

# MIC3 TRAINING PORTAL FREQUENTLY ASKED QUESTIONS

## Registering for MIC3Training.net

- Type [www.mic3training.net](http://www.mic3training.net) into your favorite browser; Chrome is recommended.
- Users will see a message, “You must belong to the [Registration](#) membership to access this content.” Click on [Registration](#) to register and create your student profile.
- Only registered members can view the website’s content and gain access to the Compact 101 Training course.
- On the registration page, click the “Enroll” button to register.
- Complete the registration form and click “Enroll Now” at the bottom of the screen.
- Anyone who registers is automatically enrolled in all available courses.
- Once a user completes the registration process, two popups will appear
  - “Membership enrollment success!”
  - “Course enrollment success!”
- MIC3Training.net utilizes popup messages to communicate with participants; please ensure this feature is enabled on your computer before beginning the modules. Contact your organization’s IT department if you are unsure if popup messages are enabled on our computer.

## Getting Started - New Commissioner and Ex-officio Representative Course

### Registered users can access the course content in two ways.

1. After registering, click “MIC3 Training Portal” on the banner to go to the homepage and click “Enroll.”
2. After logging into your personal student account, click “Student Dashboard” on the header to view “My Courses.” Then click on the “New Commissioner and Ex-officio Representative Course.”
  - a. The “New Commissioner and Ex-officio Representative Course” is password protected. You will receive the password during your onboarding session with the Executive Director.
  - b. If your onboarding session has yet to occur, you may email [mic3info@csg.org](mailto:mic3info@csg.org) and request the password.

Once newly appointed Commissioners or Ex-officio Representatives have completed the “New Commissioner and Ex-officio Representative Course,” they should continue the onboarding process by attending the virtual Compact 101 Training sessions held monthly by the national office or completing the “Compact 101 Training” course on [mic3training.net](http://mic3training.net).

The virtual Compact 101 Training sessions are located on the Events Calendar of [mic3.net](http://mic3.net) or by scanning the QR code provided.



## Frequently Asked Questions

### Who do I contact if I have issues accessing the portal or registering?

If you need help, please email [mic3info@csg.org](mailto:mic3info@csg.org) or call (859) 244-8000 and ask the MIC3 Office.

### Is there a fee for registering and completing the courses?

There is no cost. This is a free online, on-demand training portal supported by the Commission.

### Who should register and complete the New Commissioner and Ex-officio Representative and Compact 101 Training courses?

The Commissioner and Ex-officio Representative Course and Compact 101 Training are required for all newly appointed Commissioners and Ex-officio Representatives. However, new members can determine whether they want to complete the Compact 101 Training requirement via the 60-minute monthly virtual training facilitated by the national office or by completing the ten modules contained in the “Compact 101 Training” course on [mic3training.net](http://mic3training.net).



# MIC3 TRAINING PORTAL FREQUENTLY ASKED QUESTIONS

## **Who should complete the Compact 101 Training course?**

The Compact 101 Training is recommended for Compact Commissioners, Ex-officio representatives to the Commission, MIC3 state council members, public school administrators, school counselors, registrars, Department of Defense Education Activity (DoDEA) school administrators, school liaisons, state Department of Education personnel, and military families

## **How many modules does the New Commissioner and Ex-officio Representatives course contain?**

The course contains seven modules that must be completed successfully. To move from one module to the next, users must complete all assignments and pass a quiz with a score of **70%** or higher for each module.

## **How long will it take to complete the New Commissioner and Ex-officio Representatives course?**

The New Commissioner and Ex-officio Representatives course takes approximately 60 minutes to complete.

## **How many modules does the Compact 101 Training course contain?**

There are ten modules that must be completed successfully for participants to be eligible for a certificate. After each module, participants must complete a quiz and obtain a passing score of 80% or higher to move on to the next module in the course.

## **How long will it take to complete the Compact 101 Training modules?**

The Compact 101 Training course takes 60-90 minutes to complete.

## **If I exit the system without completing all the modules in a course, will I have to start from the beginning?**

No, the modules within the courses do not need to be completed simultaneously. Once you register, you can log in and out without losing your place in the course. However, participants must complete the module's assignment and quiz to move on to the next module in the course.

## **Can I view the training modules in any order?**

No, the course modules must be taken in order. Participants must complete the assignment and score an 80% or greater on the quiz before advancing to the next lesson.

## **How long is my account active?**

Once you create an account during registration, it will not expire.

## **Will I receive a certificate once I complete the Compact 101 Training?**

Yes, a certificate of completion will be available for download on the "Student Dashboard," and a pop-up will appear once a participant successfully completes all the modules.

