

Create, Edit, and Delete Industry Credential Equivalencies on the Michigan Transfer Network



Updated December 2022

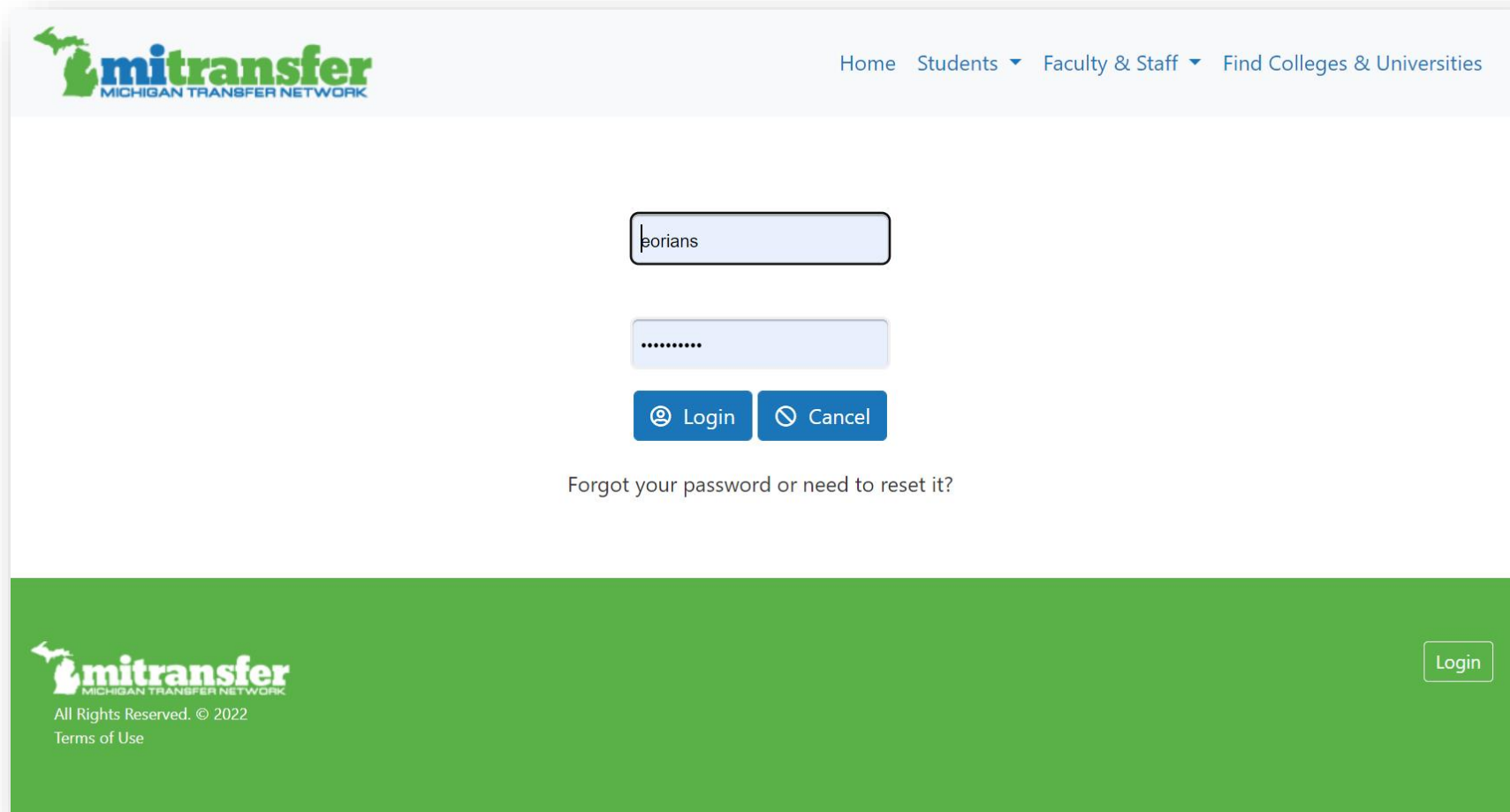
Instructions

Michigan Transfer Network participating institutions can add, edit, and delete industry credential equivalencies to document how institutions award credit for prior learning for students who have earned an industry credential.

Use this [link](#) to Search for Industry Credentials Equivalencies

Create New Industry Equivalency

Step 1: Login at www.mitransfer.org.

