

Requesting New Providers and
Credentials to Add
Industry Credential Equivalencies
on the Michigan Transfer Network



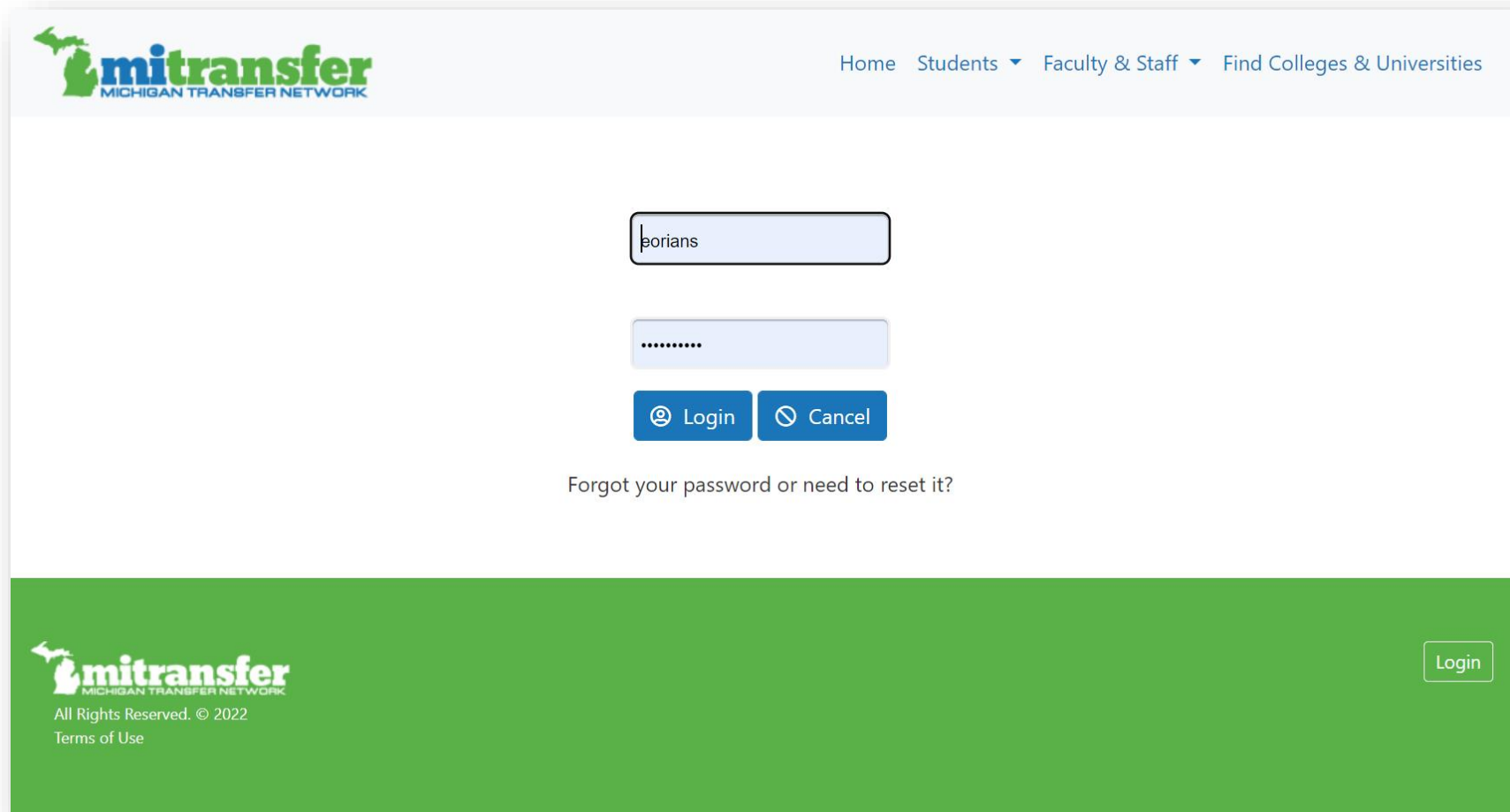
Updated December 2022

Instructions

The Industry Provider and Credential that institutions select when adding equivalencies are managed by the Michigan Transfer Network. Using consistent providers and credentials across institutions allows the Search by Industry Credential to produce comparable results across institutions.

Institutions must request new providers and credentials using the Help Request feature on the MTN.

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 the state 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 input fields: the top one contains the text "eorians" and the bottom one is filled with dots, representing a password field. Below these fields are two buttons: a blue button with a white user icon and the text "Login", and a blue button with a white "X" icon and the text "Cancel".

