



# TAKING THE MI-CIS COURSES

Directions to help you get online and into the Michigan - Crisis Intervention System (MI-CIS) Courses.

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<http://moodle.mi-ems.org/course/index.php?categoryid=15>

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## Overview

There are 3 over-arching steps you need to take to complete the Michigan - Crisis Intervention System's online content. These steps cannot be completed out of order.

1. [Register/Log in with a Michigan EMS Moodle Account](#)
2. [Self-Enroll and complete the Awareness Level course](#)
3. [Self-Enroll and complete the Operations Phase I Course](#)

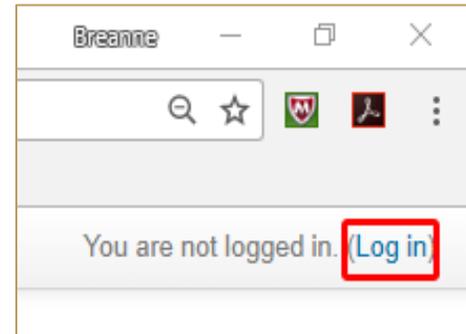
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# 1. Register/Log in with a Michigan EMS Moodle Account

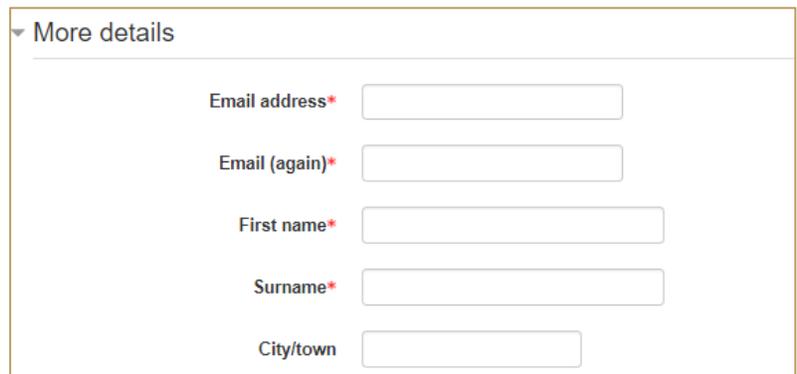
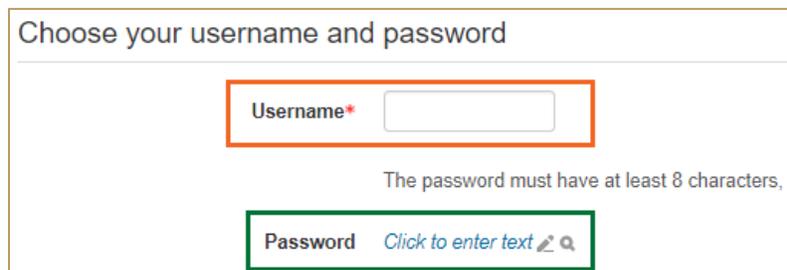
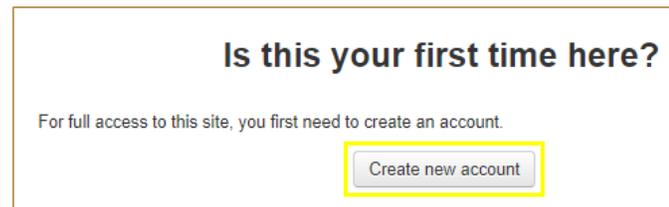
A. Go to our Michigan Crisis Intervention System Course list page on the Michigan EMS's Moodle site.

- Please go to the following page:  
<http://moodle.mi-ems.org/course/index.php?categoryid=15>
- In the upper right corner of the page, you will see the option to **log in**.
- Click on the text '**Log In**' (red to the right), and proceed to create a login ([section B below](#)) or log in if you already have an account ([section C below](#)).

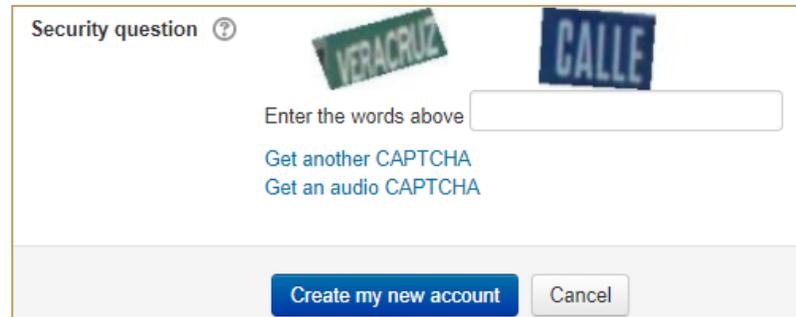


B. Creating a Login for the Michigan EMS Moodle site

- On the right half of the page, click on the '**Create new account**' button (yellow).
- Create a username (orange) and password (green).
- Enter in your email, name, and city (right).



