



RRC Best Practices Online Training Series

MIPLACE.CSOD.ORG

This document provides guidance on how to register, access and use the MiPlace eLearning Portal to access the online version of the RRC Best Practices Training Series.

Welcome!

The RRC Team is pleased to offer an online version of the RRC Best Practices Training Series via the MiPlace eLearning System.

This online training series is specifically designed for local officials, staff or other stakeholders who may not be able to attend the two day in-person training series offered through the year in various locations throughout the state. Using this system, you can learn more about the RRC best practices and how to assist your community in moving forward in the program, all from the comfort of your own home or office.

While the system has been designed to be as user-friendly as possible, this guide will walk you through the process from registration to training completion, ensuring you have a smooth and positive experience.

If you have any questions during your time in the system or experience any issues, please reach out to elearning@michigan.org and we'll be in contact as quickly as possible.

Happy learning!

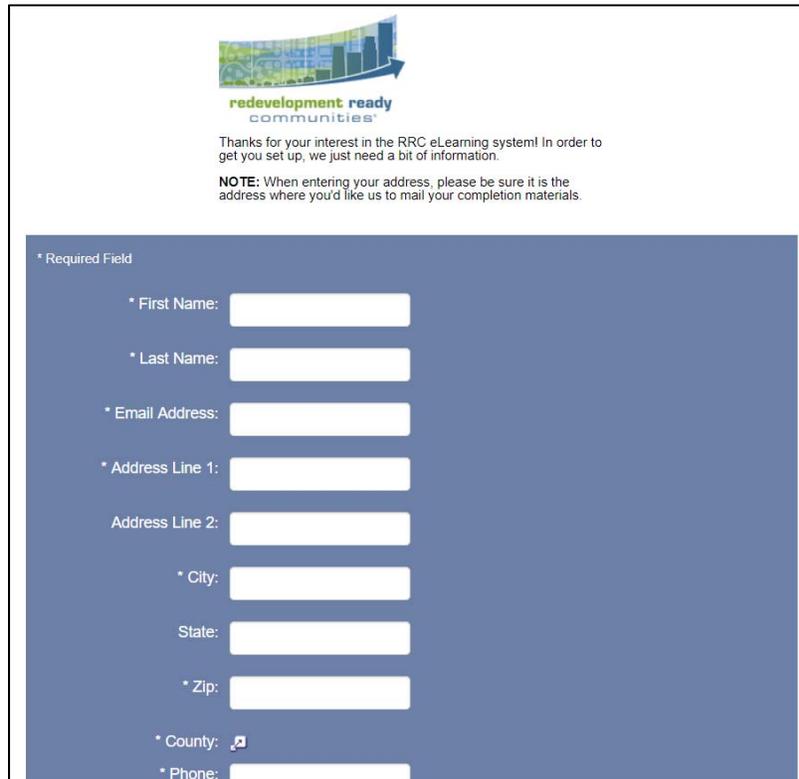
System Requirements

MiPlace eLearning is powered by Cornerstone® which has the following minimum operating requirements for any computer accessing the system:

- 1 GB Ram; 1Ghz processor
- Resolution of 1024x768 or higher (recommended)
- 16-bit color (min)
- 128 kbps internet connection
- Browsers: Edge for Windows 10; Internet Explore 11+, Safari 10+, Firefox, or Chrome

Getting Registered

[Click here](#) to access the registration page which will look like this:



redevelopment ready communities

Thanks for your interest in the RRC eLearning system! In order to get you set up, we just need a bit of information.

NOTE: When entering your address, please be sure it is the address where you'd like us to mail your completion materials.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Address Line 1:

Address Line 2:

* City:

State:

* Zip:

* County:

* Phone:

Group Learning: While you can certainly work through the training as a group, we require a **separate account for each user**. This allows us to accurately track progress and give you the credit you deserve for completing the training series. If you move to a different community in the future, your training credit follows you there.

We encourage you to **write down your password**. It won't be included in any follow up emails.

