

Procedure	eTraining Log in Procedure	Effective Date:	January 2013
Procedure #	5.2		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this procedure is to inform of the procedure for accessing the eTraining online Learning Management System.

Log in Procedure:

Description: All employees have access to the eTraining online course content and it can be reached via the following procedure. The eTraining website is an official EMU website operated by the IT department.

1. Using a computer with internet access, enter the following URL into your web address bar:
<http://etraining.emich.edu/>
2. Enter your my.emich username and password into the designated fields and click “Log in”
3. Click the button labeled, “Click to Enter.”

If you are unable to log in please try to use a different browser (i.e. Internet Explorer) and ensure that you have the most up to date Java application installed on your computer. Browser compatibility and system requirements are listed on the eTraining log in webpage.

For assistance please contact the Learning and Development Specialist in the Department of Human Resources.