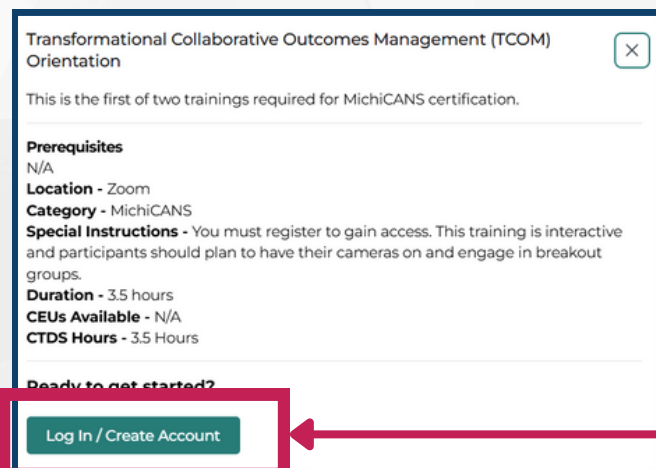
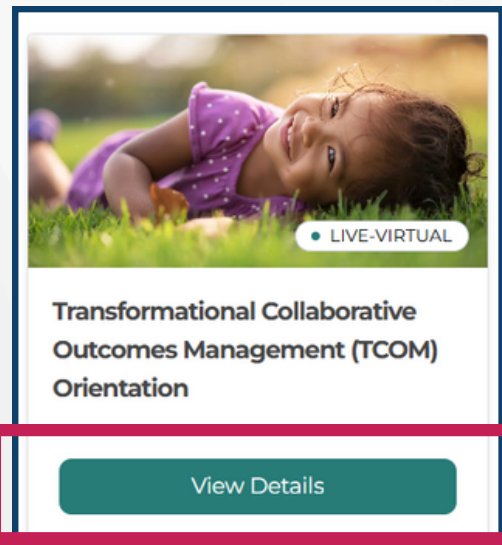


Guide to Create an Account and Register for Training

STEP 1

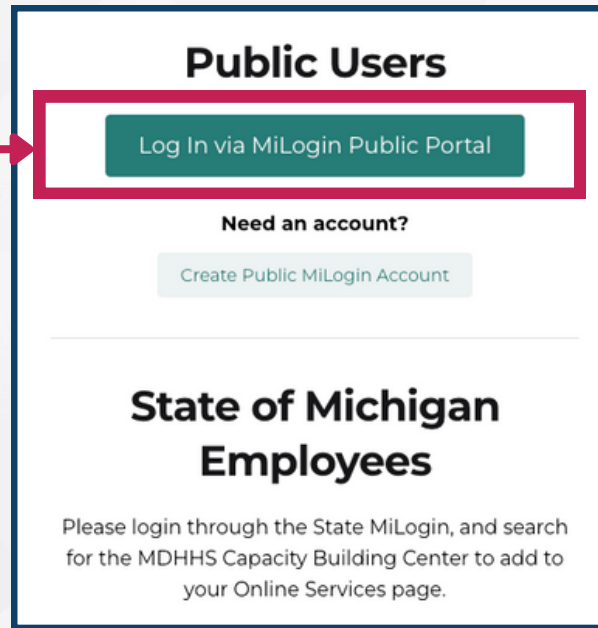
Select the **View Details** button on a training you are interested in taking.



Then Select the **Log In/ Create Account** button.

STEP 2

Select **Log in via MiLogin Public Portal** button.



Public Users

[Log In via MiLogin Public Portal](#)

Need an account?