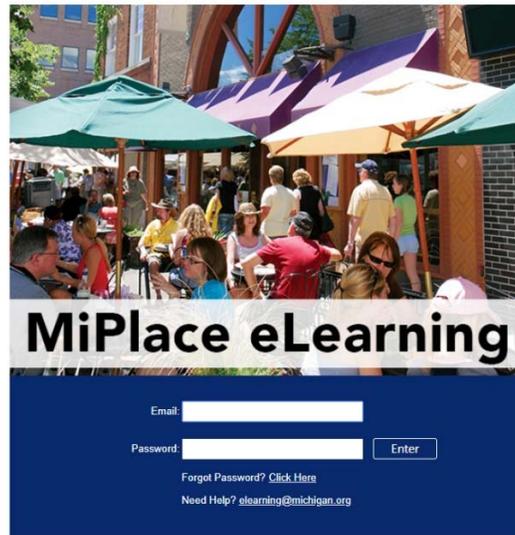
Once you complete this page, you will receive an email confirming we've received your request. It may take **up to 24 hours** (excluding weekends) for your account to be approved though it's typically within hours.

When your account is activated, you'll receive another confirmation email. You'll also receive a third email letting you know you've gained access to the RRC Best Practices Training Series.

If you are not receiving emails, please check your trash/spam folder. Many systems filter out automatic emails such as those coming from this system. We encourage you to add elearning@michigan.org to your list of safe senders.

Accessing the System

[Click here](#) to access the main log-in page.

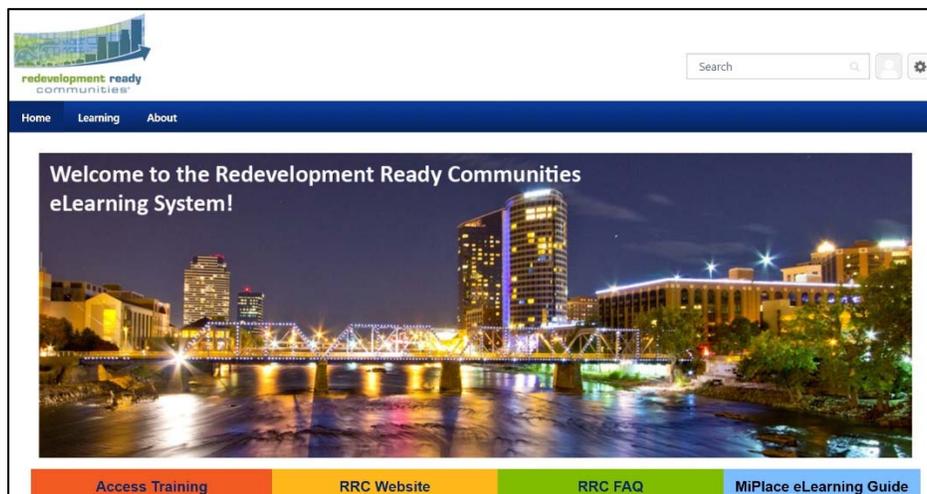


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Your username is the email you entered when registering. Your password was also set during registration. If you've forgotten your password, simply click "Forgot Password" and follow the prompts.

Upon log-in, you'll arrive at the RRC welcome page as seen below:

NOTE: Your first time logging in will prompt you to set a password reset question before accessing the welcome page.



The welcome page offers direct access to several resources, including the best practices training series.

The screenshot shows the top navigation bar with a logo on the left and a search bar on the right. Below the navigation bar is a large banner image of a city skyline at night with a bridge over a river. At the bottom of the banner are four colored buttons: orange for 'Access Training', yellow for 'RRC Website', green for 'RRC FAQ', and blue for 'MiPlace eLearning Guide'. Callout boxes with arrows point to these elements, providing instructions on how to use them.

Click this logo to return to this home page from any other page on the site.

This tab gives you access to your personalized Learner Home and an option to browse the full training offerings. You'll find eLearning and RRC contact information here.

You can use this bar to search for training.

Click here to log out or access the help section.

Welcome to the Redevelopment Ready Communities eLearning System!

Access Training RRC Website RRC FAQ MiPlace eLearning Guide

Click here to go to your personalized Learner Home page and access training.

Click here to access the RRC website and learn more about the program. This will open another tab to an external site.

