

MI-Train Certificate Upload Guide

To register for and/or update the status of FEMA Independent Study courses in MI-TRAIN, follow the instructions below:

1. Click on **Course Catalog** at the top of the MI-Train home page.
2. Search for the course in MI-TRAIN.
3. Click on the course name from the list.
4. Click the **Register** button.
5. Select Credit Type.
6. Click **Launch** (If you have previously completed the course, skip to step 8)
7. Complete the course on the FEMA website
8. Close the FEMA training website window and return to MI-TRAIN.
9. Click **Home**.
10. Click on **Your Learning**
11. Find the course and click on the three dots to the left of the title.
12. Click **Mark Completed**.
13. Follow the procedure below to upload your completion certificate.

How to add an external course to your MI-Train Transcript:

1. Click on **Your Learning** at the top of the MI-Train home page.
2. Click on **Your Transcript**.
3. Click on **+ Add an External Record**.
4. Fill out required information
 - a. The title should be exactly what appears on your completion certificate
 - b. Choose the format you took the course in
 - c. Choose the credit type
 - d. Enter the course contact info
 - i. If you do not have it, enter generic info
 - e. Enter the course start and end date
5. Click **Save**.
6. Upload your completion certificate following the instructions below.

To upload an external certificate into MI-TRAIN for an already completed course on your transcript, follow the instructions below:

1. Save a copy of the certificate to an external drive or computer.
2. Click **Your Learning**.
3. Click **Your Transcript**.
4. Find the course and click the clock icon to the left.
5. Click on the three dots in the course history window (to the left of the Registration Date).
6. Click **Upload External Certificate**.
7. Name the certificate in the upload certificate window.
8. Click Drop your file here or click to upload to find the saved electronic certificate and select it.
9. Click **Upload**.
10. Click **Save** in the top right corner.
11. Click **Close** in the top left corner.
12. Click on the **Your Certificates** tab to view your uploaded certificate.
13. Exit MI-TRAIN or repeat the above steps to upload additional certificates.