- Answer the Security question, and select the **'Create my account'** button.



- An email will be sent to your email account. Click on the email verification link included. It will look like this:

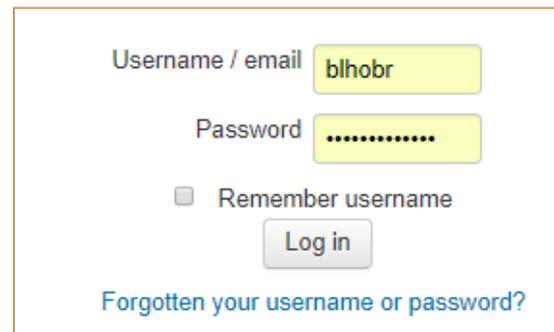
To confirm your new account, please go to this web address:

<http://moodle.mi-ems.org/login/confirm.php?data=qbA8F2D1XGLhKIG/blhobr>

- Clicking on this link the first time will automatically log you in for the first time. For all future accesses to the site, you will need to log in yourself using the username (or email) and password you created.

## C. Logging into the Michigan EMS Moodle site

- **Log in** using your Michigan EMS Moodle site username (or email) and password.
- **NOTE:** If you cannot remember your username or password, then please use the blue **'Forgotten your username or password?'** link to retrieve your username or reset your password.



## 2. Self-enroll and complete the Awareness Level course

### A. Self-enroll to the Awareness Level Course

- Once you login you should be returned to the MI-CIS course list page. If not, then use the link below to get back:  
<http://moodle.mi-ems.org/course/index.php?categoryid=15>

- In the MI-CIS course list, click on the ‘**Awareness Level**’ course (boxed in red below).



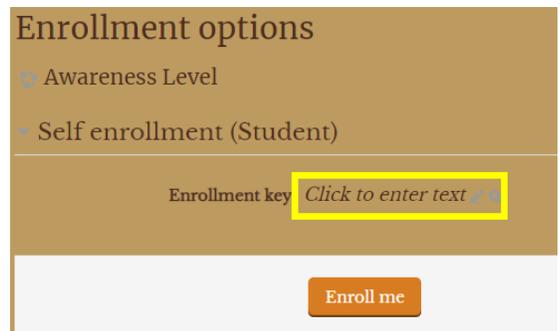
- You will be taken to the self-enrollment page, please enter the following bolded key below into the ‘enrolment key’ text box (boxed in yellow to the right).

**Welcome2Awareness!**

- It should look like this:

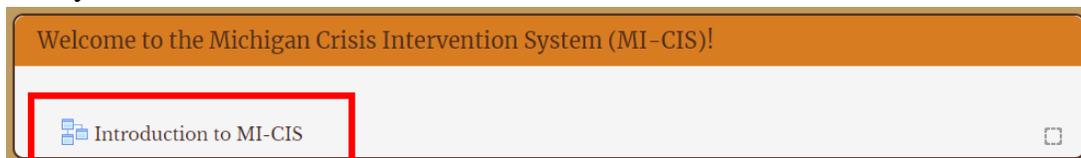


- Finally click on the orange ‘Enroll me’ button.



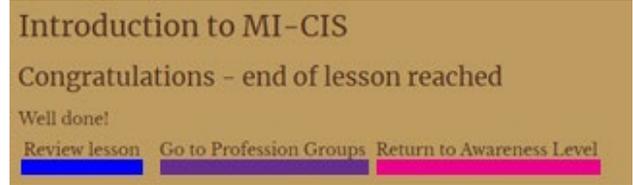
### B. Complete your first MI-CIS Moodle Lesson.

- Click on the item titled “Introduction to MI-CIS” (boxed in red below). This your first MI-CIS Moodle Lesson:



- Watch and read the content on the lesson pages.
- When you’re ready to move to the next page in the MI-CIS lesson, use the small orange arrow buttons towards the bottom of the page.
  - To see the next page, use this button: 
  - To go back to the previous page, use this button: 

- You will see the screen to the right when you have reached the end of the lesson. You may actually choose your next step from this page.
  - Click** on the text “Review lesson” to start the lesson over again (blue).
  - Click** on the text “Go to Profession Groups” to go to the next activity (purple).
  - Click** on the text “Return to Awareness Level” to return to the main course page (pink).



**Note:** We can only provide next activity links (“Go to Profession Groups” in this example) from **some** lesson activities in Moodle. So, you may not always have the option to jump immediately to the next activity from a Moodle Lesson. But, the “Review lesson” and “Return to Awareness” links are always provided.

- We also provide the “**Return to Course**” button (pictured on the right) on every page to give you quick way to return to the main course page no matter where you are in an activity.