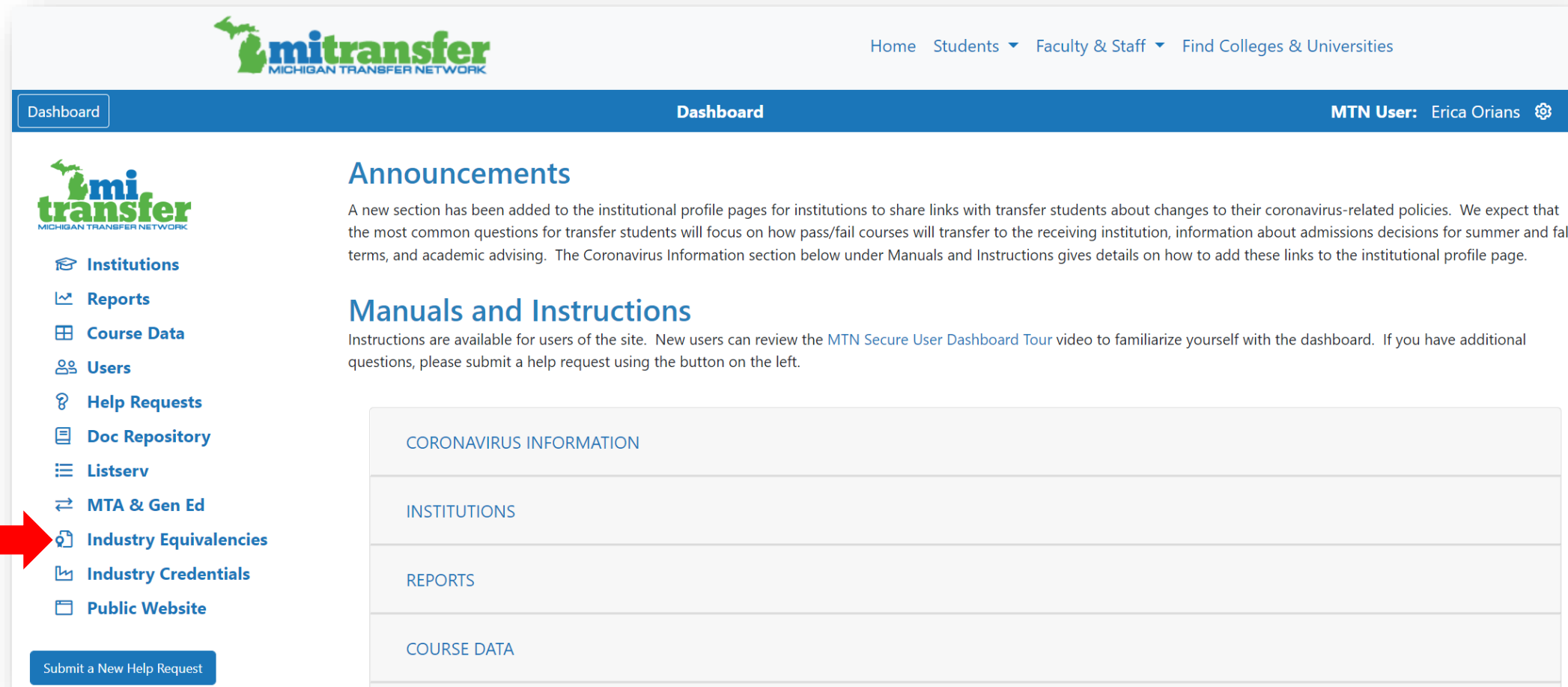


The screenshot shows the login page for the Michigan Transfer Network. At the top left is the logo for MITransfer, which includes a green outline of Michigan and the text "mitransfer" in blue and green, with "MICHIGAN TRANSFER NETWORK" in smaller blue text below it. To the right of the logo is a navigation menu with links for "Home", "Students" (with a dropdown arrow), "Faculty & Staff" (with a dropdown arrow), and "Find Colleges & Universities".

In the center of the page is a login form. It consists of two text input fields: the top one contains the text "eorians" and the bottom one is filled with dots, representing a password. Below these fields are two blue buttons: "Login" with a white user icon and "Cancel" with a white close icon. Below the buttons is a link that says "Forgot your password or need to reset it?".

The bottom of the page features a green footer. On the left side of the footer is the MITransfer logo again, followed by the text "All Rights Reserved. © 2022" and "Terms of Use". On the right side of the footer is a white "Login" button.

