



A Learning Management System for Professionals Who Protect the Public's Health

How to login to the TRAIN Network

1. Type **https://in.train.org** into the address field of your browser.
2. Enter your Login Name and Password and click the "Login" button.
3. Once logged in, you will be taken to the TRAIN member home page.

NOTE: If you are a new user, you will need to register - please see the "Creating Your Account" section.

NOTE: Alternatively, you can locate your affiliate homepage by typing <https://www.train.org> into the address field of your browser and selecting your affiliate from the drop down menu at the bottom of the page.

Creating Your Account

1. On the TRAIN home page, select your location from the drop down menu and click the "Create Account" button.
2. On the following page, please read the linked TRAIN Policies and check the box adjacent to "I agree to these TRAIN policies" before clicking the "Next" button.

NOTE: Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons provided at the bottom of each page.

3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk (*).
4. On the following page, you will be asked to select your group affiliation. You have the option to join your state group, as well as a CDC Community of Practice group and the Medical Reserve Corps (MRC). This option allows you to be a member of more than one TRAIN Portal and access content, including resources and trainings, for multiple portals. When you have made your group selections, please review and click "Next" to continue.

NOTE: Clicking "Remove Groups" will remove all selected groups in that portal heading.

5. On the next page, you are asked to select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when ready to proceed.
6. The next page prompts you to select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent drop down menu. If you select "Other," please type your answer in the space provided. Click "Next" to continue.
7. The resulting page prompts you for optional demographic information. Click "Next" to continue.
8. Depending on the affiliate site you enter through, you may be asked to complete additional pages. Additional pages may ask whether you hold a professional license number or how you heard about TRAIN. Professional license numbers can be stamped to Certificates earned in TRAIN; they are not visible to TRAIN Administrators. You may select "No" to opt out of adding your professional license number. Select "Next" to complete account creation.

NOTE: Your Learner profile information can be edited at any time following registration.

A screenshot of the TRAIN login page. It features a white background with a blue border. At the top, there are two input fields: "Login Name" and "Password". Below these fields is a blue button labeled "LOGIN". Underneath the "LOGIN" button, there is a checkbox labeled "Remember My Login Name and Password" and a link that says "Forgot Your Login Name/Password?". Below this is a blue separator labeled "-OR-". At the bottom, there is another blue button labeled "CREATE ACCOUNT". At the very bottom, there is a small link that says "To add your course to TRAIN: Become a Course Provider". An arrow points from the "CREATE ACCOUNT" button to the "Creating Your Account" section of the text.

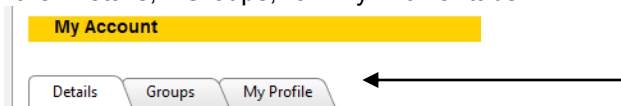
What to Do if You Forget Your Password

1. Click on “Forgot Your Password?” on your TRAIN home page.
2. Enter your email address in the appropriate field.
3. If your email address is listed for only one TRAIN account, TRAIN will email you your password. If your email address is listed for more than one TRAIN account, TRAIN will direct you to email the TRAIN Support Desk at training@phf.org.

Note: If you do not receive an email with your TRAIN password, contact the TRAIN Support Desk at training@phf.org.

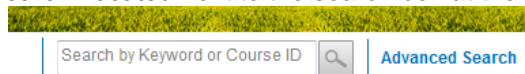
How to Edit Your Learner Record

1. Login to TRAIN.
2. On your member home page, click “My Account” from the “My Learning Record” on the right hand side of the page.
3. On the resulting page, you are able to change text and settings as needed by clicking on the “Details,” “Groups,” or “My Profile” tabs.



How to Search for Courses

1. Click on “Advanced Search” located next to the search box at the top of the screen.



2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.
3. Next, either select your search variables from the list or enter your search query in the field. You may select multiple variables by holding down the Ctrl key while making your selections.
4. Click “Search” to search for your desired courses.

NOTE: The “Advanced Search” option allows you to combine criteria in one search.

NOTE: For your convenience, you can save search criteria for future searches by clicking the “Save Criteria” button. You can additionally request email notification of any new courses that meet your saved search criteria by checking the box adjacent to “Notify me about courses satisfying this search criteria.”

Note: There is an option to browse by Competency by selecting the “By Competency” option on the left-hand side. Next, select the competency, and click “Search.”

How to Register for Courses

1. Locate your desired course either using the method outlined in “How to Search for Courses” or by clicking on “Browse” to browse through the list of available courses.
2. Select the course you wish to register for by clicking on the title of the course.
3. The resulting pages display additional course details, course provider contact information, registration information, and course reviews.

4. You may view course reviews by clicking the “Reviews” tab. Contact information is available by clicking the “Contacts” tab.
5. To register for the course, click the “Registration” tab.

Course Details	Contacts	Registration	Reviews
Course ID:	1009612		
Format:	Web-based Training - Self-study (Online)		
Clinical / Non-Clinical:	Non Clinical		
Course Number:			
Cost (US\$):	0.00		
Credit Type(s):	none		

NOTE: There are three (3) course categories in TRAIN, each with its own registration process as described in the following section.

