

MI-CCSI LEARNING MANAGEMENT SYSTEM (LMS) INSTRUCTIONS

Welcome! Before entering the Learning Management System read these instructions in full. **Do not proceed until you have read this entire document.**

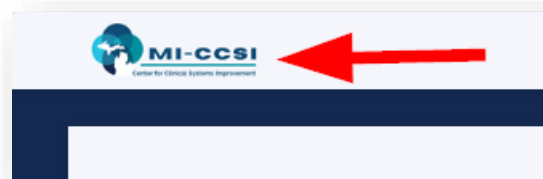
PLEASE NOTE: You must have the following information available to create a user account within the MI-CCSI LMS:

- Learner’s name & credentials
- Practice Name
- Physician organization that you are a part of for BCBSM PGIP. If you are unsure of your physician organization, contact your manager.

After you have read these instructions, click on the link below. Once you click on the link below, you will be in the MI-CCSI LMS.

Link to the LMS: www.miccsi-learning.org

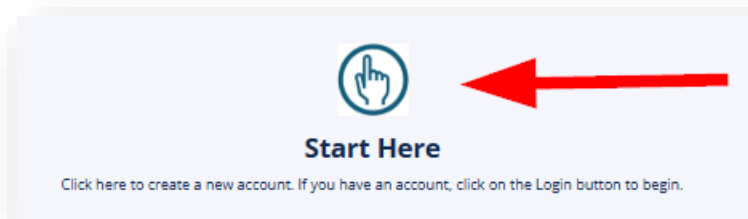
You are now ready to create an account. Note that at any time while you are in the LMS, you can click on the **MICCSI LOGO** button to return to the home page.



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CREATING AN ACCOUNT

1. To create a user account in the LMS, click on the **START HERE** icon (illustrated in the picture below).



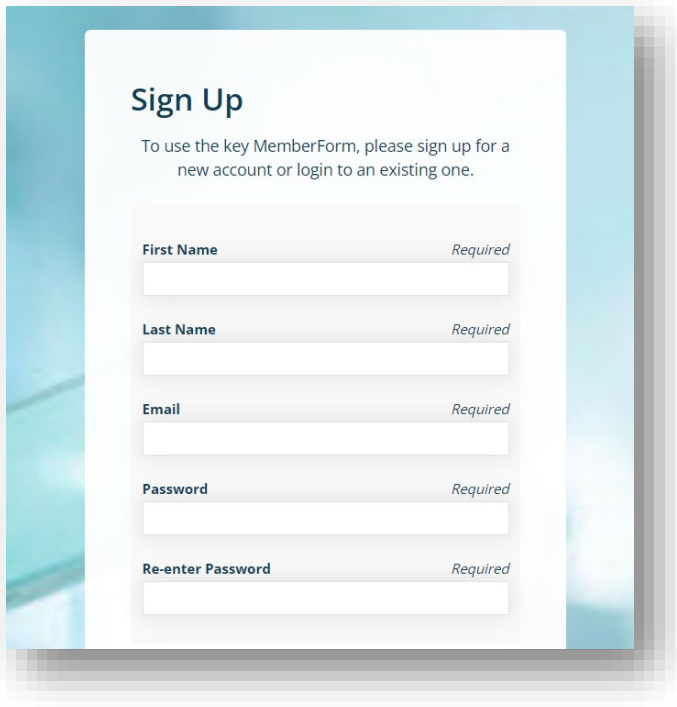
2. Once you click on Start Here, a pop-up screen will appear. The pop-up screen lists MI-CCSI Member and Nonmember Physician Organizations. Select your Physician Organization (PO) from the list.

If you are unsure of your physician organization, contact your manager.

You will need this information before proceeding.

If you cannot find your physician organization in the member or nonmember list, then click **OTHER ORGANIZATION**.

3. After you click on the PO organization, another pop-up will appear (see screenshot below). This is the Sign Up pop up.

