Mortgage Loan Programs
eLearning Training Guide
For use with Minnesota Housing online modules
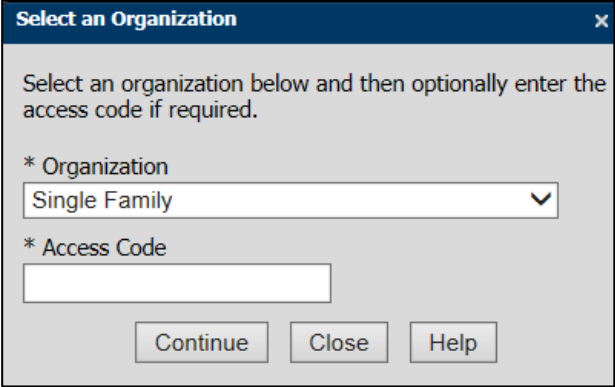
MINNESOTA HOUSING

Use the following quick start guide to create an eLearning account, register for courses and view Minnesota Housing's online training opportunities. **Note:** You will need a computer with **audio capabilities** to hear the training.
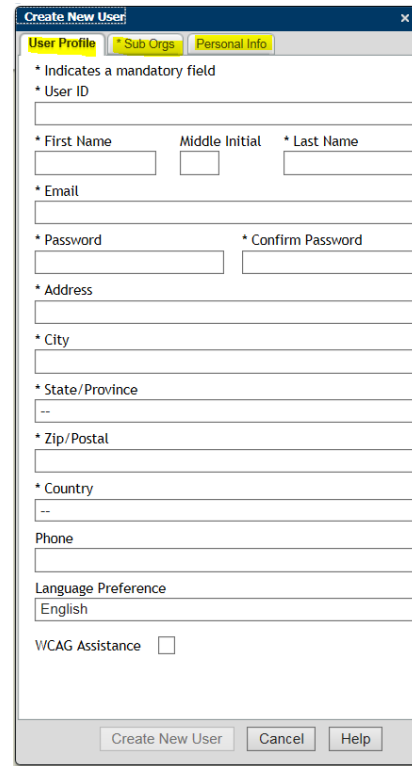
Creating an Account
Step 1 Go to https://mnhousing.coursemill.com/mhfa/home.html

Step 2 You will see a pop up "Sign In" box. Click the "Create New User" button.	**Sign In** **MINNESOTA HOUSING** Language [English ▼] User ID [ ] Password [ ] [Go] [Create New User] Forgot your User ID or Password?
Step 3 The "Select an Organization" box will appear. Make sure the "Organization" field is set to "Single Family" and click the "Continue" button. **Note: You do not need to enter an "Access Code".**	**Select an Organization** ✕ Select an organization below and then optionally enter the access code if required. * Organization [Single Family ▼] * Access Code [ ] [Continue] [Close] [Help]

Step 4

The "Create New User" box will appear. Click on each of the three tabs and enter your information in the fields that appear under each tab. Fields with an asterisk "*" are required.
Do not click "Create New User" at the bottom of the box until all three tabs are complete.
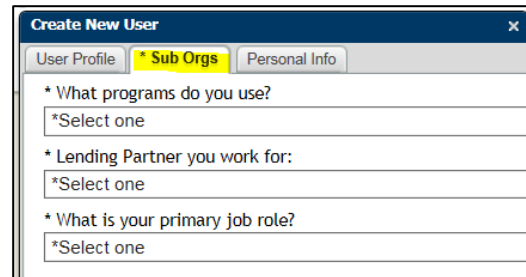
- **User Profile Tab** – You'll create your user name and password here, as well as enter in your contact information.

    - **WCAG Assistance** – *(Bottom of "User Profile" Tab)* Check this box if the user requires "WCAG (Web Content Accessibility Guidelines) Assistance" for making the web content more accessible for people with disabilities.

- **Sub Orgs Tab** – Select which Minnesota Housing programs you work with. For example, if you are a lending partner who only offers homeownership programs you would select "Homeownership". You will also select your company and job role. If your company or job roles are not on the drop-down list, select "Other".

- **Personal Info Tab** – If you have an NMLS #, enter it here. You can also enter your company/ organization name and job title if it wasn't listed on the Sub Orgs tab.