Step 2: Click Industry Equivalencies

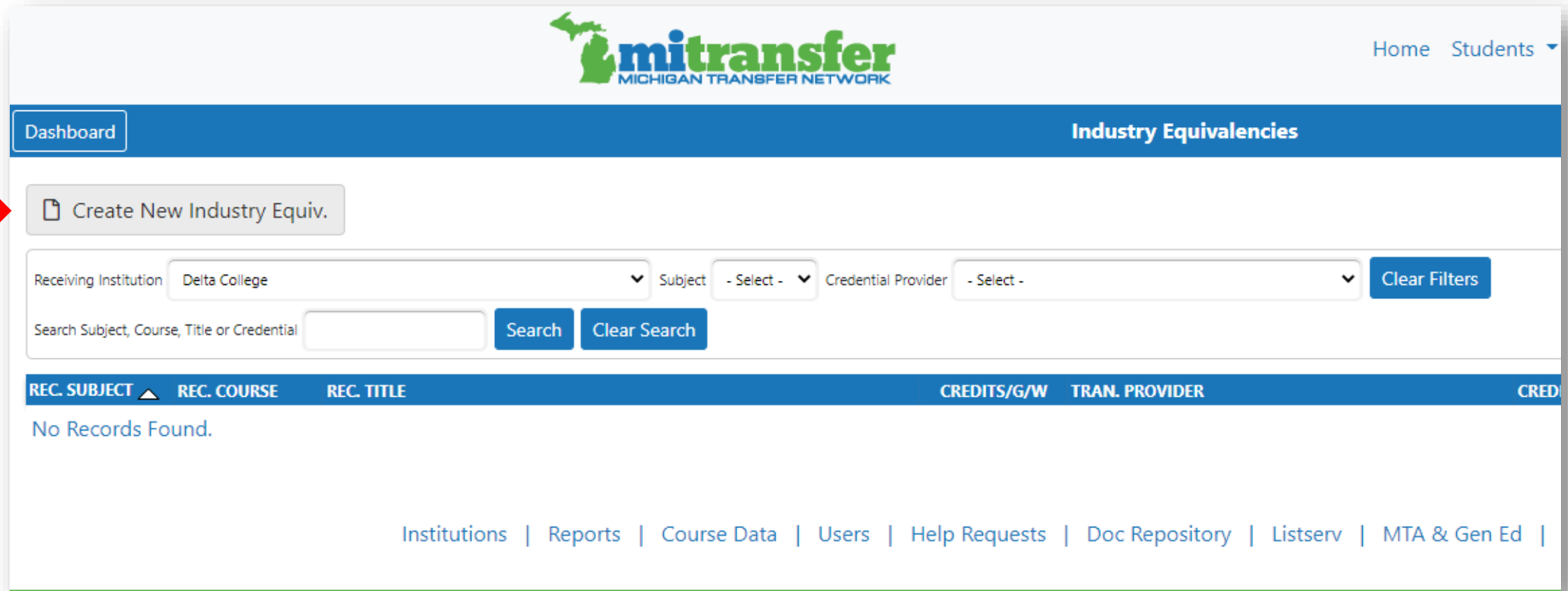


The screenshot shows the Michigan Transfer Network (MTN) dashboard. At the top, there is a navigation bar with the MTN logo on the left and links for Home, Students, Faculty & Staff, and Find Colleges & Universities on the right. Below this is a blue header bar containing a 'Dashboard' button, the word 'Dashboard', and the user information 'MTN User: Erica Orians' with a settings icon.

The main content area is divided into two columns. The left column is a sidebar menu with the following items: Institutions, Reports, Course Data, Users, Help Requests, Doc Repository, Listserv, MTA & Gen Ed, Industry Equivalencies (highlighted with a red arrow), Industry Credentials, and Public Website. At the bottom of the sidebar is a button labeled 'Submit a New Help Request'.

The right column contains two sections: 'Announcements' and 'Manuals and Instructions'. The 'Announcements' section has a paragraph of text. The 'Manuals and Instructions' section has a paragraph of text and a vertical list of menu items: CORONAVIRUS INFORMATION, INSTITUTIONS, REPORTS, and COURSE DATA.

Step 3: Click Create New Industry Equiv.