### C. Self-enroll into your Profession’s Group

- If you are still on the End of Lesson page from the “Introduction to MI-CIS” lesson, then click on the text “Go to Profession Groups”.



- If you are on the main Awareness course page, then **click** on the “Profession Groups” activity.



- Once in the activity, **choose** the profession (options boxed in green to the right) that most accurately represents your profession.
- Select** the “Save my choice” button (boxed in yellow to the right) once you have your profession selected.

Choice	Group	Show descriptions
<input type="radio"/>	Community Mental Health Staff	
<input type="radio"/>	Corrections	
<input type="radio"/>	Dispatch	
<input type="radio"/>	EMS	
<input type="radio"/>	EMS Student	
<input type="radio"/>	Firefighter-EMS	
<input type="radio"/>	Firefighter-EMS Student	
<input type="radio"/>	Hospital Emergency Dept.	
<input type="radio"/>	Medical Student	
<input type="radio"/>	Police	
<input type="radio"/>	Police Academy Student	
<input type="radio"/>	Probation-Parole	
<input type="radio"/>	School Staff	

**Save my choice**

## D. Complete the Awareness course

- Once you have completed your profession selection activity (which places our users into course groups for the rest of Awareness and Operations Phase I courses), you may sequentially complete the remaining activities in the course.
- Click on the next course activity, **Demographics**.



- **NOTE:** Every time you fully complete a course activity, a blue check will appear in the box to the right of each activity. You cannot move on to the next activity until the activity prior is fully completed.
- Complete all items in the course activity list.
- Once you have completed the final activity for Awareness, which is titled “Awareness Completion Certificate”, then a new section will appear providing you the enrollment key to the next MI-CIS course **Operations Phase I**. Directions for starting the next MI-CIS course is provided in the next section of this document.



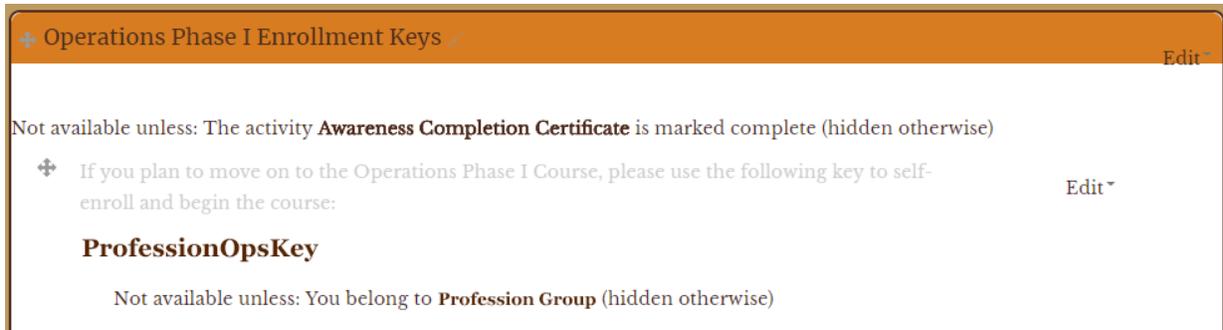
- Remember, if you ever need to return to the course activity list, use the **Return to Course** button on the right of the page.



### 3. Self-enroll and complete the Operations Phase I course

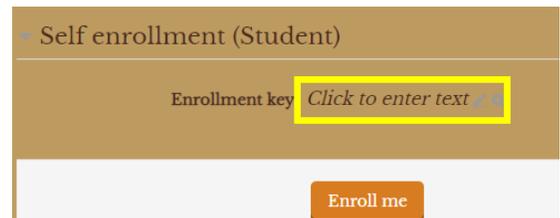
#### A. Self-enroll to the Operations Phase I course

- If you have fully completed the Awareness course, and your profession’s tailored course content is available, then at the very bottom of the Awareness Level course a section will become available with your profession’s enrollment key. Below is an example of what you will see at the bottom of your fully completed Awareness level course.



- Copy the bolded enrollment key (for example, the text “ProfessionOpsKey” above).
- Go to the Operations Phase I course. You may click on the link below to get there quickly. <https://moodle.mi-ems.org/course/view.php?id=49>

- Take the key you copied from the Awareness course and paste or enter it into the self-enrollment key text box for Operations Phase I. (If you need to re-access your key, it will always be available at the bottom of the Awareness course for you)



- Click the orange “Enroll me” button.

#### B. Complete the Operations Phase I course

- Again, once in the course, you will see a list of course activities. Every time you fully complete a course activity, a blue check will appear in the box to the right of each activity. You cannot move on to the next activity until the activity prior is fully completed.
- Complete all items in the course activity list. If you ever need to return to the course list, use the **Return to Course** button to the right.
- When you have received your Operations Phase I certificate, you have successfully completed all the online content for the Michigan Crisis Intervention System.



**Congratulations and Thank you for taking part in this project!**