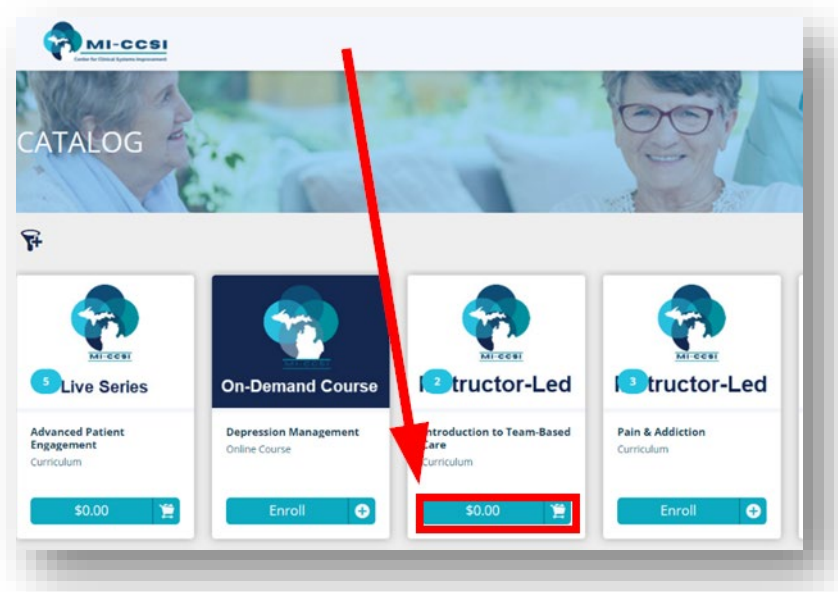


- A. Fill in all fields in the form. **Do not skip any of the fields.**
- B. Do remember to write down the password and the email. This is needed when you log-out (leave) and login back in again. **The email you use will be your user ID.**

Proceed to the next section of these instructions titled, Enrollment and Completion of an Live Instructor-Led Course.

ENROLLMENT AND COMPLETION OF AN INSTRUCTOR-LED COURSE [LIVE SESSION(S)]

1. Select **CATALOG** from the options listed.
2. Choose in the Instructor-Led course you would like to complete by clicking on the blue button. Here is a screenshot of what you will see:



Members: Proceed to *Selecting Course Date Section* on page 5 of this instruction guide.

Nonmembers: For enrollment into **Serious Illness, Pain and Substance Use Disorder**, or **PDCM Billing and Coding**, proceed to *Selecting Course Date Section* on page 5 of this instruction guide.

Nonmembers: For enrollment into **Team Based Care** or **Self-Management Support** complete the following steps.

1. Select **CLICK TO CHECKOUT**. A new screen will appear called Shopping Cart.
2. From this screen, select **PROCEED TO CHECKOUT**.

Introduction to Team-Based Care Curriculum \$0.00 1 \$0.00

Coupon Code

Purchase on behalf of others

Subtotal	\$0.00
Total	\$0.00

A new screen will appear asking you to confirm your name. It will ask *You signed in as "Your Name." Not you?* On this screen, click on **PROCEED TO CHECKOUT**. The next step will be adding your Billing Information. Now you will see the *Billing Information* page (see screenshot below). Read and **fill in all required information/fields** and click on the **I CONFIRM THE INFORMATION IS ACCURATE SQUARE**. Click on **PROCEED TO CHECKOUT**.

