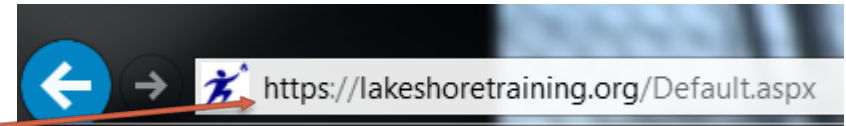# The Very First Thing To Do

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

https://lakeshoretraining.org/Default.aspx

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

Print
File
Zoom (100%)
Safety

Add site to Start menu
View downloads   Ctrl+J
Manage add-ons
F12 Developer Tools
Go to pinned sites
Compatibility View settings

Report website problems
Internet options
About Internet Explorer

3. Click on the Compatibility view settings.

Compatibility View Settings

Change Compatibility View Settings
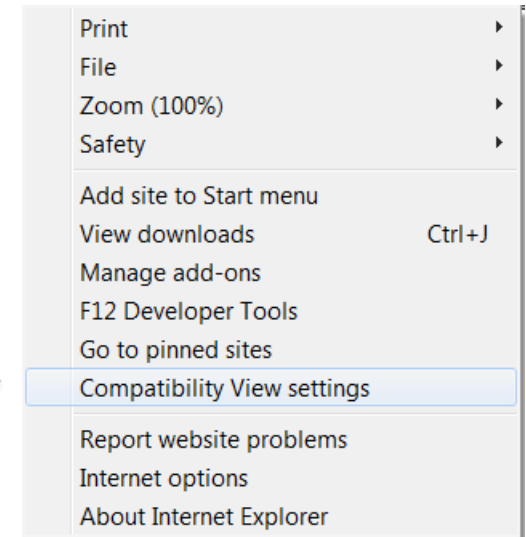
4. If you do not see lakeshoretraining.org click the Add button.

Add this website:
lakeshoretraining.org   Add
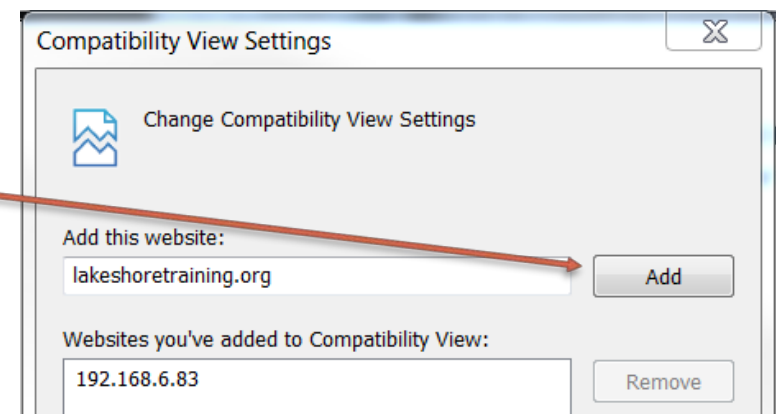
5. You should now see the site in your list.

Websites you've added to Compatibility View:
192.168.6.83   Remove

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 **Forget your password?**

New Students: Click here for registration

How to Create a Learner Account, Step 2

Student Registration

Name (First then Last) [   ] [   ]
User Name (Unique ID) [   ]
Email Address [   ]
Social Work License # for CE Hours (if applicable) [   ]
Job Title [   ]
Phone Number [   ]
Birth Date [   ]
Region [Lakeshore Region ▾]
CMH [Kent-network180 ▾]
Organization Name [All Organization Names ▾]
Program Name [All Program Names ▾]
Manager [No Manager Selected ▾]
Password [   ]
Repeat Password [   ]

[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 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.

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

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

Click the Unenroll Now button at the bottom of the screen