The screenshot displays the MITransfer Michigan Transfer Network website interface. At the top, the logo for MITransfer is visible, along with navigation links for 'Home' and 'Students'. A blue header bar contains a 'Dashboard' button and the text 'Industry Equivalencies'. Below this, a red arrow points to a button labeled 'Create New Industry Equiv.'. The main content area features a search and filter section with dropdown menus for 'Receiving Institution' (set to Delta College), 'Subject' (- Select -), and 'Credential Provider' (- Select -), accompanied by a 'Clear Filters' button. Below the filters is a search input field with 'Search' and 'Clear Search' buttons. A table header is visible with columns: REC. SUBJECT, REC. COURSE, REC. TITLE, CREDITS/G/W, TRAN. PROVIDER, and CRED. The table content shows 'No Records Found.'. At the bottom, a footer contains navigation links: Institutions | Reports | Course Data | Users | Help Requests | Doc Repository | Listserv | MTA & Gen Ed |

Step 4 (Part 1): Enter Requested Information

Dashboard Add Equivalency

Receiving Institution: **Delta College**

Comments:

Start Date:

End Date:

Credential Provider

* Transferring Provider:

* Credential:

Suggested Documentation:

Documentation URL:

Add additional credential provider.

[+ Add Credential Provider](#)

- Comments (optional): Add any comments to the student.
- Start Date (optional): Enter the date when you began accepting the credential.
- End Date (optional): Enter the date when you stopped accepting the credential.

Step 4 (Part 2): Enter Credential Provider

Dashboard Add Equivalency

Receiving Institution: **Delta College**

Comments:

Start Date:

End Date:

Credential Provider

* Transferring Provider:

* Credential:

Suggested Documentation:

Documentation URL:

Add additional credential provider.

[+ Add Credential Provider](#)

- Transferring Provider: Select the credential provider.
- Credential: Select the credential offered by the selected provider.
- Suggested Documentation: Enter the documentation that students should submit to earn credit for the credential (similar to a transcript).
- Documentation URL: Add a link that directs students to a form to be completed or more information.
- Click + Add Credential Provider if there is more than one credential associated with the course at your institution.

Step 4 (Part 3): Enter Receiving Course

The screenshot shows a web form titled "Receiving Courses" in blue text. Below the title are several input fields: a required "Subject:" field, a required "Course:" field, a required "Course Title:" field, and three required credit input fields: "Credits:", "General Credits:", and "Waive Credits:". A green horizontal line separates the input fields from the bottom section. Below the line, the text "Add additional receiving course records." is displayed. Underneath this text is a blue button with a plus icon and the text "Add Receiving Course". At the bottom of the form are two blue buttons: "Save" and "Cancel".

- Subject: Enter the subject for the equivalent course at your institution.
- Course: Enter the course number for the equivalent course.
- Course Title: Enter the course title for the equivalent course.
- Credits: Enter the credits awarded for the equivalent course.
- Click +Add Receiving Course if there is more than one course associated with the selected credential(s).
- Click Save.

Example

Dashboard Add Equivalency

Receiving Institution: **Delta College**

Comments:

Start Date:

End Date:

Credential Provider

* Transferring Provider:

* Credential:

Suggested Documentation:

Documentation URL:

Add additional credential provider.

Receiving Courses

* Subject:

* Course:

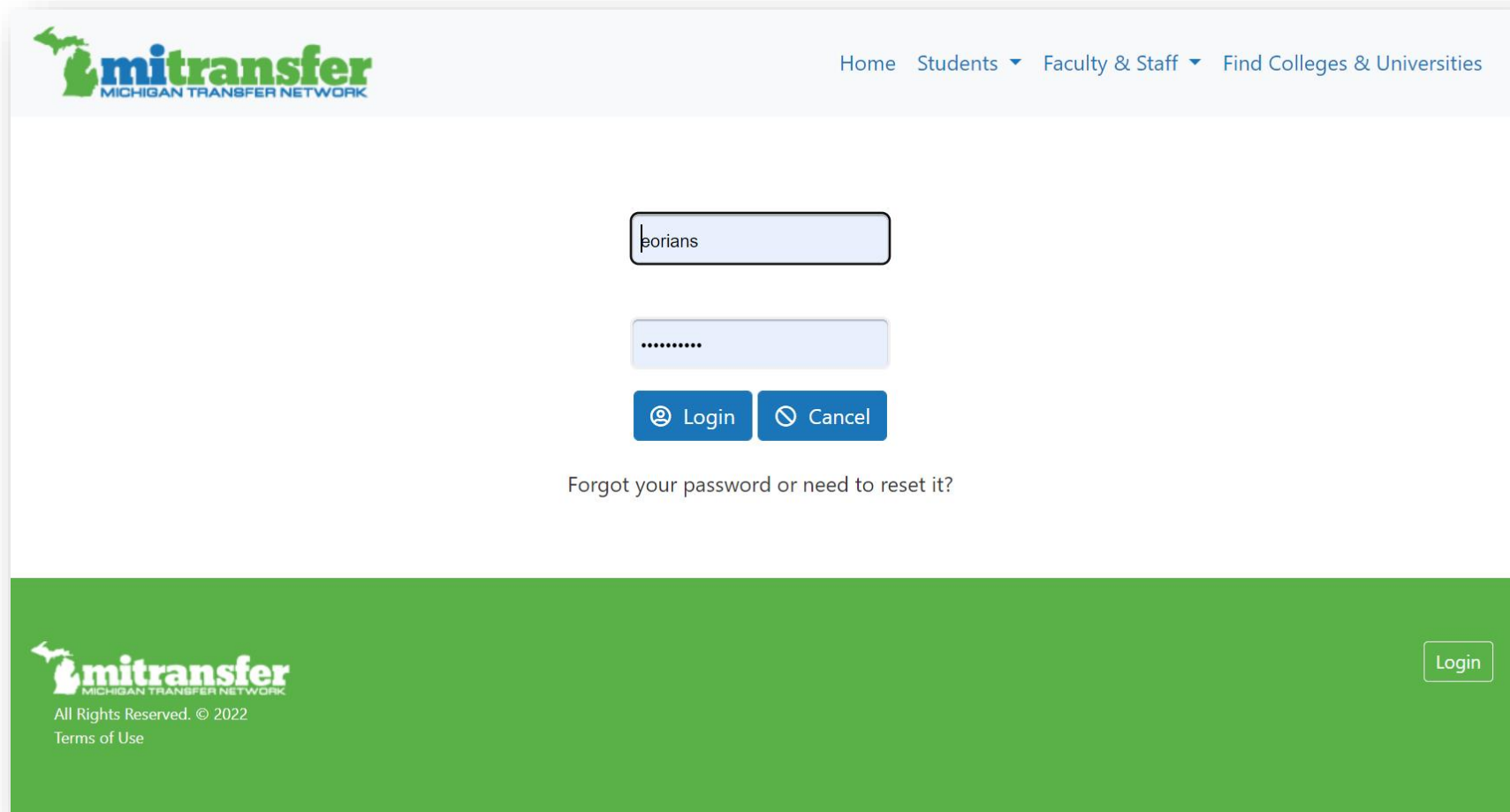
* Course Title:

* Credits: General Credits: Waive Credits:

Add additional receiving course records.

Edit Industry Equivalency

Step 1: Login at www.mitransfer.org.

