



Login and Register for Training Guide

STEP 1

First select **Login** found in the upper right corner.

A screenshot of the Michigan Capacity Building Center (CBC) website. The top navigation bar includes a Michigan state icon, the text 'Capacity Building Center', and links for 'Training', 'Calendar', 'Resources', 'Workforce Development Opportunities', 'About', 'FAQs', 'Testimonials', 'Contact', and 'Login / Dashboard'. A red box highlights the 'Login / Dashboard' link. The main content area features a dark blue background with the text 'Capacity Building Center' and a photograph of several hands joined together. Below this, a white box contains the text 'Strengthening behavioral health services for Michigan's children and their families.' and 'Welcome to the Michigan Capacity Building Center (CBC).'. A smaller text block at the bottom states: 'The purpose of the CBC is to provide comprehensive training and resources to strengthen and expand behavioral health services statewide with the goal of helping all children and their families thrive.'

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

Enter your account credentials and select **Login**. This will take you to your MiLogin Dashboard.

Welcome to MiLogin

User ID or Email
 [Lookup your user ID](#)

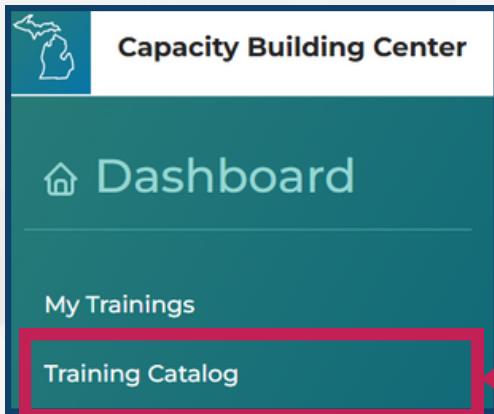
Password
 [Forgot your password?](#)

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](#)

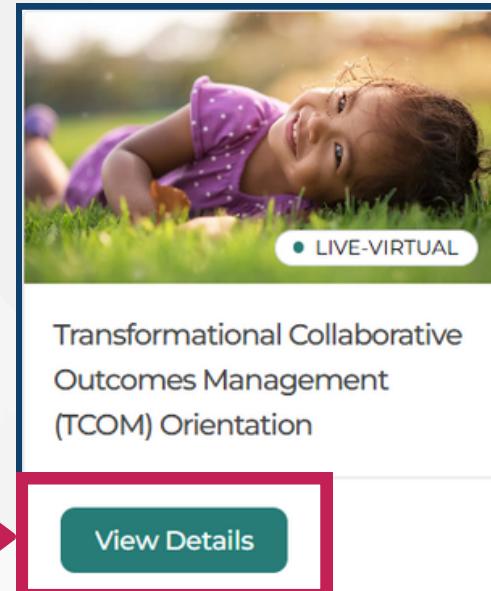
STEP 4



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

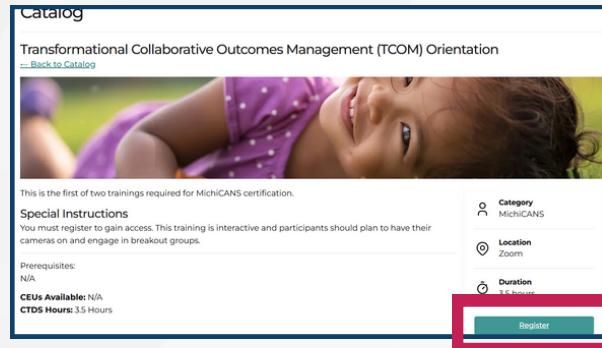
STEP 5

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



STEP 6

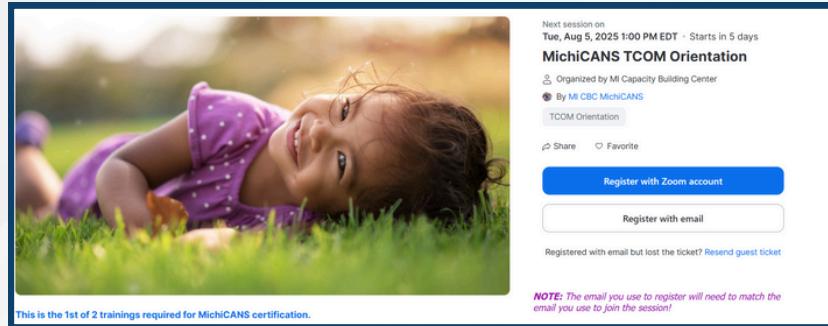
Select the **Register** button in the bottom right of the page.



The screenshot shows a registration page for a training session. At the top, it says 'Catalog' and 'Transformational Collaborative Outcomes Management (TCOM) Orientation'. Below that is a photo of a smiling child. The page includes sections for 'Special Instructions' (noting cameras are on), 'Prerequisites' (N/A), 'CEUS Available' (N/A), and 'CTDS Hours' (3.5 Hours). On the right, there are filters for 'Category' (MichiCANS), 'Location' (Zoom), and 'Duration' (1.5 hours). A red box highlights the 'Register' button at the bottom right.

STEP 7

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



The screenshot shows the registration page again. It features a photo of a smiling child. Below the photo, it says 'This is the 1st of 2 trainings required for MichiCANS certification.' To the right, there are two registration buttons: 'Register with Zoom account' (highlighted in blue) and 'Register with email'. Below these buttons, a note says 'Registered with email but lost the ticket? [Resend guest ticket](#)'. At the bottom, a note in blue text says 'NOTE: The email you use to register will need to match the email you use to join the session!'

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