Personal Information

First Name *Required*
Billy Jean

Last Name *Required*
King

Email *Required*
suevos@msn.com

Phone Number *Required*
6164576289

Address

Address *Required*
555 Love

Address 2

Country *Required*
United States

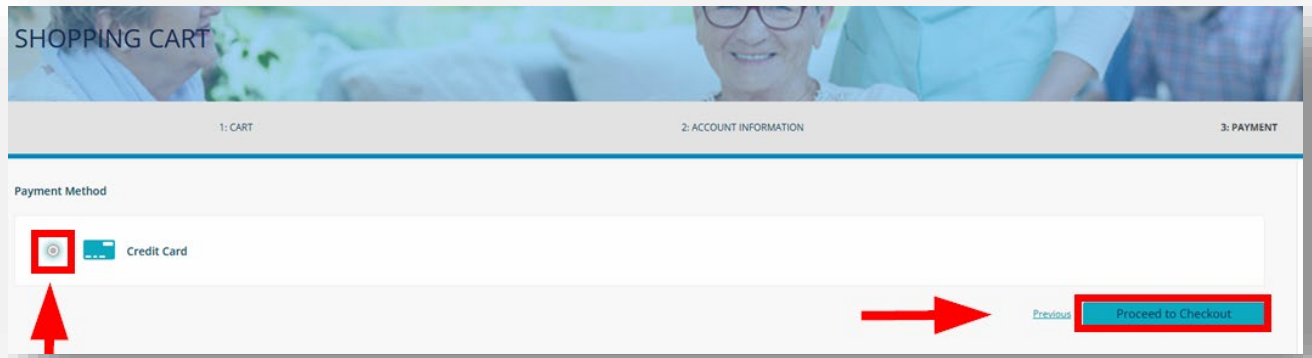
State/Province *Required*
Michigan

City *Required*
My Add

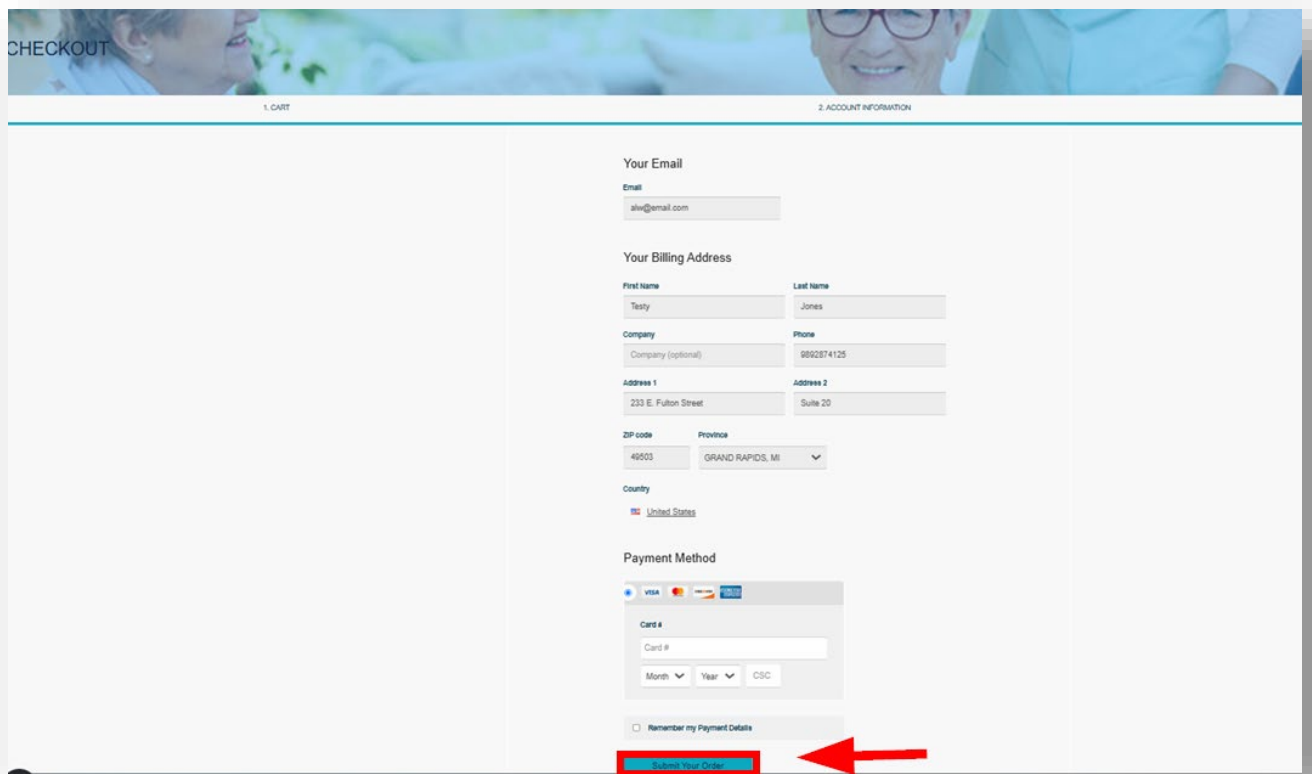
Postal/Zip Code *Required*
49428

confirm the information above is accurate

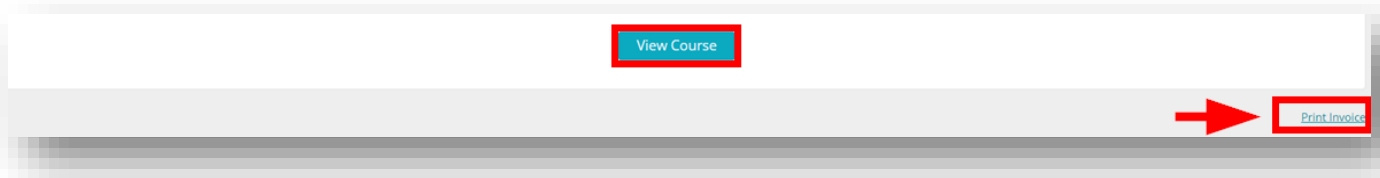