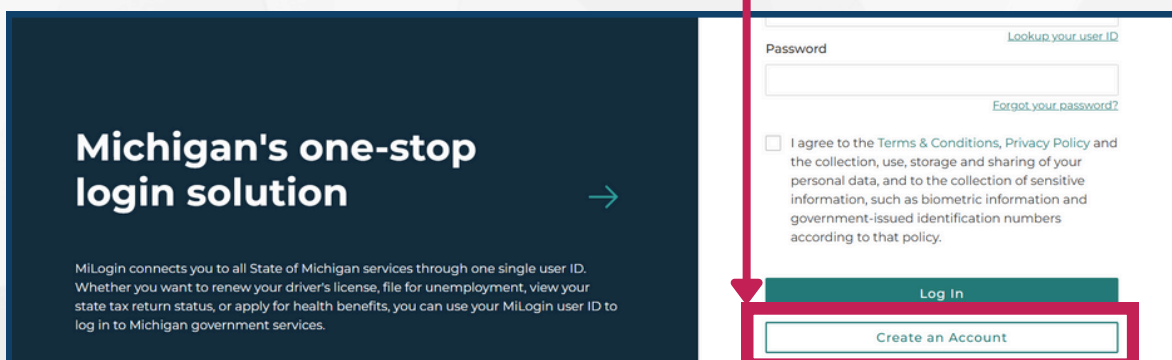
[Create Public MiLogin Account](#)

State of Michigan Employees

Please login through the State MiLogin, and search for the MDHHS Capacity Building Center to add to your Online Services page.

STEP 3

If you do not already have a MiLogin account you can create one now by selecting **Create an Account**.



Michigan's one-stop login solution

MiLogin connects you to all State of Michigan services through one single user ID. Whether you want to renew your driver's license, file for unemployment, view your state tax return status, or apply for health benefits, you can use your MiLogin user ID to log in to Michigan government services.

[Lookup your user ID](#)

Password

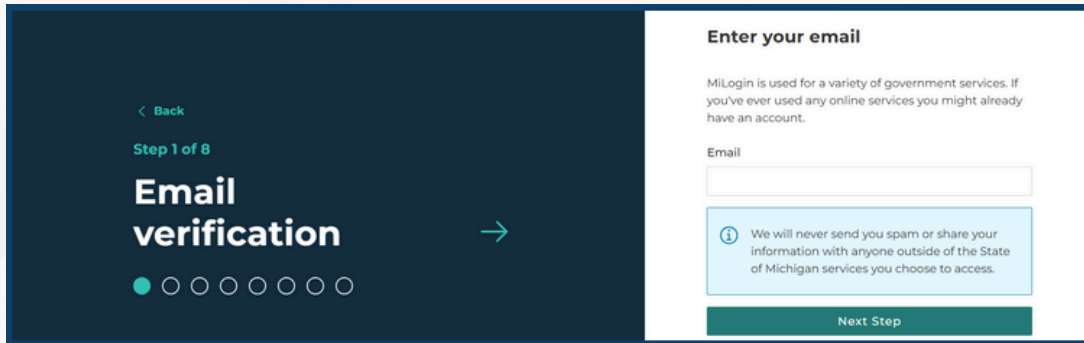
[Forgot your password?](#)

☐ I agree to the [Terms & Conditions](#), [Privacy Policy](#) and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

[Log In](#)

[Create an Account](#)

STEP 4



The screenshot shows a two-panel interface. The left panel is dark blue and contains a '< Back' link, 'Step 1 of 8', the title 'Email verification', and a progress bar with eight circles, the first of which is filled. A green arrow points to the right. The right panel is white and titled 'Enter your email'. It includes a paragraph about MiLogin, an 'Email' label, an empty text input field, an information box stating that no spam or information will be shared outside the state, and a green 'Next Step' button at the bottom.

Input the email you use for the Michigan Capacity Building Center Training you have been taking. Then Choose **Next Step**.

STEP 5

Then enter the Passcode you received in your email and choose **Next Step**.

STEP 6

Enter your Name and check the “I agree to the Terms and Conditions” box. Then select **Next Step**.

