

# MWEA Online Training Procedures

## Signing up for Online Training

1. From the MWEA website ([www.mi-wea.org](http://www.mi-wea.org)), click on “Online Training” on the left side of the Home Page.
2. Click on “Online Training”, then on “Online Training” again. Click “On Online Training Information”.
3. Click on “Online Training Contact Information Form” (at the right), print and fill it out and sent to MWEA with payment.

Training modules are \$30 per module for MWEA members and \$35 per module for non-members. If non-members purchase 7 or more modules at one time, the price is \$30 per module.

(note: if you need to be invoiced before you can send in a payment, email your request to [mwea@mi-wea.org](mailto:mwea@mi-wea.org))

4. Once your check is processed, we will email you letting you know that you can start your online training.

## Starting your Online Training

1. From the MWEA website ([www.mi-wea.org](http://www.mi-wea.org)), click on “Online Training” on the left side of the Home Page.
2. Click on “Online Training”, then on “Online Training” again. Click “On Online Training Information”.
3. Click on “Click here to start online training”.
4. Click “Login” (top of the screen) and enter your username and password. Your username will be the email address that you entered on the Contact Information Form, along with the password from that form. Enter both of these in all lowercase letters.

If you have any questions, please feel free to call Karlyn Wickham at 517-641-7377 or email [Karlyn@mi-wea.org](mailto:Karlyn@mi-wea.org).