3. Click on Credit Card and then **PROCEED TO CHECKOUT**.



4. Enter your billing and credit card information. Click on **SUBMIT YOUR ORDER**.



5. A new screen will appear. On this screen, you will see the billing information. Here you can print the invoice (located in the top right corner). Click on the **VIEW COURSE** button, located at the top of the page.



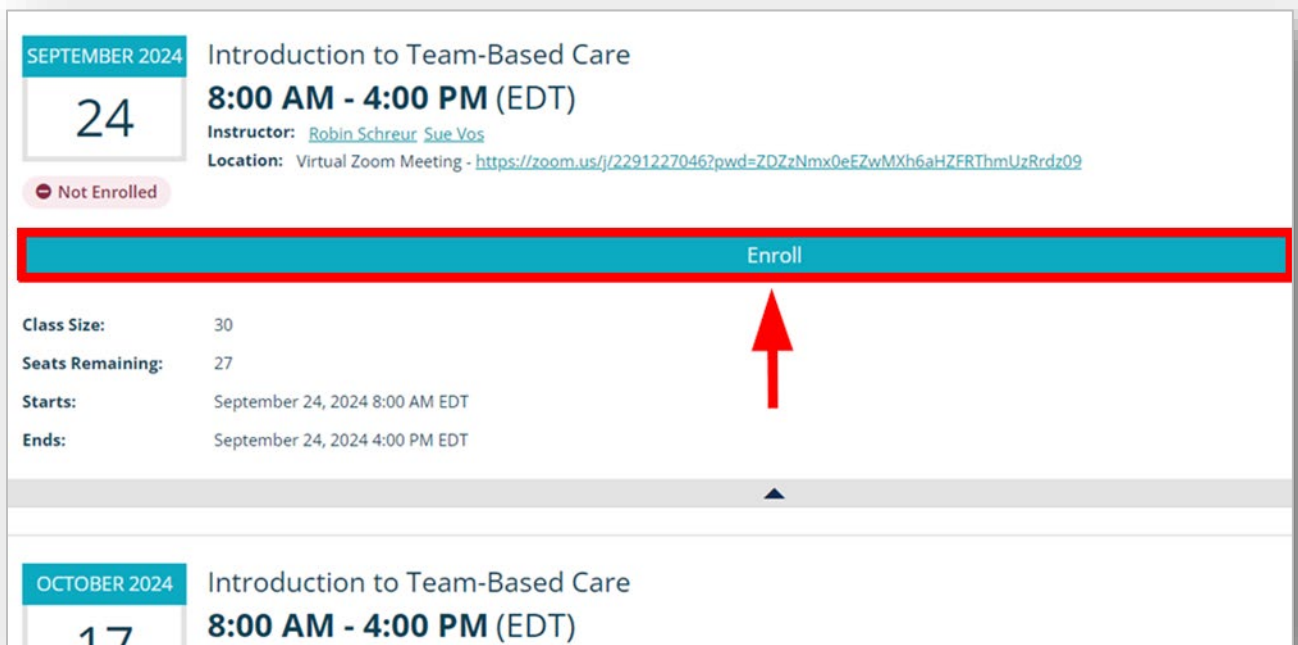
This completes the Checkout Process. The next step is Selecting Course Date.