Step 5

Accept the Terms of Use by clicking the "Accept" button.
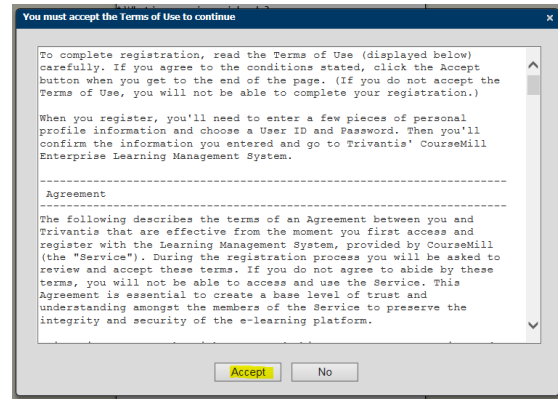
Enrolling in Courses

Step 1

After creating your account or logging in, you will see the "Course Catalog" tab first. This lists courses that are available to you. Click the [Enroll] button to register for a course.

Step 2

Confirm your enrollment by clicking the "Yes" button.
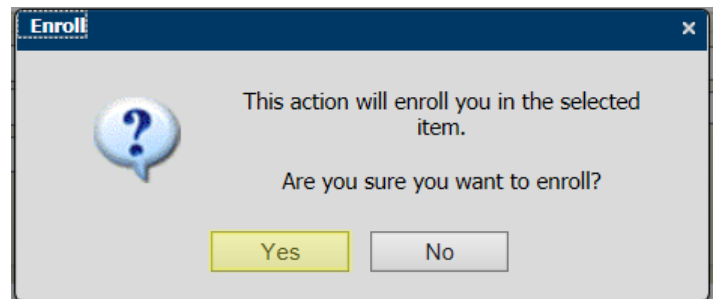
Step 3

Click the "My Courses" button to view the courses for which you are registered. Click the "OK" button if you want to stay on the Course Catalog tab and register for other courses.

Step 4

Once you're on the "My Courses" tab, you will see the courses for which you are registered. Click this icon to expand your registration information and to launch the course.

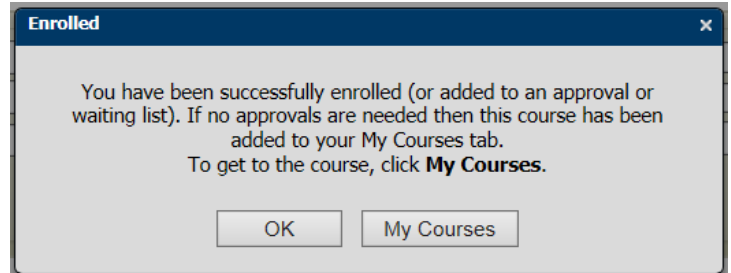|	Title	% Complete	Status ▲	Enroll Date
	Introduction to Minnesota Housing Programs	0%	○ Not Attempted	2018-01-09
	Start Up Income Training	0%	○ Not Attempted	2018-01-09
Course Item				
	Start Up Income Training			
Course Community				

Launching | Re-Launching Courses

Step 1

Click the "launch course" icon [icon] to start your course.

Course Item

Start Up Income Training

Step 2
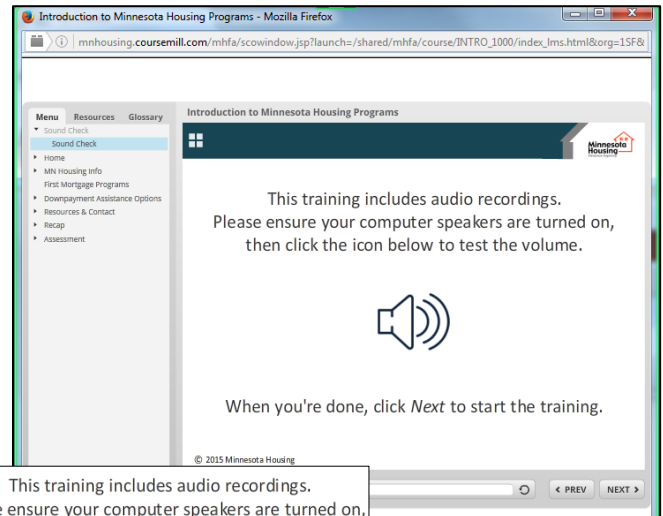
A new browser window will open (called the player) and the course you selected will launch.