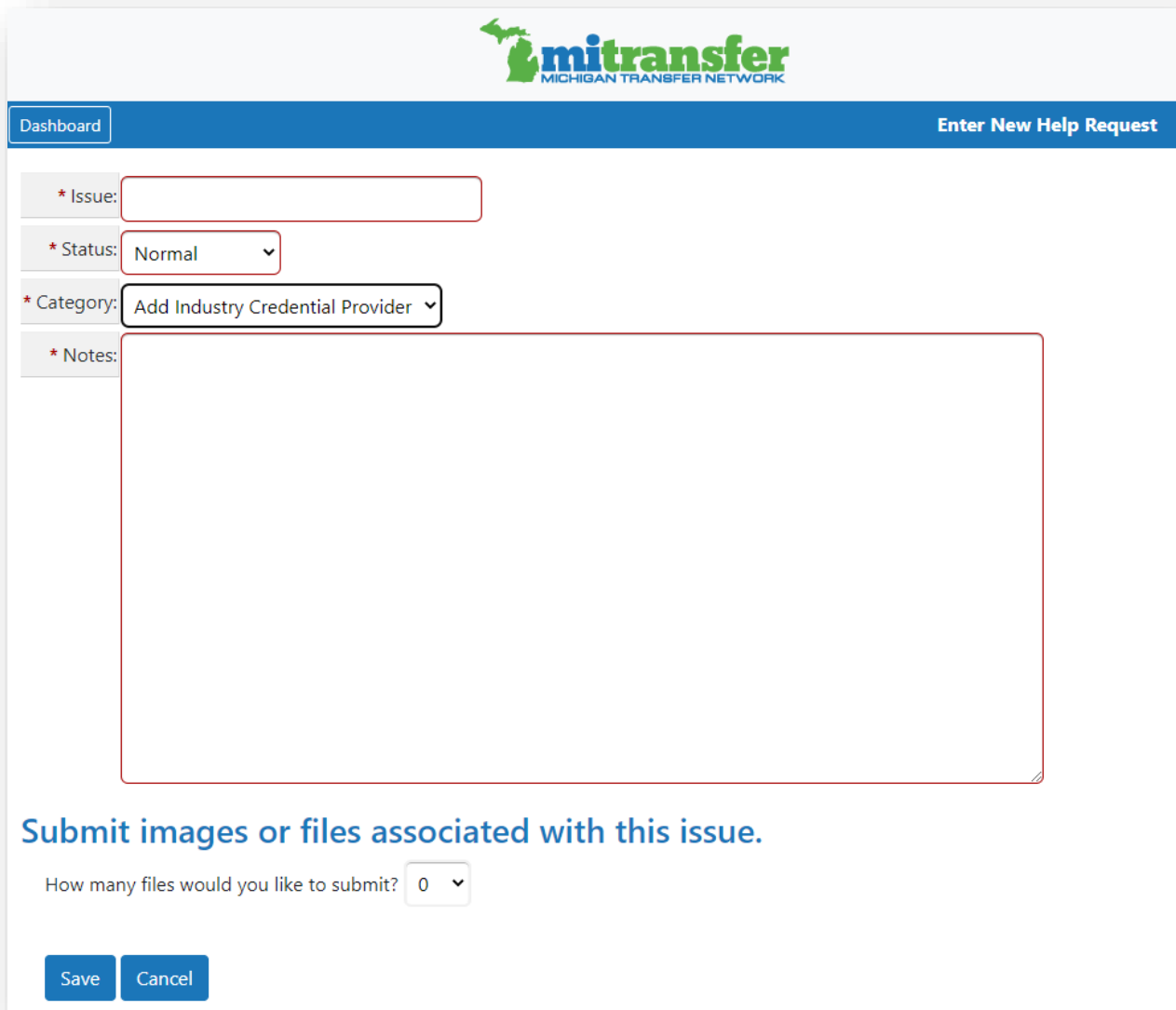
Below the buttons is a link that says "Forgot your password or need to reset it?".

At the bottom of the page is a green footer 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 Submit a New Help Request

The screenshot displays the Michigan Transfer Network (MTN) dashboard. At the top, the logo for 'mitransfer MICHIGAN TRANSFER NETWORK' is on the left, and navigation links for 'Home', 'Students', 'Faculty & Staff', and 'Find Colleges & Universities' are on the right. Below the navigation bar, the page title 'Dashboard' is centered, and the user information 'MTN User: Erica Orians' is on the right. A left sidebar contains 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'. At the bottom of this sidebar is a blue button labeled 'Submit a New Help Request', which is pointed to by a red arrow. The main content area features two sections: 'Announcements' with a paragraph about coronavirus-related policy changes, and 'Manuals and Instructions' with a paragraph about user guides. Below these sections is a vertical list of links: 'CORONAVIRUS INFORMATION', 'INSTITUTIONS', 'REPORTS', and 'COURSE DATA'.

Step 3: Enter Help Request Details



The screenshot shows a web form titled "Enter New Help Request" with the "mitransfer" logo at the top. The form includes a "Dashboard" link and a "Save" button. The fields are as follows:

- * Issue:
- * Status:
- * Category:
- * Notes:

Below the form, there is a section for submitting images or files:

Submit images or files associated with this issue.