SELECTING COURSE DATE

1. For the selected course, click the **START** button.
2. From this new page, click on **VIEW** or **CHOOSE SESSION**.



3. After clicking on View or Choose Session, you are brought to a new page, which is titled **Upcoming Sessions** review the date options and select a date by clicking on the **ENROLL** button.

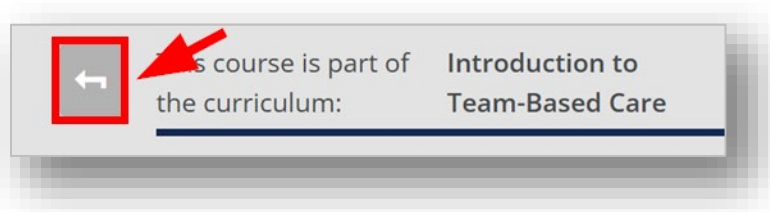


4. You should see a pop-up that states *You have been successfully enrolled*. Add the course to your calendar by clicking the **ADD TO CALENDAR**.

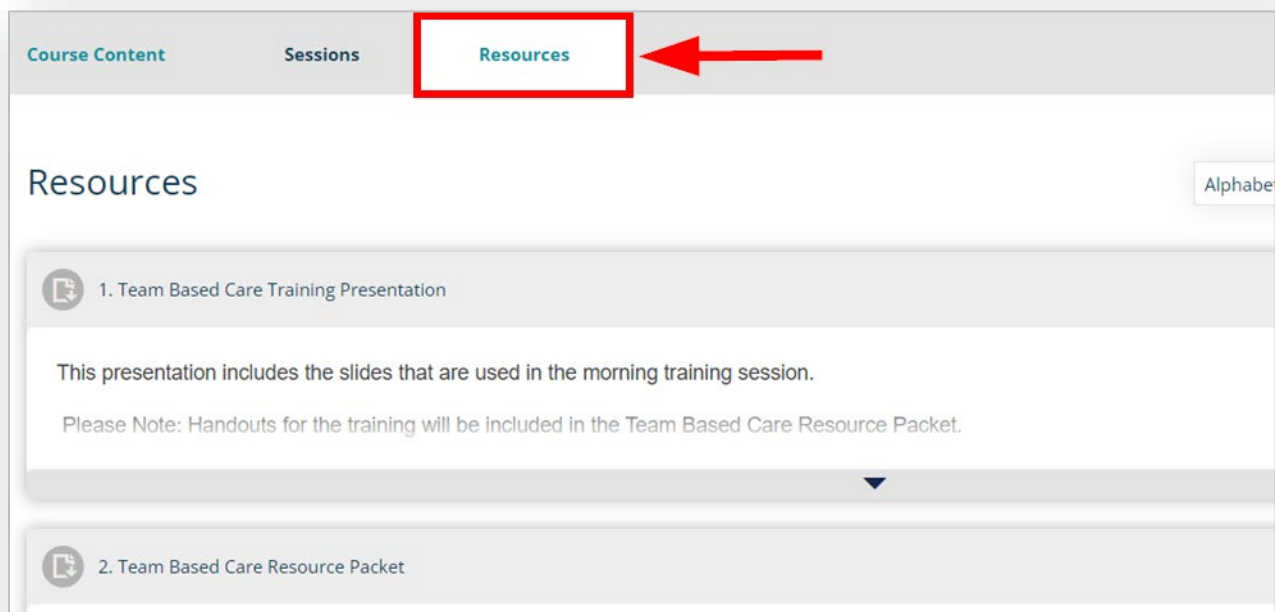
This completes the registration process. The next step is accessing course resources.

ACCESSING COURSE MATERIALS

1. Click on the back arrow icon as shown below.



2. Click on **RESOURCES** tab as shown below and you may download the materials for future reference using the **DOWNLOAD ALL** button. **These resources are available to you any time before or after the completion of the course.** Simply log into the LMS.



You've successfully completed the registration. You will receive an email after creating your user ID and another email confirming you enrolled into a session. *If you do not see your email, check your SPAM, Junk, Social, or Promotion folders in your email. If you are unable to locate, please contact us at*

miccsi.training@miccsi.org

Before logging out, make note of your login username (the email you used), the password you created. Reminder! At any time, you can return to the home page by clicking on the MICCSI logo located on the top left of the page.