The screenshot shows a two-panel interface. The left panel is dark blue and contains a navigation bar with a '< Previous Step' link, the text 'Step 3 of 8', the title 'Profile Information' in large white font, and a progress indicator consisting of seven circles, with the third circle (representing the current step) filled with teal. A teal arrow points to the right. The right panel is white and titled 'Enter your information'. It contains three text input fields: 'First Name', 'Middle Initial (optional)', and 'Last Name'. The 'Last Name' field is accompanied by a 'Suffix (optional)' dropdown menu. Below these fields is a checkbox with the text: 'I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.' At the bottom of the right panel is a teal button labeled 'Next Step'.

STEP 7

You can enter your phone number and choose **Next Step**, or you can select **Skip this for now**.

STEP 8

Create a User ID following the guidelines listed on the screen. Then Select **Next Step**.

< Previous Step

Step 7 of 8

User ID →

○ ○ ○ ○ ○ ● ○

Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

- ⚠ Must be at least 6 characters
- ⚠ Must start with upper or lower case letter
- ⚠ Must end with upper or lower case letter or a number
- ✓ Must not contain special characters including space but can contain only @, ., and ~.

User ID

Next Step

STEP 9

Create a Password following the guidelines listed on the screen. You will have to enter it two times. Then select **Create Account**.

< Previous Step

Step 8 of 8

Password →

○ ○ ○ ○ ○ ○ ●

Create your password

Choose something secure, but also something you can remember.

Password Guidelines

- ⚠ Must be at least 8 characters in length
- ⚠ Should not be based on your User ID
- ⚠ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$%~&)
- ⚠ Confirm password must match new password

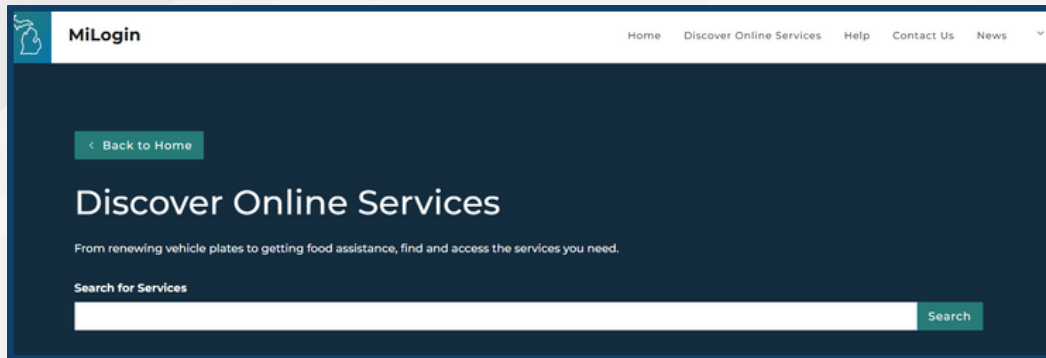
Password

Confirm Password

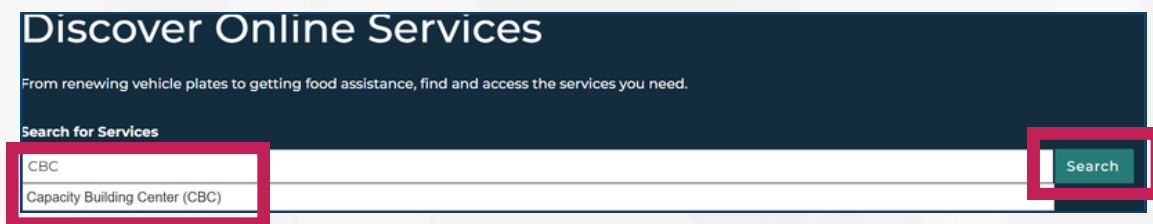
Create Account

STEP 10

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**.