NOTE: TRAIN is a Learning Management System and NOT a Course Provider – most registration and course questions need to be directed at the course contact listed in the “Contacts” tab in the course description.

NOTE: Some courses may require an Approval Code to register (or to be placed on the waitlist). If you do not have the code, please contact the course provider or course contact.

TRAIN Course Categories

Live Event (e.g. Conference, Workshop, Live Training, etc.)

If this is an on-site event with multiple locations/sessions, click the “Get Locations” button to view all locations/sessions. Click the “Register” button next to the location/session of your choice. You may need to follow the course provider’s additional registration instructions.

Physical Carrier (e.g. CD-ROM, VHS, DVD, etc.)

Some courses may consist of training materials that need to be ordered from the course provider. Click the register button to add the course to your “My Learning” section, and then follow the course provider’s additional registration and ordering instructions.

Online Course (e.g. Web-based self-study, “on demand” or archived webcast, etc.)

If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be a fee or supplemental registration requirements. To launch the course, click the “Launch” button (if available) or follow the additional registration instructions.

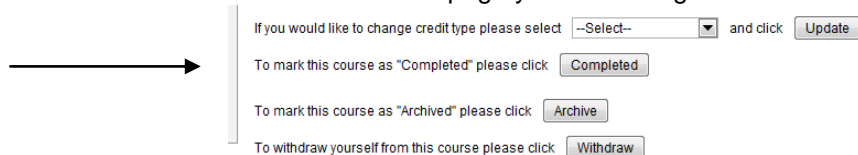
NOTE: Some courses/events require registration steps outside of TRAIN. Please follow the course provider’s instructions regarding their registration process. If you have questions about external registration, please contact the course provider directly using the contact information in the “Contacts” tab. You will, however, receive a registration verification email from TRAIN and can also verify your registration by clicking on “My Learning” in the “My Learning Record” located on the right hand side of your member home page – the course should be listed as “In Progress.”

How to Launch a Course for Which You Have Already Registered

1. Login to TRAIN.
2. From the member home page, click on “My Learning” in the “My Learning Record” box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. To launch a course, click on its title.

How to Mark a Course Completed, Archive, or Withdraw from a Course

1. Login to TRAIN.
2. From the member home page, click on “My Learning” in the “My Learning Record” box located on the right hand side of the page.
3. As the selected box expands you will be able to see the courses you are currently registered for. If you click on the course and follow it to the next page you can change the status of the course.



4. In the course management page, you can click on the “Completed” button to mark the course completed, sending it to your transcript.

NOTE: Most of the web-based self-study courses have been programmed to verify that the learner has actually completed the course.

5. Also on the course management page, you will be able to enter a score, if applicable. You may also select the “Archive” button to archive a course to resume later or the “Withdraw” button to withdraw from a course.

How to Add Non-TRAIN Courses to Your Course Record

1. Login to TRAIN.
2. On the member home page, click “Transcript” in the “My Learning Record” box located on the right hand side of the page. The resulting page will display all the courses you have taken in the Transcript table.
3. To add a Non-TRAIN course or a course you have already taken (in the past year) to your transcript, click on the “Add” button located to the right of the “Non-TRAIN Courses” header.
4. On the resulting page, fill out the necessary information and click the “Save” button.
5. In order to remove any courses from your transcript, click on the button.

How to Rate a Course

1. Login to TRAIN.
2. To review a course that you have completed, click on the text “Please Submit a Course Rating!” located above the My Learning Record menu on the right-hand side of the homepage.
3. Next, click on “Click to Submit a Course Rating” to the right of the course you wish to rate.
4. On the resulting window, you can select the amount of stars (out of five) you wish to rate the course, indicate whether you recommend the course or not, and provide additional comment..
5. Select “Save” to submit the course rating.

How to Utilize the Resources Section

1. Login to TRAIN.
2. Click the “Resources” tab in the Navigation bar at the top of the page.



3. On the resulting page, you have several options:
To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the “Search Documents by Keyword” function

To read a resource document, click on the title of that document.

4. To add a resource, click on the “Add Resource” button located on the right hand side.

5. On the resulting page, complete the necessary information in the fields provided.

6. To upload a document, select the “Upload File” radio button, then type the path location of your document or click “Browse” to locate it on your computer.

7. To create a link to a website, select the “URL to Browse” radio button and type in the address of the website in the text field.

8. Click the “Save” button to submit the resource for approval by the state or national TRAIN administrator.

Where to Find Help

For additional help or information on TRAIN, please contact your affiliate TRAIN administrator. Contact information can be found by clicking the “Help” tab at the top of the member home page and then clicking on “Contacts” on the left hand side.

TRAIN Administrator Contacts

If you need help with a particular course, please contact the Course Provider listed in the course's 'Contacts' page.

Administrative Contacts

Indiana Admin	IN-Train@isdh.in.gov	317-233-9250
Kayleigh Dye	Kdye@isdh.in.gov	317-234-1335

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