

Registration Instructions for the Michigan Coalition Against Homelessness HMIS Certification Site

Privacy and Confidentiality Training & User Agreement

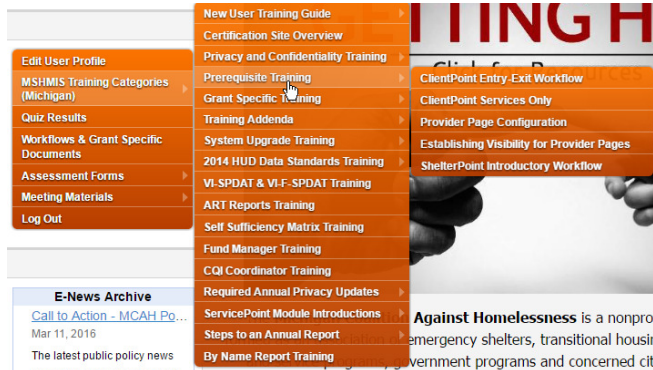
If you are new to the Homeless Management Information System (HMIS) and are starting training for the first time you must create a user account at the Michigan Coalition Against Homelessness website at: www.mihomeless.org. The trainings typically consist of a recorded video followed by a quiz. A passing grade of 80% or better on the quizzes is required to become certified to use the system.

On the top of the page you will see a blue rectangle menu with the first topic as “User Resources”.

- Scroll down and hover the cursor over “**Michigan Users (MSHMIS)**” to highlight. Then scroll across (where you will see other topics) and click on “**Register (Michigan Users)**”.
 - On the registration screen you will be asked for the CoC or Continuum of Care that you will be working in. Select “Greater Lansing”.



- If you are already registered, you may go directly to Login.
- After registering you will receive an email to confirm your information. Follow the instructions in the email to gain access.
- Once you log in, you will see an orange rectangle menu on the left.
- Scroll from the top (Edit User Profile) and hover over the second category “**MSHMIS Training Categories (Michigan)**.”



- When you hover over this second category a new window will open to the right.
- **Optional** - You can scroll to the top to review “Certification Site Overview” to get an understanding of how the certification site works.
 - Scroll up and hover over “**Privacy and Confidentiality Training**” to open an additional window with the training options.
 - Click on “**Privacy and Confidentiality**”
 - Options are available to download the training slides from the video. *This is recommended as there is a quiz at the end of the training.*
 - Scroll down to “**Course Structure**”.
 - Click on Start button below the heading “**PRIVACY AND CONFIDENTIALITY TRAINING VIDEO**”.
- The window will open with the video with a run time of 1hr 26min. Click the “Start” button to begin.

Once you are done watching the training video

- Click on the “**Next Step**” link below the video to start the quiz.
- When you are done taking the quiz click on the blue “forward” icon to get your score and find out if you passed or if you need to take it over.
 - Once the quiz is passed, you will be given the option to email your certificate of completion to yourself or someone else. Have the certificate emailed to matt.stevenson@lansingmi.gov.
 - You may also want to send this to yourself or your supervisor for their records.
- Next, return to the “**Privacy and Confidentiality Training**” selection in the orange menu and click on “**User Policy, Responsibility, & Code of Ethics**” to electronically initial and sign the HMIS user agreement. This should also be emailed to matt.stevenson@lansingmi.gov and your supervisor.

