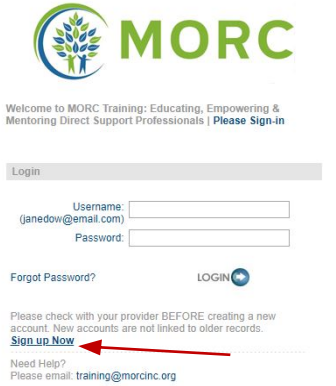


Instructions for completing Online LEP and CC for Oakland County

You must be working on an Oakland County case and have an account with MORC in order to complete online trainings through MORC.

Go to <https://morcinc.csod.com> and log in to your account. It is recommended to use Chrome, Firefox, or Microsoft Edge to access the MORC website.



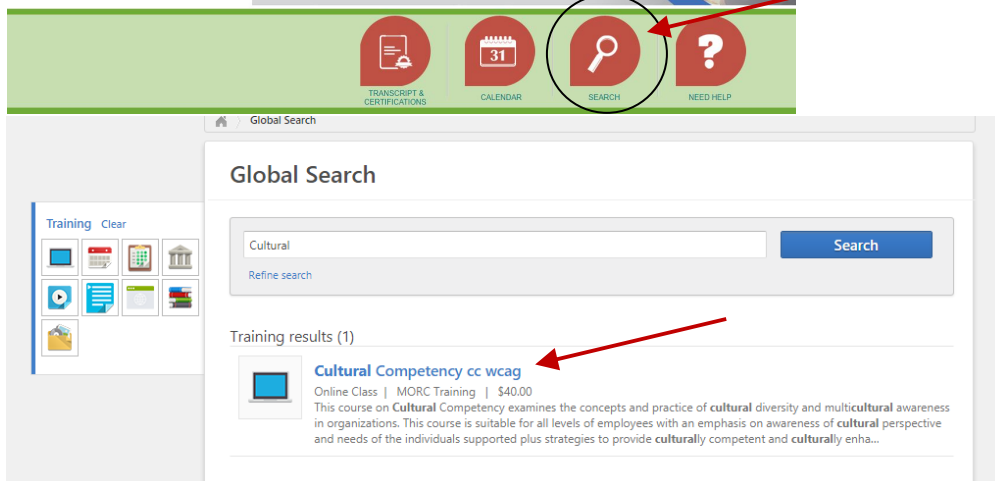
Welcome to the MORC Training Portal - Your Username will default to the email address you have provided.

Click on “Sign Up Now” to register for an account. If you already have a MORC account, you will need to enter your username and password and click on “Login”. **Do not attempt to make multiple accounts** - you will be locked out of the MORC system. If you are having trouble with your account please email training@morcinc.org

- Enter your *First* and *Last Name*
- Enter your *email address*
- Under **Division**- Click on the icon. Select “*Provider Community*”
- Under **Provider**– Click on the icon. Type in “*ExpertCare*” then hit “*search*”. Select “*ExpertCare Management Services OCHN*” with the ID# **OCHN_EXPMGMT_01**
- Under **Manager**– Click on the icon. Under “*Last Name*”, enter “*Wagner*”. Under “*First Name*” enter “*Jewel*” then hit “*Search*”. “*Wagner, Jewel*” will show up as an option to select. Click on “*Wagner, Jewel*”, which will populate under “*Manager*”
- Enter phone number
- Enter a pass word.
- Confirm password, by entering the password you just created, a second time.
- **Once your registration has been approved, an email confirmation will be sent to you. (This could take 24-48 hours - you will not be able to access the MORC trainings until you receive this email.) Remember to check your SPAM or junk folder for the confirmation email. If you do not receive the email confirmation within 48 hours do not attempt to make another account - please email training@expertcare.com for assistance.**

Educating,
Empowering,
and Mentoring.

Once signed in, click on the “**Search**” icon.



Click on the word "Training" to the left of the search bar. Then search for **Cultural Competency** or **Limited English Proficiency (LEP)** and click on the associated training name that will generate under the search bar. *(There will be no training cost to you so disregard the cost information listed.)*

ONLINE CLASS
Cultural Competency cc wcag

Registered

Training has been successfully registered to [your transcript](#).

\$40.00

Launch ✓

or

Assign

Click on the "Launch" button to start the training. The training will launch in a new window.

ONLINE CLASS
Cultural Competency cc wcag

Pending Evaluation

Please complete the pending evaluation to complete this training.

\$40.00

Evaluate ✓

or

Assign

Once your training is completed click the "Evaluate" button to go to the required course evaluation. (This must be completed to generate your course completion certificate).

Please answer all survey questions.

Click the "Continue" button to access the course evaluation.

Question 14.
Would you recommend this training to a colleague?

Yes No

Any other comments on this course?:

Once all questions are answered, click "Submit Final Answers" at the bottom of the page.

ONLINE CLASS
Cultural Competency cc wcag

Completed

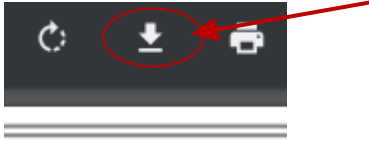
Training was successfully completed and recorded to [your transcript](#).

\$40.00

Request ✓

- View Certificate
- Launch
- View Training Details

Once the evaluation is completed click the arrow to the right of the "Request" button to generate a drop-down menu. Then click "View Certificate."



Click on the **download icon** in the upper right corner to save your certificate.

Please email your *Limited English Proficiency* and *Cultural Competency Certificates* to our training department: training@expertcare.com