Follow the instructions on the screen or via the audio.

- Be sure you have audio capabilities when using your computer (unmute your computer and adjust the volume) to ensure you can hear audio information.

Introduction to Minnesota Housing Programs - Mozilla Firefox

mnhousing.coursemill.com/mhfa/scowindow.jsp?launch=/shared/mhfa/course/INTRO_1000/index_lms.html&org=1SF&

Menu Resources Glossary   Introduction to Minnesota Housing Programs

▼ Sound Check
  Sound Check
▶ Home
▶ MN Housing Info
  First Mortgage Programs
▶ Downpayment Assistance Options
▶ Resources & Contact
▶ Recap
▶ Assessment

This training includes audio recordings.
Please ensure your computer speakers are turned on, then click the icon below to test the volume.

When you're done, click *Next* to start the training.

© 2015 Minnesota Housing

‹ PREV   NEXT ›

This training includes audio recordings.
Please ensure your computer speakers are turned on, then click the icon below to test the volume.

- The player has information on the left side of the screen which includes:
  - **Menu Tab** – Allows you to navigate through the training topics using the menu
  - **Resources Tab** – Includes live links you can click on to get further information about a topic
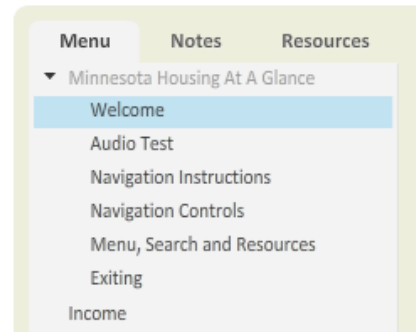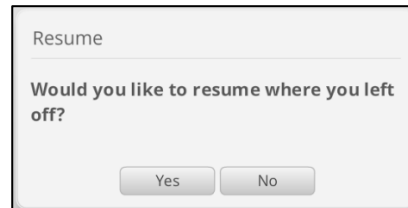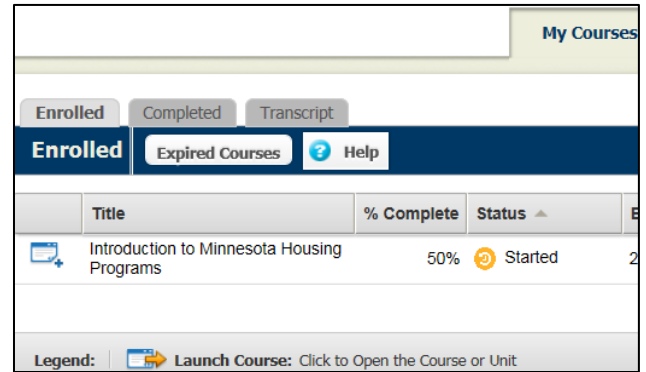 - **Notes Tab –** Provides the text of the audio commentary

Menu	Notes	Resources
▼ Minnesota Housing At A Glance		
Welcome		
Audio Test		
Navigation Instructions		
Navigation Controls		
Menu, Search and Resources		
Exiting		
Income		

Step 3

If you need to stop the training and start it again at a later time, go to the "My Courses" tab, secondary tab "Enrolled" to re-launch the training

- The training system will remember where you left off. The next time you choose to begin the training, you will be asked if you want to start from your last spot in the training module.

My Courses

Enrolled	Completed	Transcript

Enrolled   Expired Courses   ❓ Help

Title	% Complete	Status ▲	
Introduction to Minnesota Housing Programs	50%	Started	2

Legend: Launch Course: Click to Open the Course or Unit

Resume

Would you like to resume where you left off?

[Yes]   [No]

Re-taking A Quiz

Some courses allow you to re-take the quiz. To do this, re-launch the training.