DAY(S) OF LIVE TRAINING

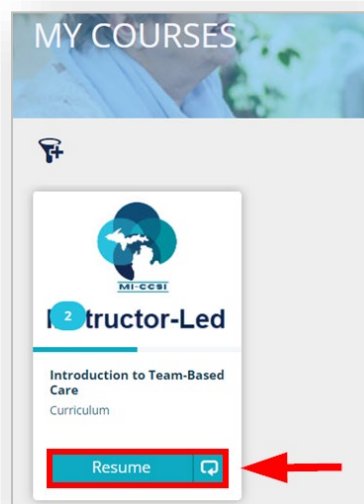
1. Join the Zoom Meeting (see the link in your email or calendar).
2. After joining the ZOOM Meeting, login to the LMS using the same link you used to get started (provided below):

www.miccsi-learning.org
3. Click on the **LOGIN** button located in the top right corner and enter your username (the email address used) and password you created.



COMPLETING THE EVALUATION AND DOWNLOADING CERTIFICATE

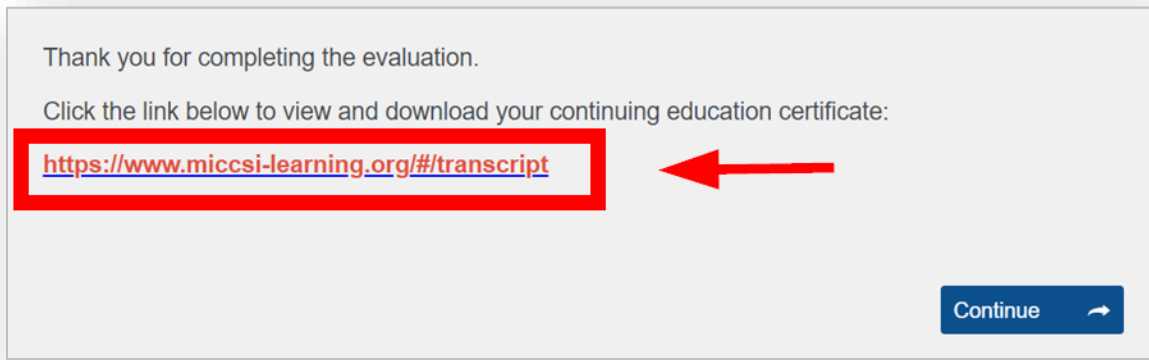
1. Once you have logged in, select **MY COURSES**.
2. Click on the course you registered for and click on **RESUME**.



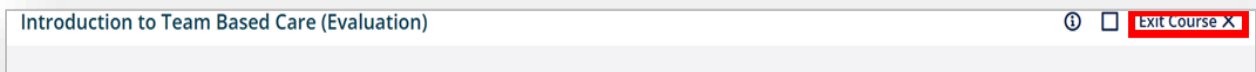
3. On this page, you will see a list of the tasks that have been completed, indicated by a check mark or box with Completed (Sign up, Live course) and the action yet needing to be completed (Evaluation). In this section to Complete the Evaluation. Click on **START**.



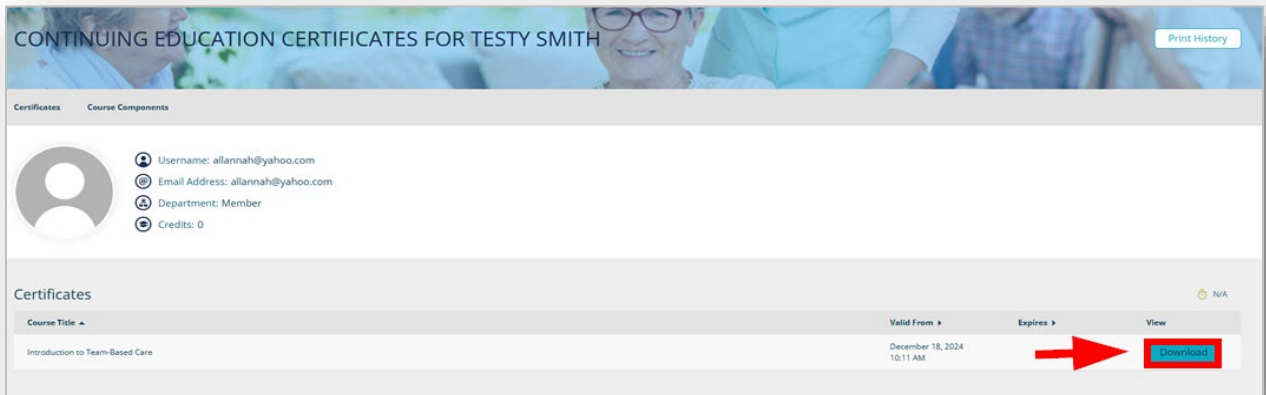
4. Click on **PROCEED** and complete the evaluation. Click on **SUBMIT SURVEY** to complete the evaluation. A pop up box will appear. Click on the link in red to obtain the certificate.



