

Instructions for accessing the Fundamentals Course

Staff should work with their managers to determine which of the sub-system modules they need to take. Field Managers should take special note of the last step below.

Once in the Learning Center, employees should follow these steps:

1. In the left column, click on **Courses and Registration**.
2. Click on the **Find a Course and Register** icon.
3. Type **mmis** in the Keyword Search box and click **Search**.
4. In the white box on the left, click on **MMIS Fundamentals** (you may have to scroll to find it).
5. Click on **Take Course**, and another page will pop up.
6. Click on the **link** on that page.
7. If you get a Security Information box, click **Yes**.
8. You now should see the blue MMIS Fundamentals Course page.
9. **Field managers:** please direct your staff to either the CAF Field or SPD Field training section on the left side of that page.