Select "No" when it asks you if you would like to resume where you left off and go to the quizzing section of the course to take the quiz again.
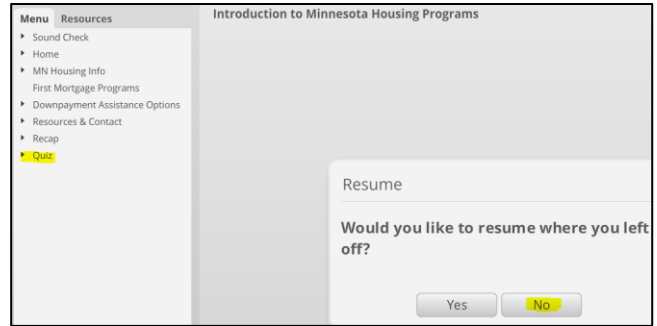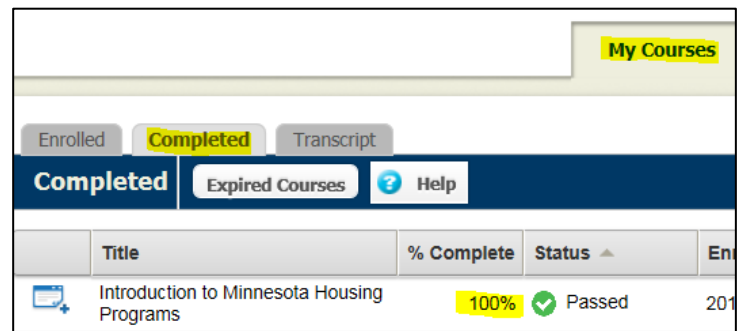

## Viewing Completed Trainings

Step 1

Once you have completed the training you can view your score and status in the "My Courses" tab, and select the secondary tab "Completed".

It may take several minutes to appear in this section. You may also want to refresh your browser on this page to show it right away.

Step 2

View your training transcript on the "My Courses" tab, secondary tab "Transcript". You can print a certificate by clicking on the blue "Certificates" button on the right side of the screen.
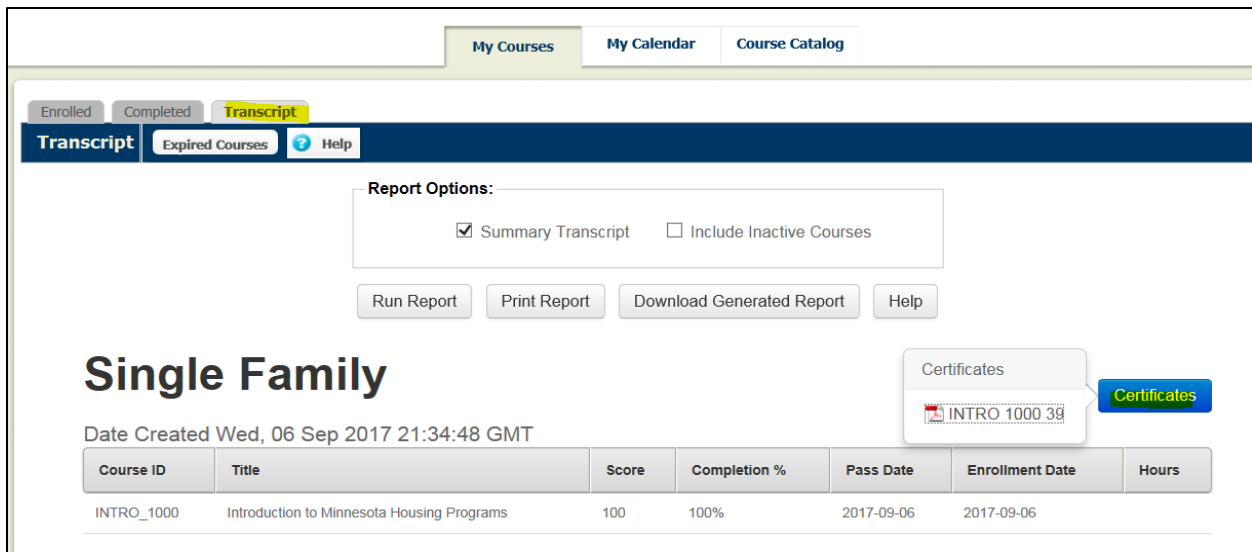
| Update your personal information by clicking on your name in the upper right hand corner of the screen. | |