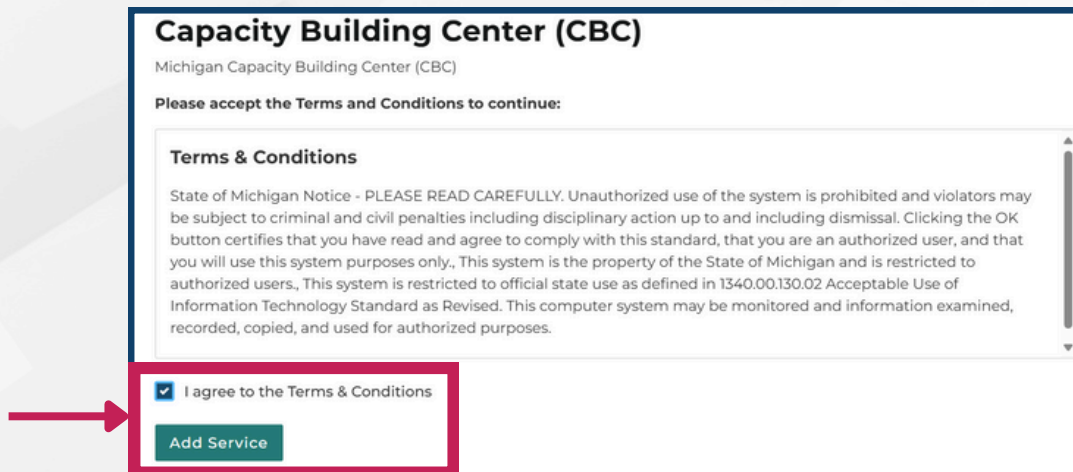


In the list under Search on the right, you will see **Capacity Building Center** – select the arrow on the right.



STEP 11

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:

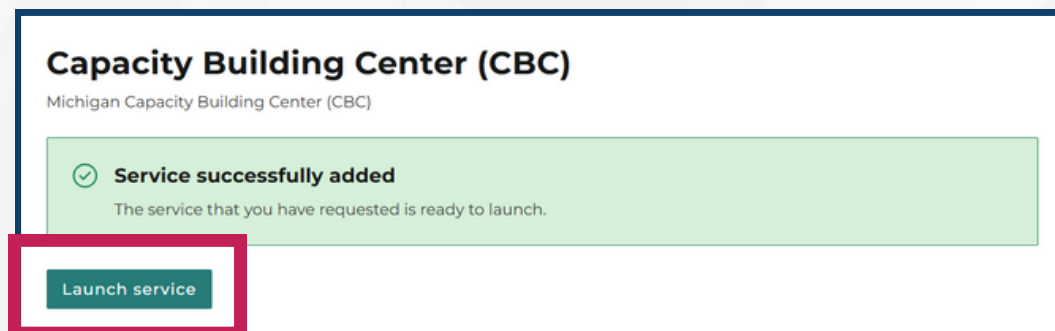
Terms & Conditions

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 12



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 13

The screenshot shows the 'Michigan CBC' header with a sub-header 'Profile Completion Required'. A red banner contains the text: 'Profile Completion Required. Welcome, Kierri! Before you can access the dashboard, please complete your profile by filling out the following required information:'. Below this is a bulleted list of required fields: Job Title, Organization Name, Provider Address, Provider City, Provider State, and Provider Zip Code. A note states: 'Once you complete these fields, you'll have full access to all dashboard features.' The main section is titled 'Complete Your Profile' and contains two side-by-side form boxes. The left box is 'Contact Information' (marked 'READ ONLY') with an 'Email Address' field. The right box is 'Profile Information' (marked 'READ ONLY') with 'Full Name' and 'Role' (set to 'LEARNER') fields.

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.

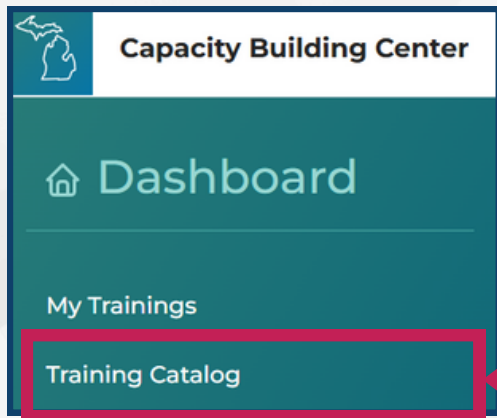
.....