How many files would you like to submit?

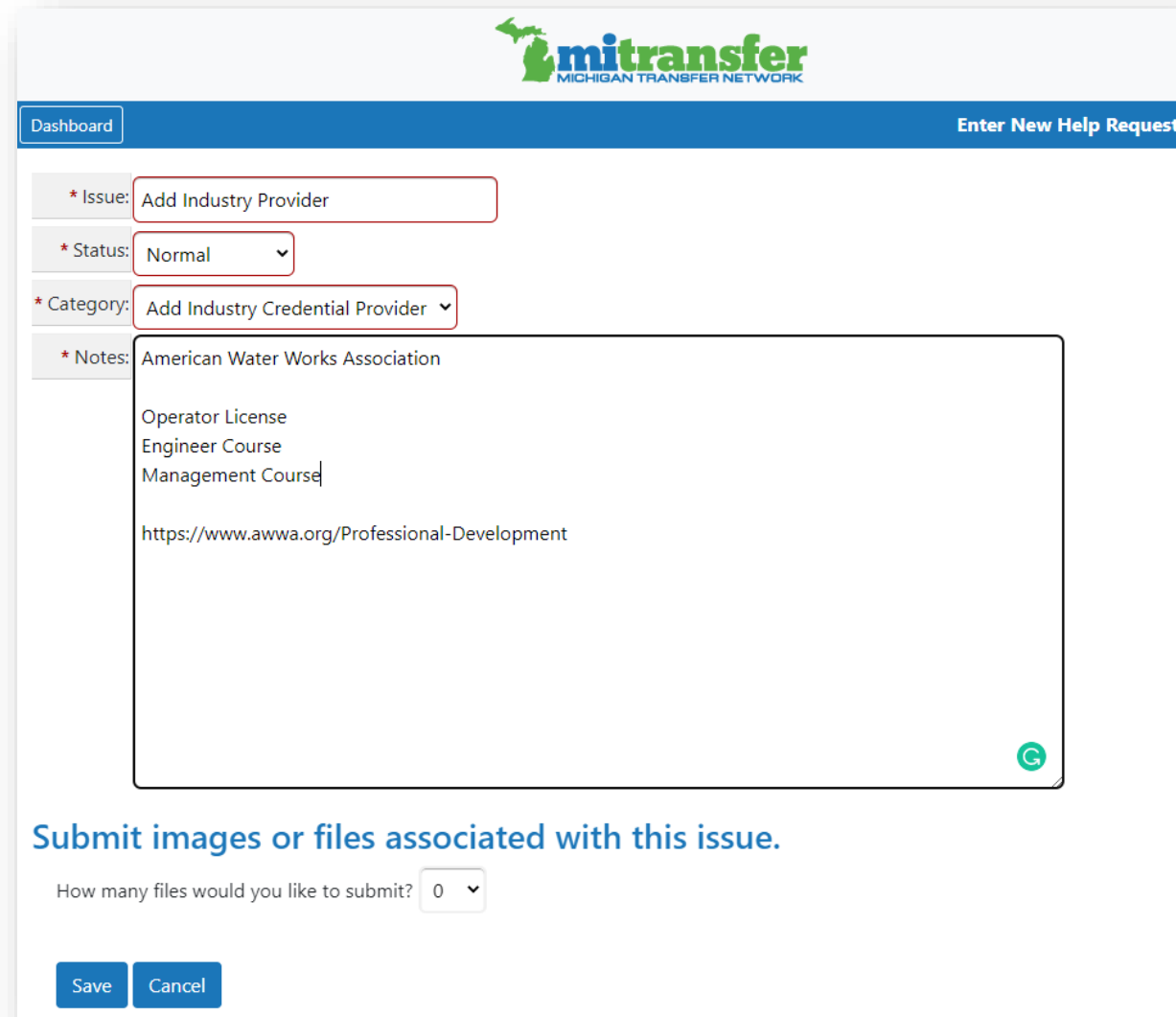
Buttons: Save, Cancel

Enter requested information:

- Issue = Industry Equivalency
- Status = Normal
- Category = Add Industry Credential Provider
- Notes = Enter the name of the provider, the credentials that your institution accepts, and a link to the provider website.

Click Save.

Step 3 Example: Enter Help Request Details



The screenshot shows the 'Enter New Help Request' form on the MITransfer Michigan Transfer Network website. The form includes the following fields:

- Issue:** Add Industry Provider
- Status:** Normal
- Category:** Add Industry Credential Provider
- Notes:** American Water Works Association
Operator License
Engineer Course
Management Course
<https://www.awwa.org/Professional-Development>

Below the notes field, there is a section for submitting images or files:

Submit images or files associated with this issue.
How many files would you like to submit? 0

At the bottom of the form are two buttons: **Save** and **Cancel**.