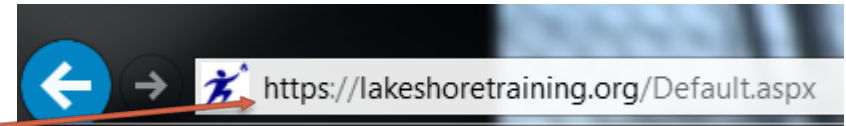


# The Very First Thing To Do



**IF YOU USE INTERNET  
EXPLORER, FOLLOW THE STEPS  
ON THE NEXT SLIDE TO ADJUST  
YOUR BROWSER'S  
COMPATIBILITY SETTINGS.  
THIS WILL ALLOW FOR FULL  
LMS FUNCTIONALITY**

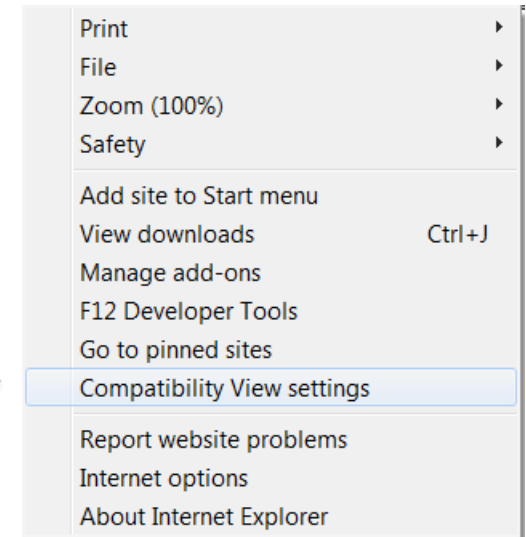
1. Open internet explorer and go to <https://lakeshoretraining.org>



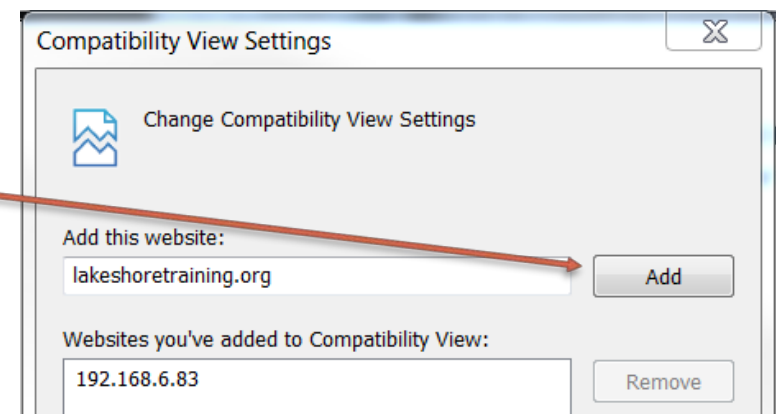
2. Click on the Gear in the upper right hand side of your web browser.



3. Click on the Compatibility view settings.



4. If you do not see [lakeshoretraining.org](https://lakeshoretraining.org) click the Add button.



5. You should now see the site in your list.

**Next, make sure you start at your county's webpage.**

**To ensure immediate access to classes, make sure are on the home page for your local CMH when you register on the system.**

**If you do not register using your county's page, there will be a delay in accessing trainings.**

network180 (Kent County)

<https://lakeshoretraining.org/network180>

Allegan Community Mental Health:

<https://lakeshoretraining.org/allegan>

HealthWest (Muskegon County)

<https://lakeshoretraining.org/healthwest>

Ottawa County Community Mental Health

<https://lakeshoretraining.org/ottawa>

West Michigan Community Mental Health  
(Lake, Mason, & Oceana Counties)

<https://lakeshoretraining.org/westmichigan>

# How to Create a Learner Account, Step 1



- Click on the New Students link in the bottom right corner:

Welcome to the network180  
Online Learning Management System!

