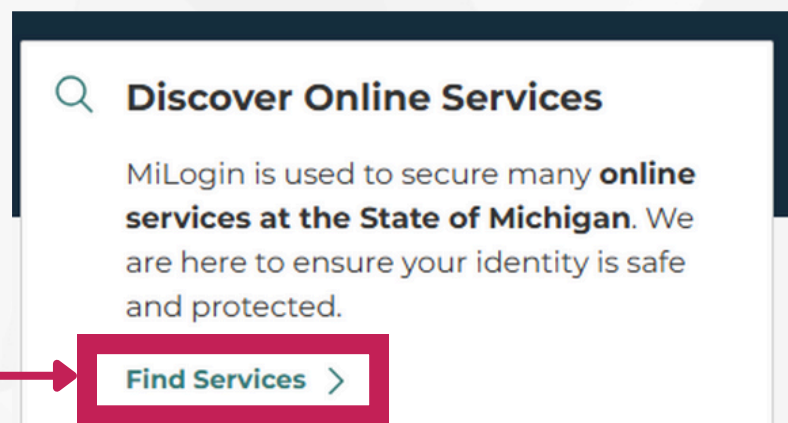
STEP 1

Go to the **MiLogin for Workers** icon on your desktop computer.



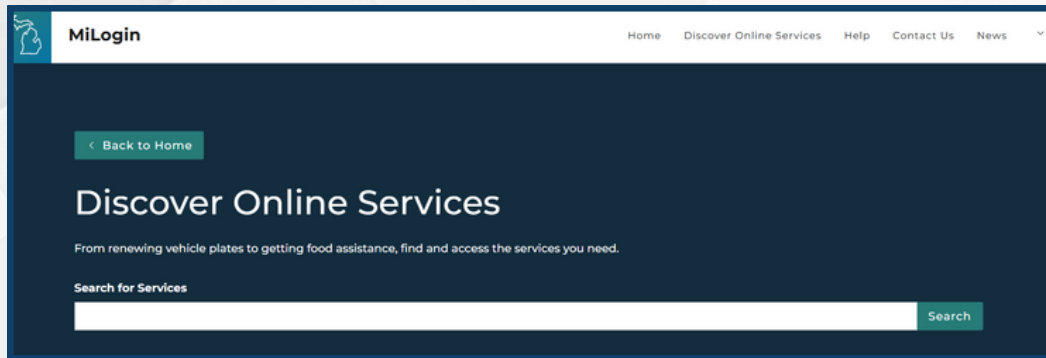
STEP 2

Select the **Find Services** link on the right-hand side.

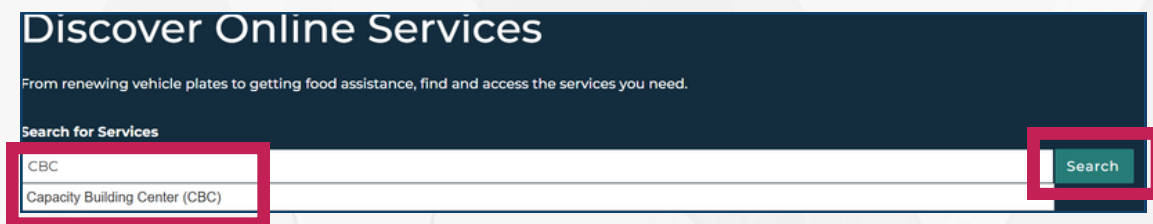


STEP 3

Select the **Request Service** button, then you can search for the Capacity Building Center and add it to your Online Services.



If you type **CBC** in the Search bar, you will see the **Capacity Building Center** show up as a drop-down. Please select it and then select **Search**.



In the list under Search on the right, you will see **Capacity Building Center** – select the arrow on the right.



STEP 4

Select the checkmark box next to "I agree to the Terms & Conditions" and then select **Add Service**.

Capacity Building Center (CBC)
Michigan Capacity Building Center (CBC)

Please accept the Terms and Conditions to continue:

Terms & Conditions

State of Michigan Notice - PLEASE READ CAREFULLY. Unauthorized use of the system is prohibited and violators may be subject to criminal and civil penalties including disciplinary action up to and including dismissal. Clicking the OK button certifies that you have read and agree to comply with this standard, that you are an authorized user, and that you will use this system purposes only. This system is the property of the State of Michigan and is restricted to authorized users. This system is restricted to official state use as defined in 1340.00.130.02 Acceptable Use of Information Technology Standard as Revised. This computer system may be monitored and information examined, recorded, copied, and used for authorized purposes.