STEP 14

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

The screenshot shows the 'Organization Details' form, which is marked as 'REQUIRED'. It contains several input fields: 'Job Title' (with placeholder 'Enter your job title'), 'Organization Name' (with placeholder 'Enter your organization name'), 'Provider Address' (with placeholder 'Enter the organization address'), 'Provider City' (with placeholder 'Enter city'), 'Provider State' (with placeholder 'Enter state'), and 'Provider Zip Code' (with placeholder 'Enter zip code'). A green 'Complete Profile' button is located at the bottom right of the form and is highlighted with a red rectangular box.

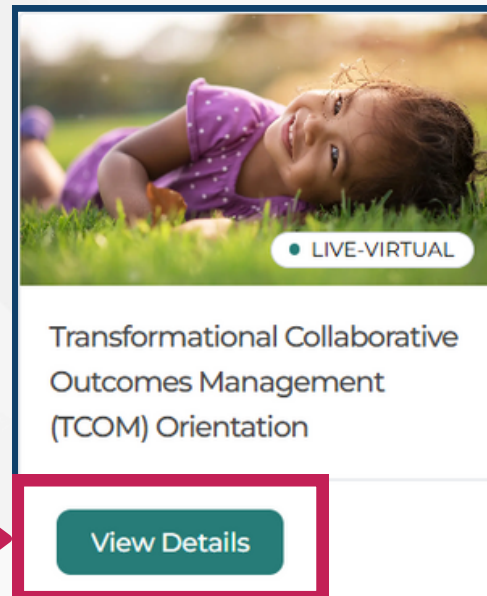
STEP 15



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

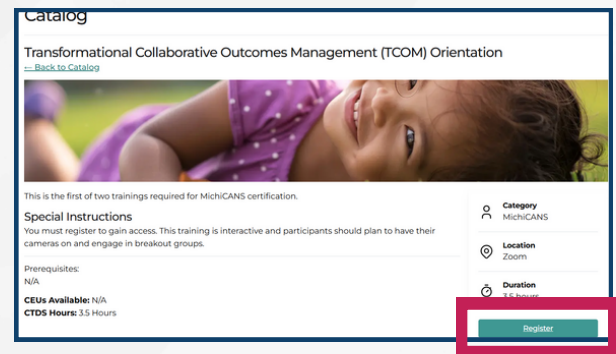
STEP 16

Choose **View Details** on the Training you would like to register for.



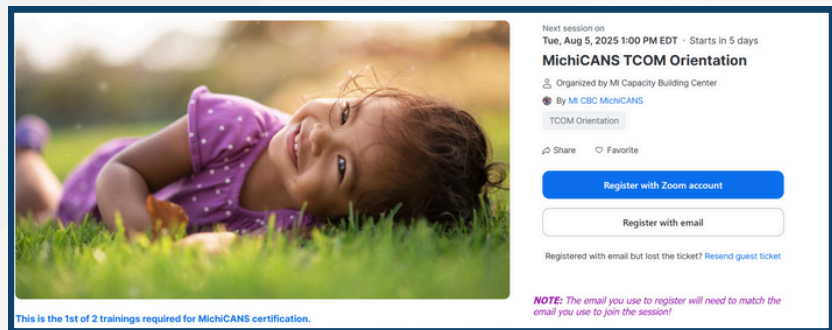
STEP 17

Select the **Register** button in the bottom right of the page.



STEP 18

Once you arrive at the page, press either **Register with Zoom Account** or **Register with email** to register for the training.



Once you have registered for the training, you will be given an option to add the training to your calendar. When you press the **Add to Calendar** button, you can select your calendar type and add the specific training day and time to your personal calendar.



Registration is required for all training so be sure to complete the registration process! By registering, you will also receive email reminders about your upcoming trainings. Each person in the training must use their own personal link to join the training.

Need Support?

Visit the [MiLogin Help Page](#).

CBC related questions?

Contact micbc@pcgus.com