**IMPORTANT:** For full functionality, add this site to  
your compatibility view settings!

**Quick Guide:** Getting Started with  
lakeshoretraining.org

**Video:** How To Use lakeshoretraining.org

training@network180.org  
or 616-855-5210

**Privacy Policy Page**

Login

Login:

Password:

Login

~~Forgot your password?~~

**New Students: Click here for registration**

# How to Create a Learner Account, Step 2



## Student Registration

Name (First then Last)	<input type="text"/>	<input type="text"/>
User Name (Unique ID)	<input type="text"/>	
Email Address	<input type="text"/>	
Social Work License # for CE Hours (if applicable)	<input type="text"/>	
Job Title	<input type="text"/>	
Phone Number	<input type="text"/>	
Birth Date	<input type="text"/>	
Region	<input type="text" value="Lakeshore Region"/>	
CMH	<input type="text" value="Kent-network180"/>	
Organization Name	<input type="text" value="All Organization Names"/>	
Program Name	<input type="text" value="All Program Names"/>	
Manager	<input type="text" value="No Manager Selected"/>	
Password	<input type="password"/>	
Repeat Password	<input type="password"/>	
<input type="button" value="Process Registration"/>		

- Complete your registration by filling in these fields.
- Your Unique ID will be your username for the LMS.
- **Your Birth date must be entered in the format: mm/dd/yyyy.**
- Select your organization and program if listed in the drop down menus, otherwise select 0-Other.
- Select your manager if listed in the drop down menu or email [training@network180.org](mailto:training@network180.org) to add your manager. **If the Manager field is not relevant for you, select the first option, which is 0-No Manager from the drop down menu**
- Press Process Registration. Confirmation email will be sent to the learner and the manager (if selected).

Once you are logged on, click the Classes-Available Tab.



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Courses - Available

Courses - Enrolled

Courses - Completed

Courses	Open Seats	Enroll	Syllabus
Advanced Health 07/20/15 9-1 (classroom)	0		
Advanced Health 07/30/15 9-1 (classroom)	0		
ASIST 09/29/15 and 09/30/15 8:15-3:30 (classroom)	0		
Basic Health (test online)	25		
Basic Health 06/30/15 9-5 (Classroom)	0		
Basic Health 07/13/15 9-5 (classroom)	0		
Basic Health 07/23/15 9-5 (classroom)	0		
Basic Health 07/28//15 9-5 (classroom)	9		
Basic Medications 06/29/15 9-5 (classroom)	0		
Basic Medications 07/13/15 9-5 (classroom)	0		

# Locate your training in the alphabetical list and click the Enroll icon.



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Courses - Available		Courses - Enrolled	Courses - Completed	
Courses	Open Seats	Enroll	Syllabus	
Advanced Health 07/20/15 9-1 (classroom)	0			
Advanced Health 07/30/15 9-1 (classroom)	0			
ASIST 09/29/15 and 09/30/15 8:15-3:30 (classroom)	0			
Basic Health (test online)	25			
Basic Health 06/30/15 9-5 (Classroom)	0			
Basic Health 07/13/15 9-5 (classroom)	0			
Basic Health 07/23/15 9-5 (classroom)	0			
Basic Health 07/28//15 9-5 (classroom)	9			
Basic Medications 06/29/15 9-5 (classroom)	0			
Basic Medications 07/13/15 9-5 (classroom)	0			

If you need to unenroll (cancel), click the Info icon under the  
Classes-Enrolled Tab.



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Courses - Available	Courses - Enrolled	Courses - Completed	
Courses	Enter	Info	Status
Basic Health 07/28//15 9-5 (classroom)			



# Click the Unenroll Now button at the bottom of the screen



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Class Information

Add To Calendar

Class Name

Basic Health 07/13/15 9-5 (classroom)

Description

Basic Health is a full day training offered to all support providers in the network180 system. This program will present Medical information including a demonstration on the correct procedures to measure temperature, pulse, respiration and blood pressure. A presentation on seizures, allergic reaction and infection control, which includes prevention and spread of infections, hand washing techniques, signs and symptoms of common infections and appropriate staff actions. This training will also include a presentation and discussion on Universal Precautions. Guidelines to reduce risk of exposure to germs that may cause disease, including a discussion on Bloodborne Pathogens such as viral Hepatitis and HIV/AIDS. Tuberculosis, ringworm, scabies, and impetigo (prevention and treatment strategies) will be studied. A test will be offered on the content of Basic Health.

Student Name:

Beverly Ryskamp

Enrollment Date:

6/14/2015

Enrollment Status:

Active

Class Start:

7/13/2015

Class End:

7/13/2050

Start Time

09:00 AM

End Time

05:00 PM

Location

Network180

Credit Hours:

7

Course Sections:

1

Sections Completed:

0

Number of Tests:

1

Tests Completed:

0

Number of Assignments:

0

Assignments Completed:

0

If you would like to unenroll, click the button below:

Unenroll Now