☒ I agree to the Terms & Conditions

Add Service

STEP 5

Capacity Building Center (CBC)
Michigan Capacity Building Center (CBC)

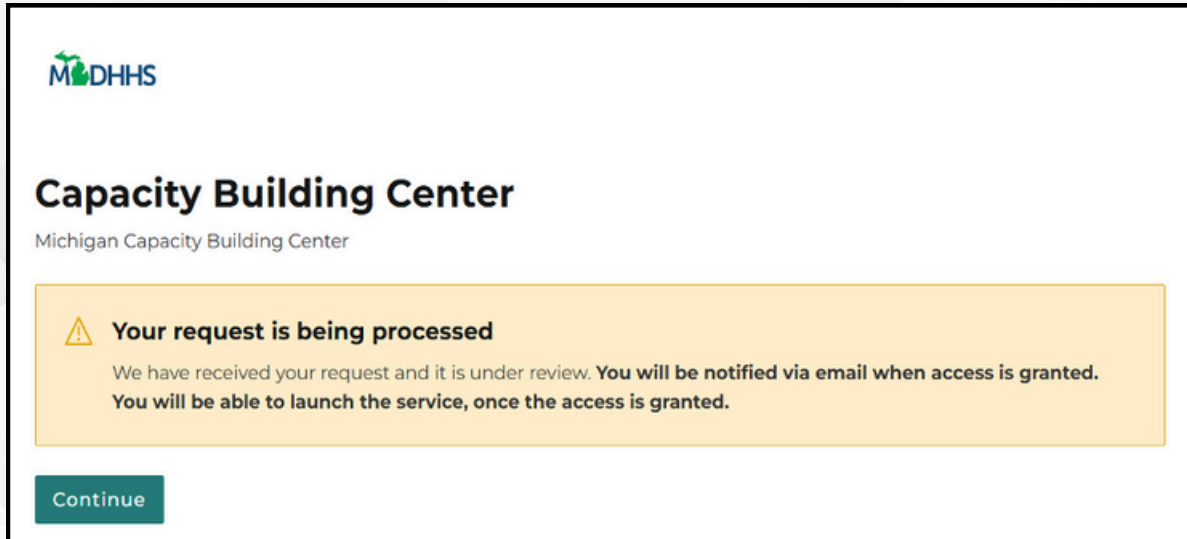
✓ **Service successfully added**
The service that you have requested is ready to launch.

Launch service

Select **Launch service**.

STEP 6

After step five, you should receive the following message:



At this step please check your email.
You should have received a message similar to the one below:

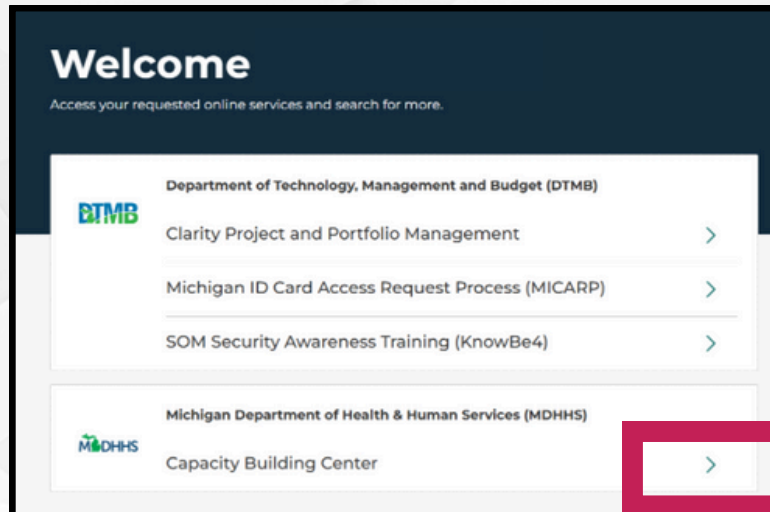
Your request for access to the Capacity Building Center Application has been approved for use with your MiLogin account. The Capacity Building Center application link will be available the next time you log in.

If you are facing any issues, please contact the Helpdesk.
The Helpdesk information is available at
<https://miloginworker.michigan.gov/uisecure/selfservice/anonymous/help>

Thanks, MiLogin team

STEP 7

Go back to your browser and press the **Continue** button to gain access. That will take you to this screen.



Select the arrow to the **Capacity Building Center**.