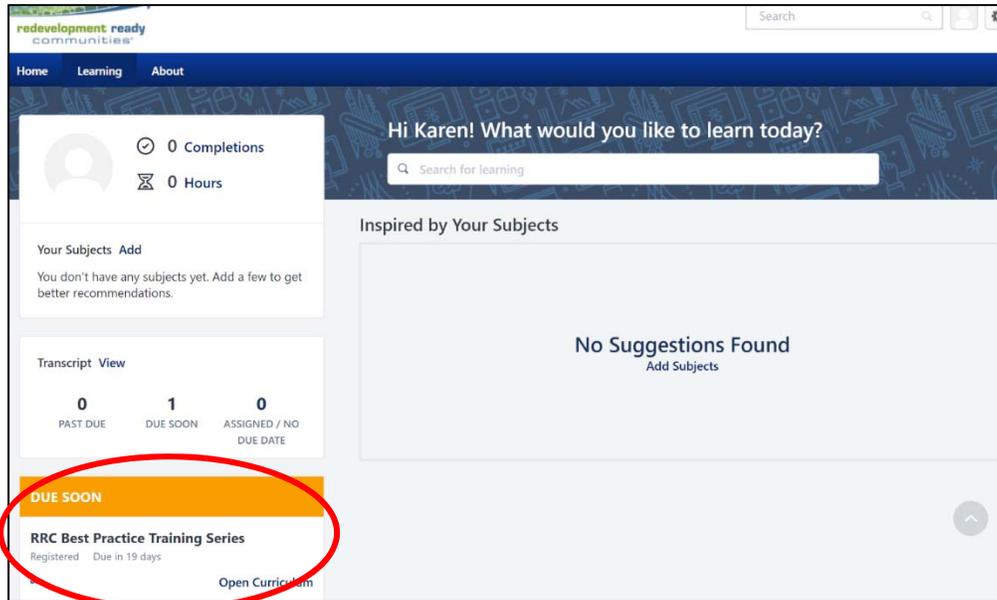
Have questions about RRC? We've prepared some FAQs to help! This will open another tab to an external site.

Click here to access this eLearning Guide from inside the system.

Where you're ready to begin training, click the orange **Access Training** button to access to the RRC Best Practices Training Series.

Accessing Training

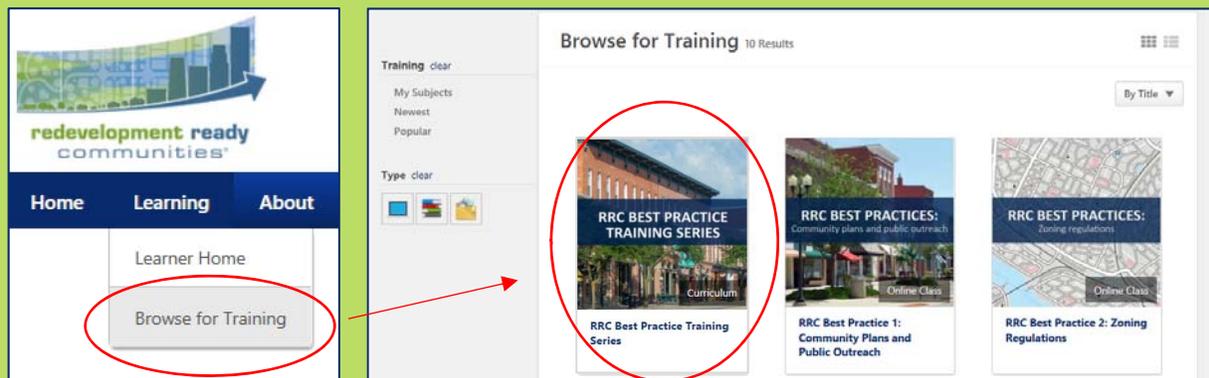
There are numerous ways to access training in the system but to access the RRC Best Practice Training Series in particular, we encourage you to use your personalized Learner Home page. You can access that from the welcome page (orange button). The page will look like below:



Your page may look slightly different depending on what other actions you've already taken in the system.

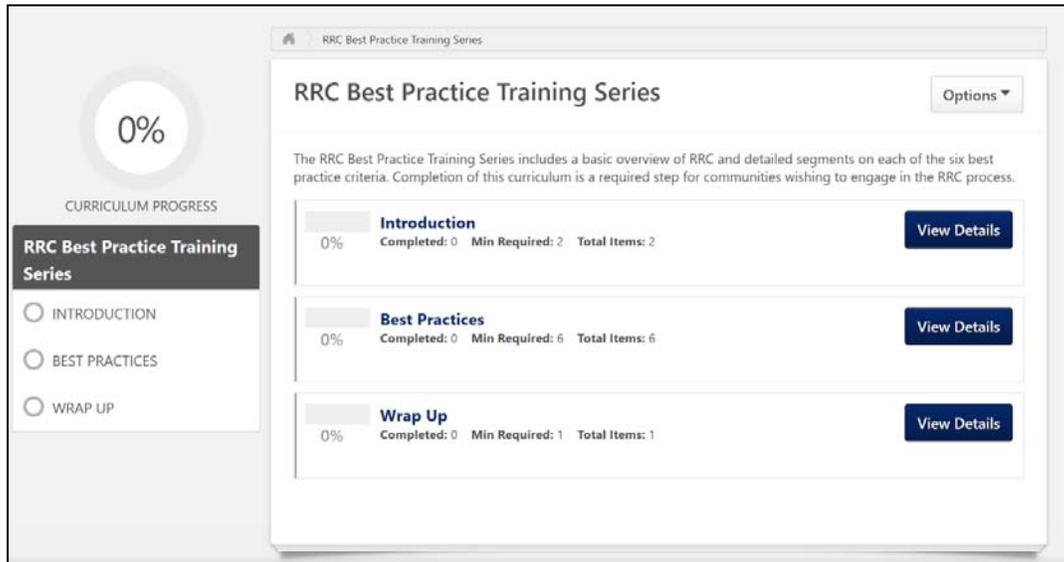
On the left sidebar will be a DUE SOON box. It should contain the RRC Best Practice Training Series in it. To begin, simply click "Open Curriculum."