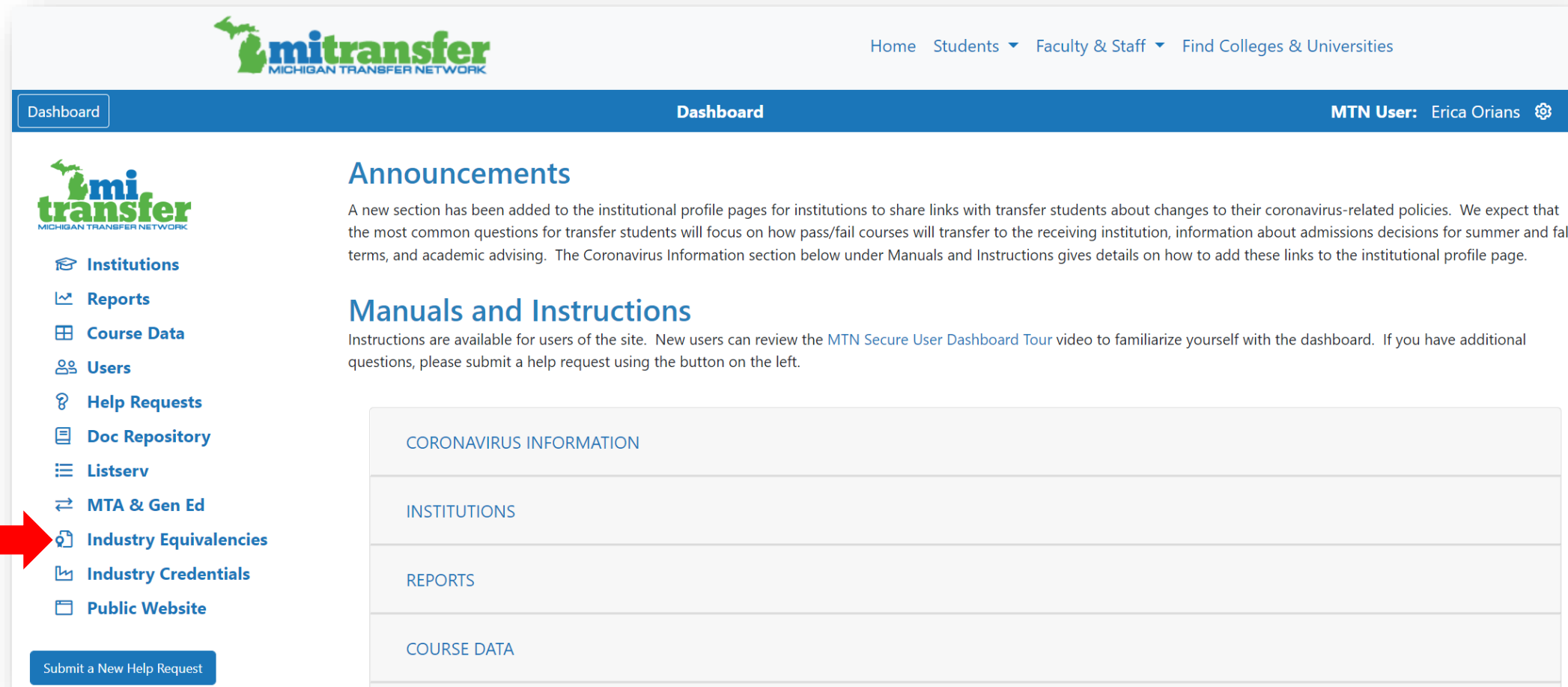


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In the center of the page is a login form. It consists of two input fields: the top one contains the text "eorians" and the bottom one is filled with dots, representing a password. Below these fields are two blue buttons: "Login" with a white user icon and "Cancel" with a white close icon. Below the buttons is a link that says "Forgot your password or need to reset it?".

At the bottom of the page is a green footer. On the left side of the footer is the MITransfer logo again, followed by the text "All Rights Reserved. © 2022" and "Terms of Use". On the right side of the footer is a white "Login" button.

Step 2: Click Industry Equivalencies



The screenshot shows the Michigan Transfer Network (MTN) dashboard. At the top, there is a navigation bar with the MTN logo on the left and links for Home, Students, Faculty & Staff, and Find Colleges & Universities on the right. Below this is a blue header bar containing the word 'Dashboard' on the left and 'MTN User: Erica Orians' with a settings gear icon on the right.

The main content area is divided into two columns. The left column is a sidebar menu with the following items: Institutions, Reports, Course Data, Users, Help Requests, Doc Repository, Listserv, MTA & Gen Ed, Industry Equivalencies (highlighted with a red arrow), Industry Credentials, and Public Website. At the bottom of the sidebar is a button labeled 'Submit a New Help Request'.

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Step 3: Select the equivalency to edit

Dashboard Industry Equivalencies

[Create New Industry Equiv.](#) [Export to Comma Delimited](#)

Receiving Institution: Subject: Credential Provider: [Clear Filters](#)

Search Subject, Course, Title or Credential [Search](#) [Clear Search](#)

REC. SUBJECT ▲	REC. COURSE	REC. TITLE	CREDITS/G/W	TRAN. PROVIDER
CST	161	Intro to Networking	3.00 / - / -	CISCO
EMS	110	Basic Emergency Medical Tech I	4.00 / - / -	National Registry of Emergency Medical Technicians
EMS	111	Basic Emergency Medical Technician II	4.00 / - / -	
EMS	112	Basic Emergency Medical Technician III	2.00 / - / -	
EMS	113	Basic Emergency Medical Technician Field Experienc	2.00 / - / -	
MIT	118	Safety Practices and Procedures	2.00 / - / -	United States Department of Labor
MIT	118	Health and Occupational Safety	2.00 / - / -	United States Department of Labor

4 Records Found. Show per page.

[Institutions](#) | [Reports](#) | [Course Data](#) | [Users](#) | [Help Requests](#) | [Doc Repository](#) | [Listserv](#) | [MTA & Ge](#)

Step 4: Click Edit Equiv.