STEP 8

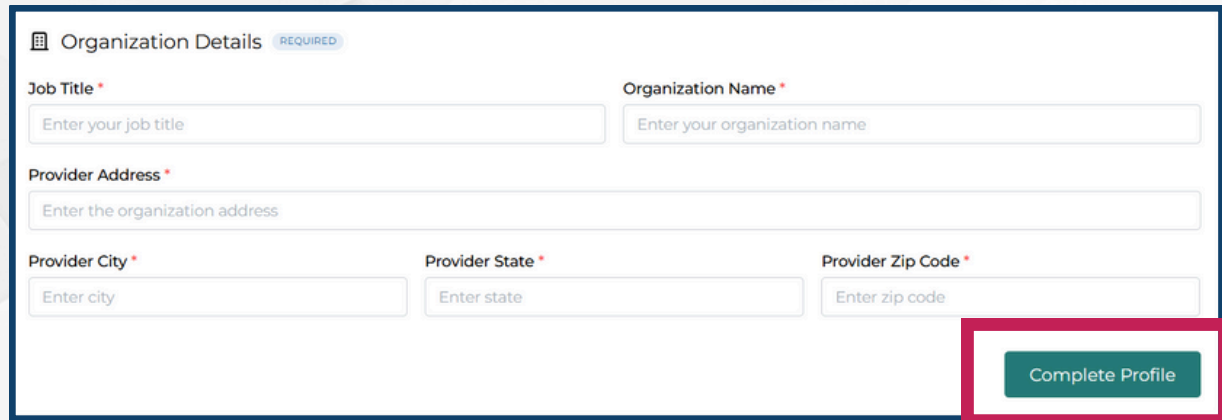
Select **Continue** to be taken to your Capacity Building Center

User Profile. Here you will be required to complete your profile information before you can gain access to the Training Catalog or any of your training data.

The screenshot shows the 'Michigan CBC Profile Completion Required' screen. It has a heading 'Profile Completion Required' and a message: 'Welcome, Kierri! Before you can access the dashboard, please complete your profile by filling out the following required information:'. Below this is a list of required information fields: Job Title, Organization Name, Provider Address, Provider City, Provider State, and Provider Zip Code. Below the list is a note: 'Once you complete these fields, you'll have full access to all dashboard features.' Below this is a section titled 'Complete Your Profile' with two input fields: 'Contact Information' (with a 'READ ONLY' button) and 'Profile Information' (with a 'READ ONLY' button). The 'Profile Information' field shows 'Full Name: Kierri COX' and 'Role: LEARNER'.

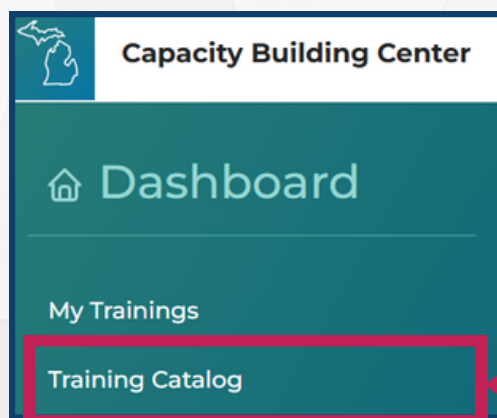
STEP 9

Enter the details about your title and place of work, then select **Complete Profile**.



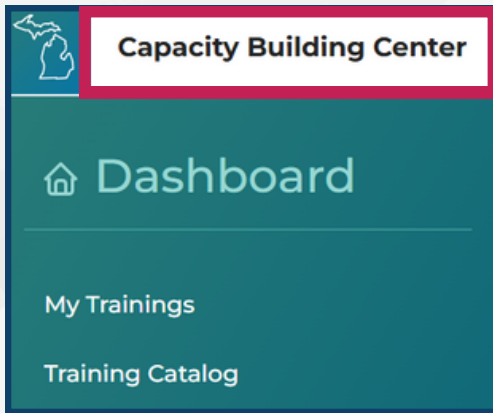
The screenshot shows a form titled "Organization Details" with a "REQUIRED" label. It contains several input fields: "Job Title" with a placeholder "Enter your job title", "Organization Name" with a placeholder "Enter your organization name", "Provider Address" with a placeholder "Enter the organization address", "Provider City" with a placeholder "Enter city", "Provider State" with a placeholder "Enter state", and "Provider Zip Code" with a placeholder "Enter zip code". A red rectangular box highlights the "Complete Profile" button in the bottom right corner of the form.

STEP 10



Now you can access the Training Catalog by selecting **Training Catalog** in the left-hand menu.

NOTE



Select the **Capacity Building Center** link to go from the Dashboard into the website.

Need Support?

Visit the [MiLogin Help Page](#).

CBC related questions?

Contact micbc@pcgus.com