If you clicked Continue you will see a pop up that states, Course Completed. You will need click on **EXIT COURSE** (upper right of screen).



This will also take you to the Continuing Education Certificates page. From here, you can also **DOWNLOAD** the certificate.



The next section will review On-Demand (Recorded Sessions) Courses.

ENROLLMENT AND COMPLETION OF AN ON-DEMAND COURSE [RECORDED SESSION(S)]

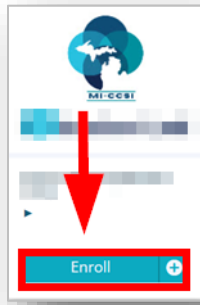
1. You will use the same link you used to get started:

www.miccsi-learning.org

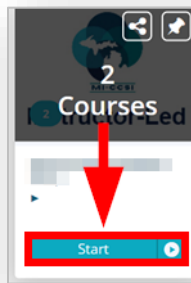
2. Click on the **LOGIN** button located in the top right corner and enter your username (the email address used) and password you created.



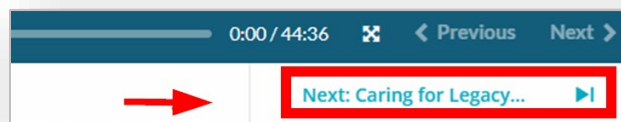
3. Once logged into the LMS system go to **CATALOG**
4. Select the On-Demand Training you are interested in and click on **ENROLL** for the training you have selected.



5. The Enroll box will change to Start. Now click on **START**. Clicking on start will bring you to the session.



6. Listen to the recorded video(s).
7. Click on white **NEXT** button to proceed to the next lesson or evaluation as shown below.



8. You are now ready to complete the evaluation. Click on **PROCEED**. Answer each of the evaluation questions.
9. Once you have completed the last evaluation question, click on **SUBMIT SURVEY**.
10. You will need to click on **EXIT COURSE**.

11. Now you are on the page where you can download the certificate of completion. Clicking on the red link will bring you to the page that has the certificate for this training and for all trainings you have completed.

Registered users in the LMS can access these at any time they log into the LMS. Users can also click on **DOWNLOAD** to save a copy to their own computer. This page also lists any courses/sessions you have enrolled in, along with the status of the session.

Certificates 🔔 N/A

Course Title ▾	Valid From ▾	Expires ▾	View
Pain and Symptom Management in Chronic & Serious Illness	September 10, 2024 11:07 AM		Download
Pragmatic Use of Cannabis Products for Chronic Pain (Module 1)	September 10, 2024 7:59 AM		Download

Courses

Course Title ▾	Status ▾	Score ▾	Enrollment Date ▾	Completion Date ▾	Credits ▾
Cannabis Module 01 - Context: definition, history, legality	✓ Complete		September 10, 2024 7:55 AM	September 10, 2024 7:59 AM	View
Cannabis Module 02 - Mechanisms, effects, & methods of ingestion	○ Not Started		September 10, 2024 7:55 AM		Start
Cannabis Module 03 - Understanding risks & benefits from clinical trials & naturalistic trends of cannabis use	○ Not Started		September 10, 2024 7:55 AM		Start
Cannabis Module 04 - Barriers to effectively engaging with patients about cannabis	○ Not Started		September 10, 2024 7:55 AM		Start