If you do not see the DUE SOON box, you can still access training by going to the "Browse for Training" page (accessed from the Learning tab in the upper left). Once you find it, follow the prompts to request access.

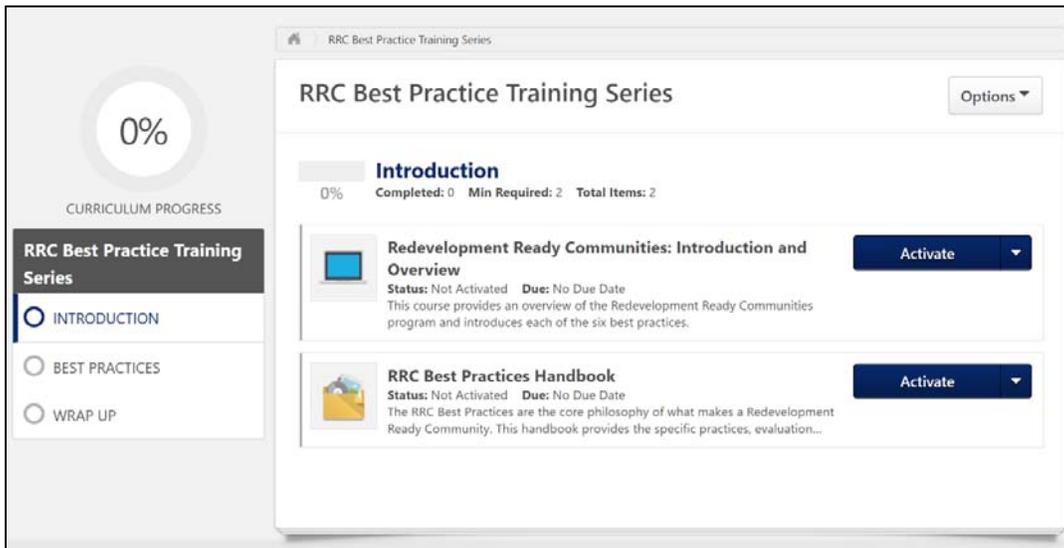


RRC Best Practices Training Series

When you launch the curriculum, you'll see the following page:



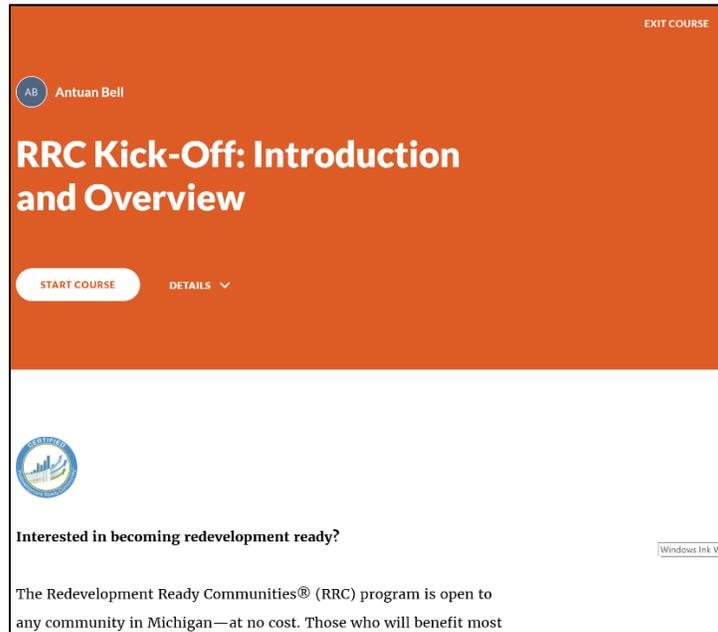
To proceed, click a section title or "View Details" button. You must complete the curriculum in order. When you click a section, you'll find individual courses within. Example:



