

MichiCANS Certification Training Registration Directions

Lead administration: It is the responsibility of individual PIHPs and CMHSPs to ensure contracted providers, Certified Community Behavioral Health Centers, and/or Designated Collaborating Organizations (DCO), that will be using the MichiCANS, are informed and included in this training plan.

Please ensure staff in need of **MichiCANS Certification** training follow the directions in this communication, which includes:

1. Creating an account on the TCOM training platform
2. Registering for MichiCANS Certification Training which includes TCOM Orientation and MichiCANS Overview.

Registration information for additional trainings will be released at a later date.

Please follow the steps below to create an account on the Praed Foundation training platform:

Creating an account:

1. Go to the site: TCOMTraining.com to register for an account
2. Fill out the required fields and click "Sign up now." You will find a guide below to walk you through this process or you can watch this [video](#).
3. Be sure to confirm your email address within the system in order to receive notifications from the system. The Zoom links/event details will not be sent unless you have confirmed your email. After your account has been created, you will be able to register for Michigan TCOM Orientation and MichiCANS Overview training.

Registering for training:

1. Log into the online training platform: TCOMTraining.com
2. Hover over TRAINING on the top toolbar then click EVENTS.
3. Click on the Event **Michigan TCOM Orientation**. (You **must** attend a Michigan TCOM Orientation PRIOR to the MichiCANS Overview)
4. Click REGISTER next to the date you would like to attend.
5. Go Back to the Event list.
6. Click on the Event **MichiCANS Overview** on the list. (You **must** attend a Michigan TCOM Orientation PRIOR to the MichiCANS Overview)
7. Click REGISTER next to the date you would like to attend.
8. **Be sure to confirm your email address within the system in order to receive notifications from the system. The Zoom links will not be sent unless you have confirmed your email.**

If you need ANY support with setting up your account or registering for an event, please reach out to the support team at: livettraining@TCOMTraining.com

Questions about the MichiCANS can be submitted to: MDHHS-MichiCANS@michigan.gov

A separate communication will be sent to those interested in MichiCANS Leadership Training. As a reminder, **MichiCANS Leadership Training** is intended for leaders and other staff who (1) are interested in learning about the overview of the TCOM philosophy and MichiCANS tool but (2) will not complete or rate the tool. The Leadership Training is not intended for supervisors who oversee staff that will be completing the MichiCANS tool. Rather, this training is appropriate for leadership, utilization management team members, and administrative staff who would like foundational knowledge about the tool. There will be a different method for registering for this training and information will follow.



TCOM Training Registration- General

NEW USER REGISTRATION

1. Enter <https://www.tcomtraining.com> into your browser.
2. Click the "Sign Up" link above the login field.
3. Input the following *required* information:

- First Name
- Last Name
- Email
- Password (minimum 8 characters)
- Choose Country
- Choose Region (optional)
- Choose Agency
- I'm not a robot
- Agency (Type your agency name in and it will pre-populate as you type)

4. Complete the "I'm not a robot" verification and click "Sign Up Now."

*If you are having trouble registering, please ensure each required field has been completed and verify the **Technical Requirements** below.

Browser Capability:

Compatible browsers to the online TCOM Training platform include:

- Google Chrome
- Mozilla Firefox
- Safari
- Microsoft Edge

Server Whitelists:

To receive emails and updates from the training site, contact your IT department to add the following domains.

- .schoox.com
- .tcomtraining.com