Dashboard Transfer Details

[← Back to Listing](#) [✎ Edit Equiv.](#) [🗑 Delete Equiv.](#)

Comments:

Equiv End: 3.31.2020

Receiving Institution: Delta College

Subject: CST

Course: 161 - Intro to Networking

Credits/G/W: 3.00 / - / -




Transferring Provider: CISCO

Credential: CCNA-1

Abbreviation: CCNA-1

Suggested Documentation: Submit current certificate to Registrar's Office.

Website URL:



Step 5: Edit details and click Update.

Dashboard

Receiving Institution: **Delta College**

Comments:

Start Date:

End Date:

Credential Provider

* Transferring Provider:

* Credential:

Suggested Documentation:

Add additional credential provider.

Receiving Courses

* Subject:

* Course:

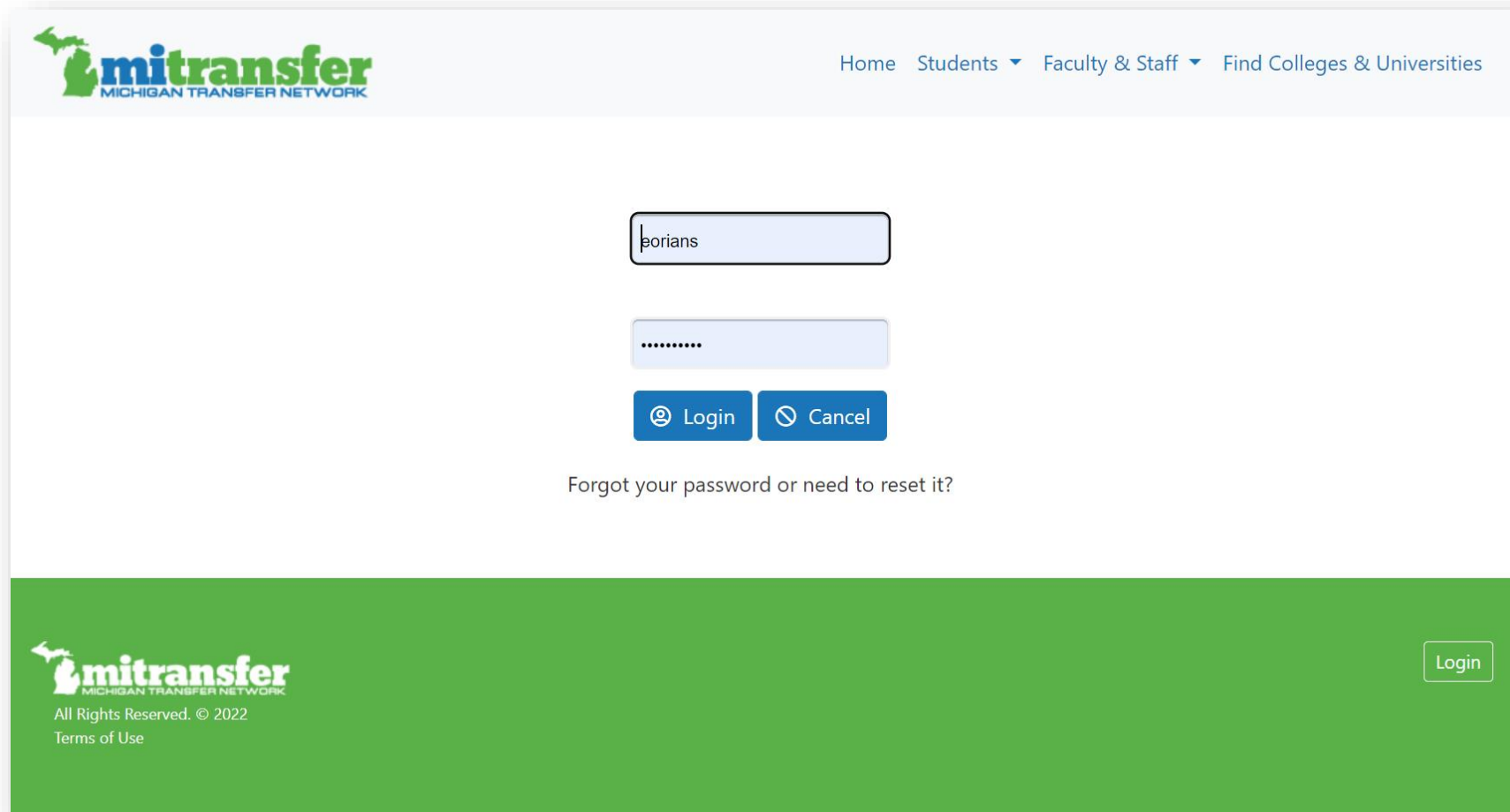
* Course Title:

* Credits: General Credits: Waive Credits:

Add additional receiving course records.