To open a course, click [Activate](#)

Then click [Launch](#)

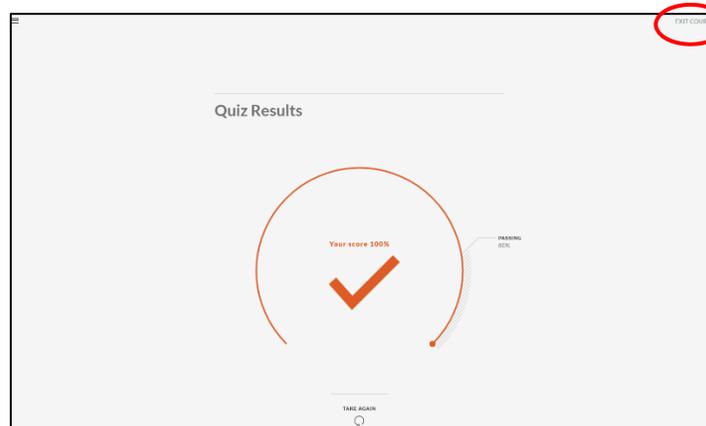
The course will open in a separate window. All courses will have a similar structure. As an example, the kick-off and introduction course looks as follows:



Some tips for successfully completing a course:

- You may need to scroll down to prompt the “Continue” buttons in some instances.
- Headphones provide a higher quality audio experience.
- You may leave a course at any time by clicking the exit course button in the upper right. When you return, it’ll pick up where you left off.

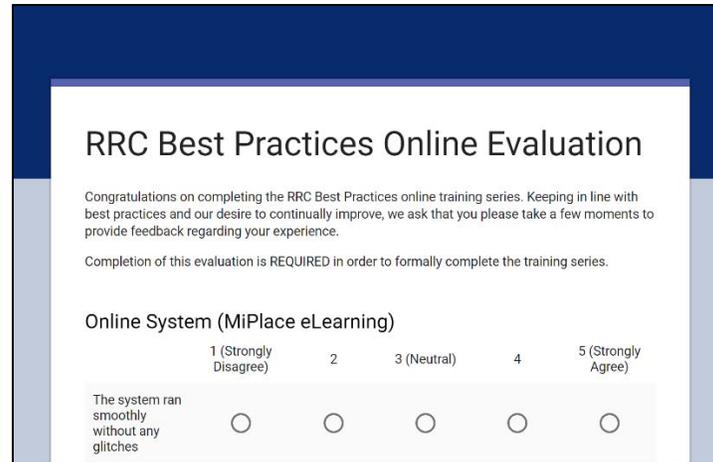
Once you’ve completed the quiz, you can exit the course through the button in the **upper right**.



NOTE: Some items in the curriculum only require some light reading and then to click “complete”.

When you’ve completed all the courses and items, your process circle in the upper left will show **100% complete**.

You should then receive an email confirming that you've completed the content and asking you to complete a brief evaluation as a final step. **You must complete the evaluation to receive credit for the training series.**



The screenshot shows a web-based evaluation form. At the top, it says "RRC Best Practices Online Evaluation". Below that, there is a congratulatory message and a request for feedback. A note states that completion is required. The form is titled "Online System (MiPlace eLearning)" and features a 5-point Likert scale. The scale options are: 1 (Strongly Disagree), 2, 3 (Neutral), 4, and 5 (Strongly Agree). The first question is "The system ran smoothly without any glitches", with five radio buttons corresponding to the scale points.

	1 (Strongly Disagree)	2	3 (Neutral)	4	5 (Strongly Agree)
The system ran smoothly without any glitches	<input type="radio"/>				

Didn't get that email? You can access the survey [here](#).

As a reminder, the confirmation email may go to your trash/spam folder. Please check that folder first before contacting elarning@michigan.org with any concerns.

Wrapping Up

Once you've completed the training and taken the survey, your account will be deactivated to make room for additional users. But don't worry, you'll be receiving a copy of best practice materials and an official certificate in the mail.

Thank you again for your interest in learning more about the RRC Best Practices via the MiPlace eLearning System. If you have any questions or wish to provide feedback outside of the survey, you may always contact us at elearning@michigan.org to share your thoughts.