Delete Industry Equivalency

Step 1: Login at www.mitransfer.org.



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At the bottom of the page is a green footer bar. On the left side of this bar is the MITransfer logo again, followed by the text "All Rights Reserved. © 2022" and "Terms of Use". On the right side of the bar is a white button with the text "Login".

Step 2: Click Industry Equivalencies

The screenshot shows the Michigan Transfer Network (MTN) dashboard. At the top, there is a navigation bar with the MTN logo on the left and links for Home, Students, Faculty & Staff, and Find Colleges & Universities on the right. Below this is a blue header bar with 'Dashboard' on the left and 'MTN User: Erica Orians' on the right. The main content area is divided into two columns. The left column is a sidebar with a list of menu items: Institutions, Reports, Course Data, Users, Help Requests, Doc Repository, Listserv, MTA & Gen Ed, Industry Equivalencies, Industry Credentials, and Public Website. A red arrow points to the 'Industry Equivalencies' link. At the bottom of the sidebar is a button labeled 'Submit a New Help Request'. The right column contains two sections: 'Announcements' and 'Manuals and Instructions'. The 'Announcements' section has a paragraph of text. The 'Manuals and Instructions' section has a paragraph of text and a vertical list of links: CORONAVIRUS INFORMATION, INSTITUTIONS, REPORTS, and COURSE DATA.

Home Students Faculty & Staff Find Colleges & Universities

Dashboard Dashboard MTN User: Erica Orians

Announcements

A new section has been added to the institutional profile pages for institutions to share links with transfer students about changes to their coronavirus-related policies. We expect that the most common questions for transfer students will focus on how pass/fail courses will transfer to the receiving institution, information about admissions decisions for summer and fall terms, and academic advising. The Coronavirus Information section below under Manuals and Instructions gives details on how to add these links to the institutional profile page.

Manuals and Instructions

Instructions are available for users of the site. New users can review the [MTN Secure User Dashboard Tour](#) video to familiarize yourself with the dashboard. If you have additional questions, please submit a help request using the button on the left.

- CORONAVIRUS INFORMATION
- INSTITUTIONS
- REPORTS
- COURSE DATA

Step 3: Select the equivalency to delete

Dashboard Industry Equivalencies

[Create New Industry Equiv.](#) [Export to Comma Delimited](#)

Receiving Institution: Subject: Credential Provider: [Clear Filters](#)

Search Subject, Course, Title or Credential [Search](#) [Clear Search](#)

REC. SUBJECT ▲	REC. COURSE	REC. TITLE	CREDITS/G/W	TRAN. PROVIDER
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EMS	112	Basic Emergency Medical Technician III	2.00 / - / -	
EMS	113	Basic Emergency Medical Technician Field Experienc	2.00 / - / -	
MIT	118	Safety Practices and Procedures	2.00 / - / -	United States Department of Labor
MIT	118	Health and Occupational Safety	2.00 / - / -	United States Department of Labor

4 Records Found. Show per page.

[Institutions](#) | [Reports](#) | [Course Data](#) | [Users](#) | [Help Requests](#) | [Doc Repository](#) | [Listserv](#) | [MTA & Ge](#)

Step 4: Click Delete Equiv.

Dashboard Transfer Details

[← Back to Listing](#) [✎ Edit Equiv.](#) [🗑 Delete Equiv.](#)

Comments:

Equiv End: 3.31.2020

Receiving Institution: Delta College

Subject: CST

Course: 161 - Intro to Networking

Credits/G/W: 3.00 / - / -



Transferring Provider: CISCO

Credential: CCNA-1

Abbreviation: CCNA-1

Suggested Documentation: Submit current certificate to Registrar's Office.

Website URL:

Step 5: Click Yes, delete this Equivalency.

Dashboard Delete Equivalency MTN

Are you sure you would like to delete the following Equivalency? This action can not be reversed.

Comments:


Equiv End: 3.31.2020

Receiving Institution: Delta College

Subject: CST

Course: 161 - Intro to Networking

Credits/G/W: 3.00 / - / -



Transferring Provider: CISCO

Credential: CCNA-1

Abbreviation: CCNA-1

Suggested Documentation: Submit current certificate to Registrar's Office.

Website URL:

