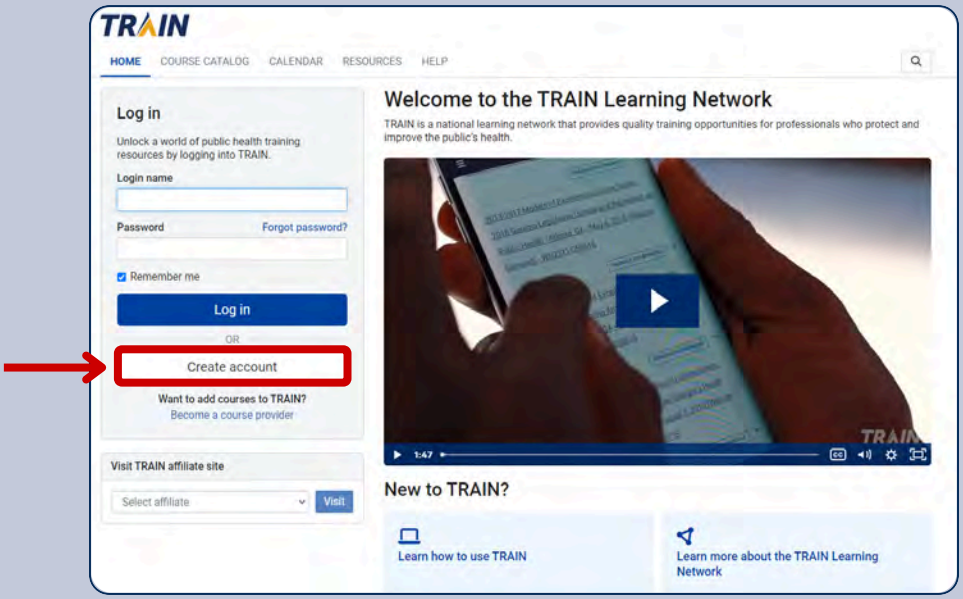
How to create a TRAIN account

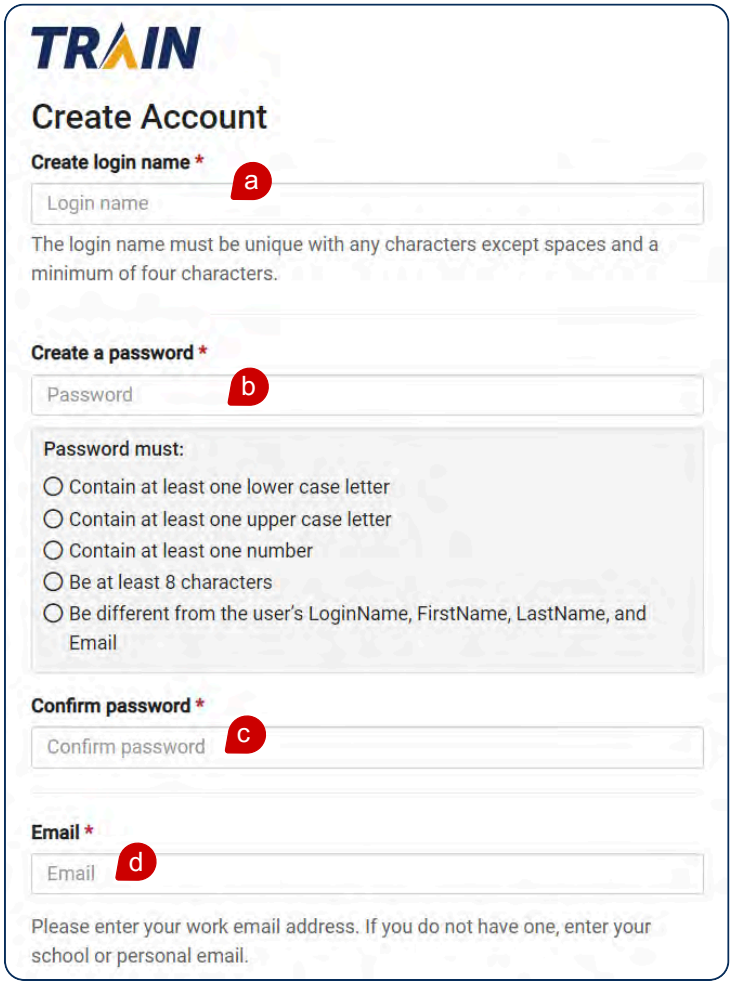
Begin your TRAIN journey here.

1 Go to www.train.org

Click the **Create Account** button.



2 Fill in your information



(a) Create your login name. **(b)** Create a password and **(c)** confirm it. **(d)** Provide your email address.

TIP: Follow the guidelines listed below each text entry box when creating your account.

TIP: Be sure to provide an email that you can access for transactional and account communications.

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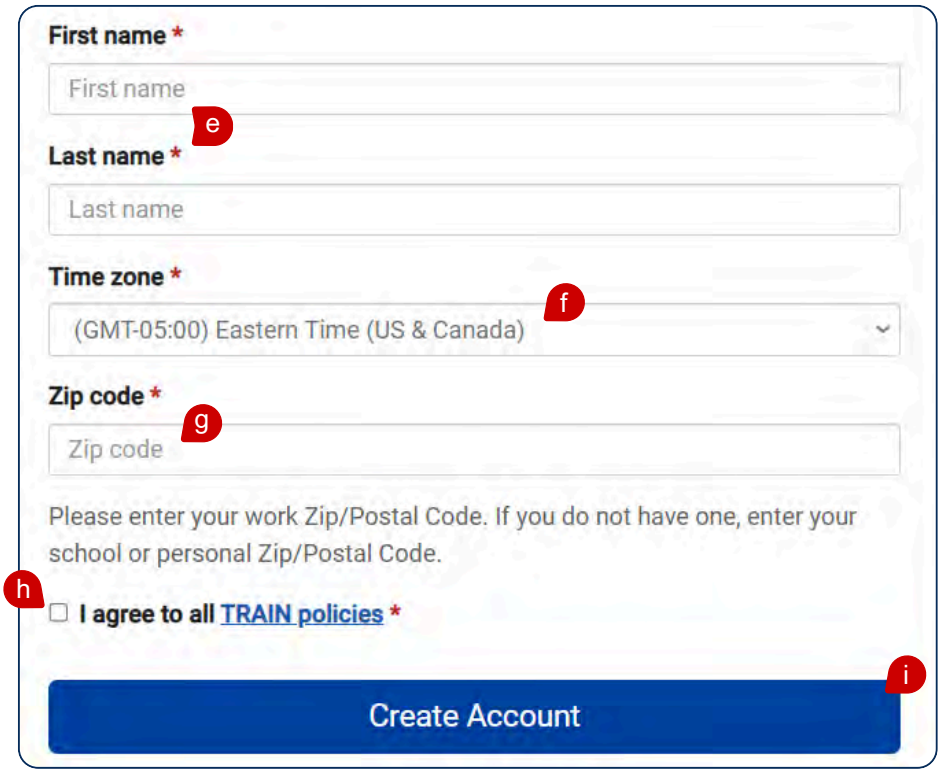
2 Fill in your information (continued)

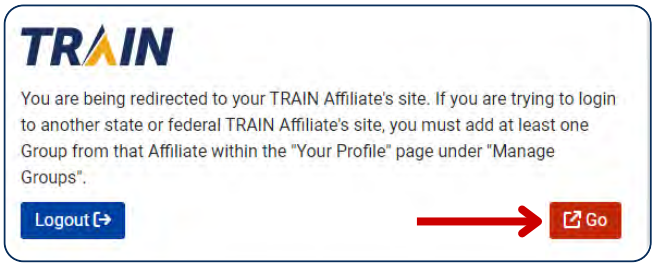
Provide your **(e)** First and Last name, **(f)** Time zone, and **(g)** Zip/Postal code.



WHY ZIP CODE?

Your zip code determines which regional courses you can access on your TRAIN account.

Once you have filled in all your account information, review all **TRAIN policies** and check the **(h)** box to signal your agreement. Then, click the **(i) Create Account** button.

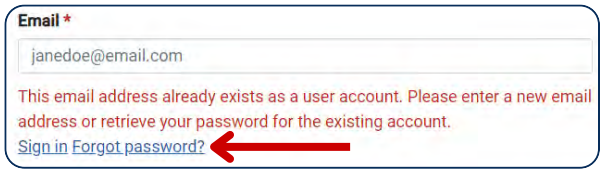


AFFILIATE SITES

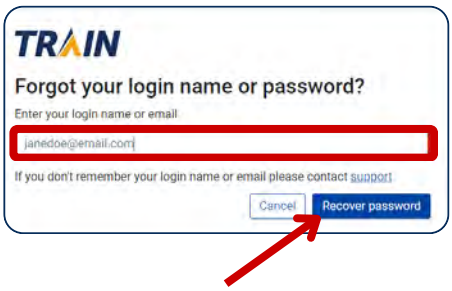
You may be directed to another page depending on your location. Click the red **Go** button to continue to TRAIN. If you see more than one option, use the drop down menu to select your desired site.

Already have an account but forgot your login? Follow these steps:

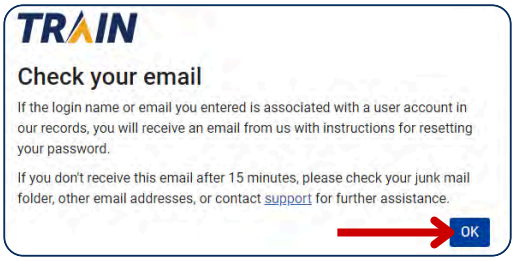
- If you receive a notification that your email already exists in TRAIN, click the **Forgot password?** link.



- Type your login name or email into the text box. Click the blue **Recover Password** button.



- Check your email for instructions about resetting your password. Click the blue **OK** button.



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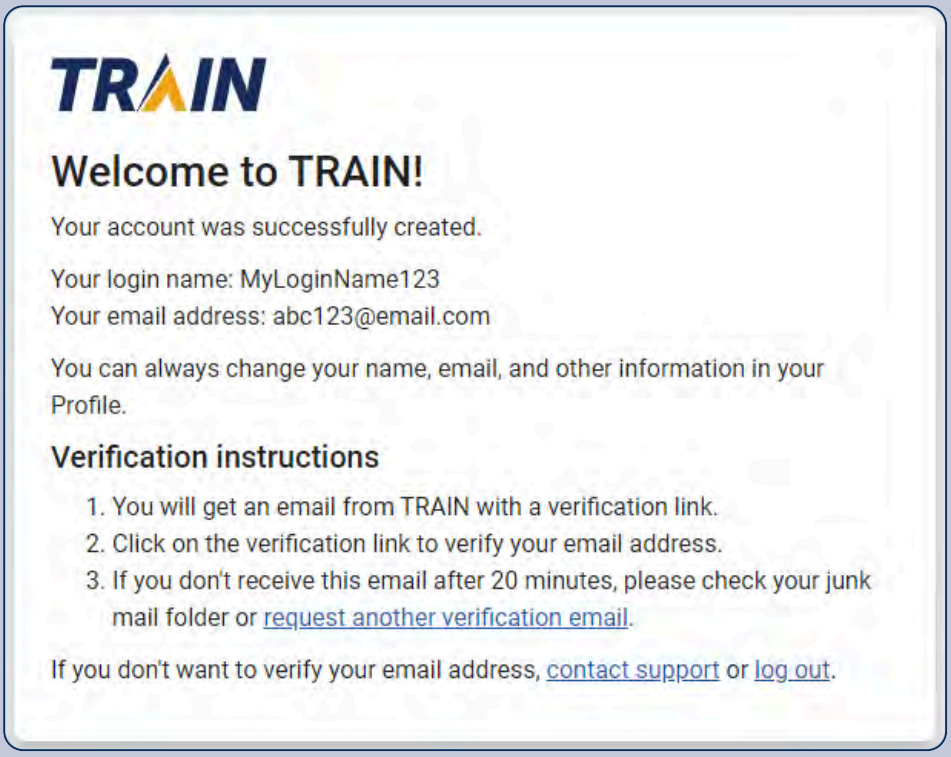
Verify your email address

3

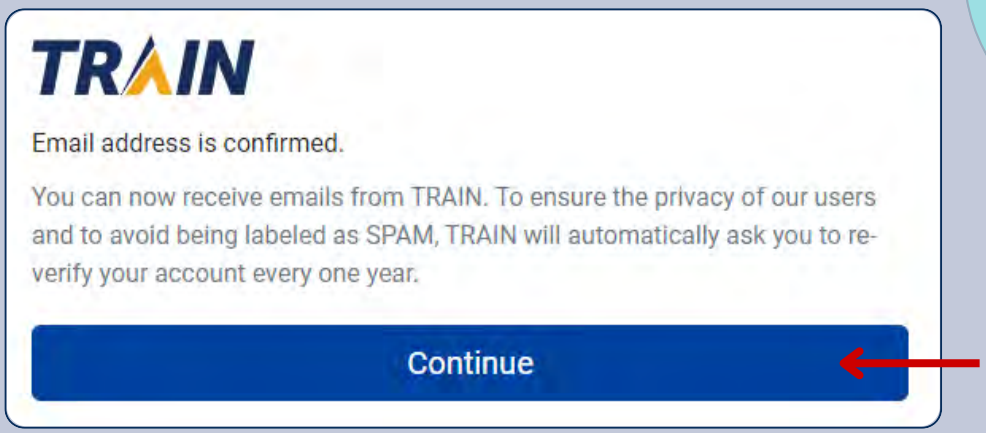
Once you have created your account, check your email and click on the verification link. If you do not receive an email after 20 minutes, check your junk mail folder.



WHY VERIFY?

Verifying your email enhances identity confirmation, security, and protection from fraud and spam.

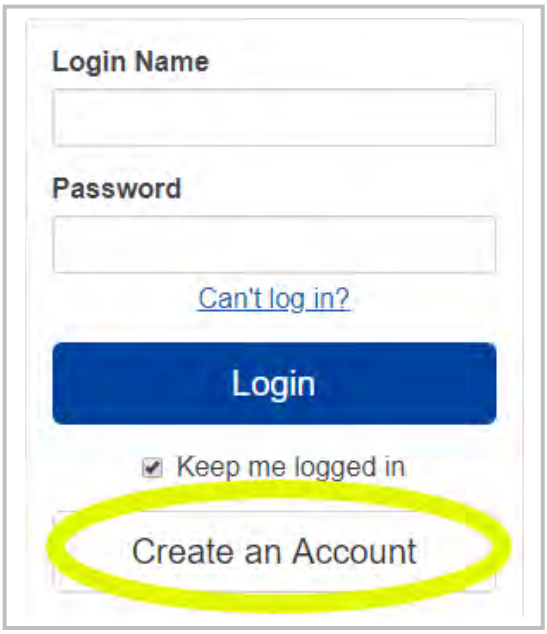
TIP: TRAIN will send annual re-verification emails to keep your information updated so you can receive necessary transactional and account communications.



After you have verified your email, click the blue **Continue** button.
Enjoy exploring the **TRAIN Learning Network!**

Create a Kansas TRAIN User Account

Kansas TRAIN



1. Point your browser to **https://www.train.org/ks**

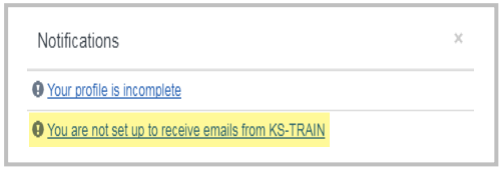
2. Click the "**Create an Account**" button in the left-hand margin. You must have an email address to create an account. Choose a **unique** login ID and password.

3. Make sure to fill out all fields in the account creation page. Check the "I agree to all TRAIN policies" button when done.

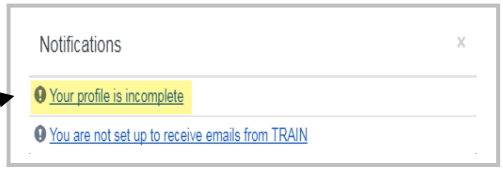
4. In the next section, start selecting your work or volunteer groups.

5. Once you have selected the appropriate groups, the system will prompt you to enter your FEMA Student ID number and professional license number. These are **NOT** required to create and account.

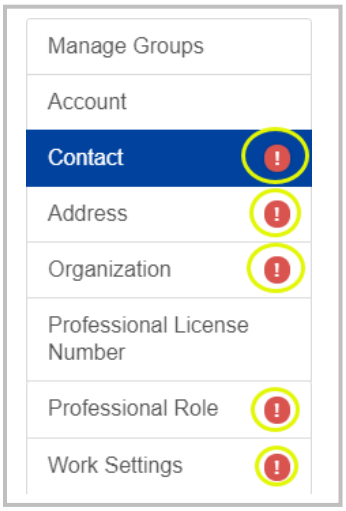
6. When you first get into the home screen select the notification button.



   - **Course registration notifications:** Select the line that has information on receiving TRAIN emails.



   - **Finishing your account information:** Select the line that says, "Your profile is incomplete" for an easy way to finish inputting details such as address and contact information.



      - All fields with a red line on the right side of the text box are required (pictured on the right)
      - Continue inputting information until all red exclamation marks on the category tabs disappear
      - If no options apply to you, choose the closest one or choose the "other" option
      - Make sure to save your profile before closing

7. Video Tutorials on how to create an account and other topics can be found at: https://www.train.org/tutorials/

Kansas Department of Health and Environment

Need your account Login Name?

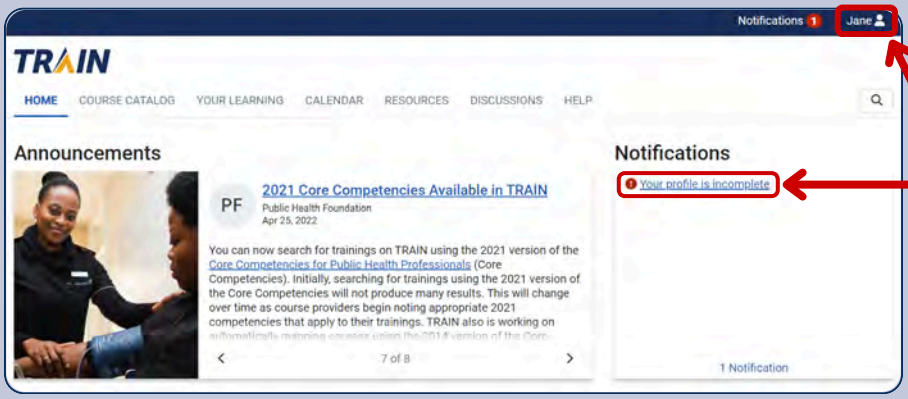
Click the 'Forgot Your Login Name/Password' link on the TRAIN login page to access your account information OR, contact the Helpdesk at: ebitsm@ks.gov; 785-296-4999

How to complete your TRAIN profile

Manage and edit your account information

1 Go to Your Profile

Under the Notifications section on the TRAIN homepage, click the link that says **Your Profile is incomplete**.

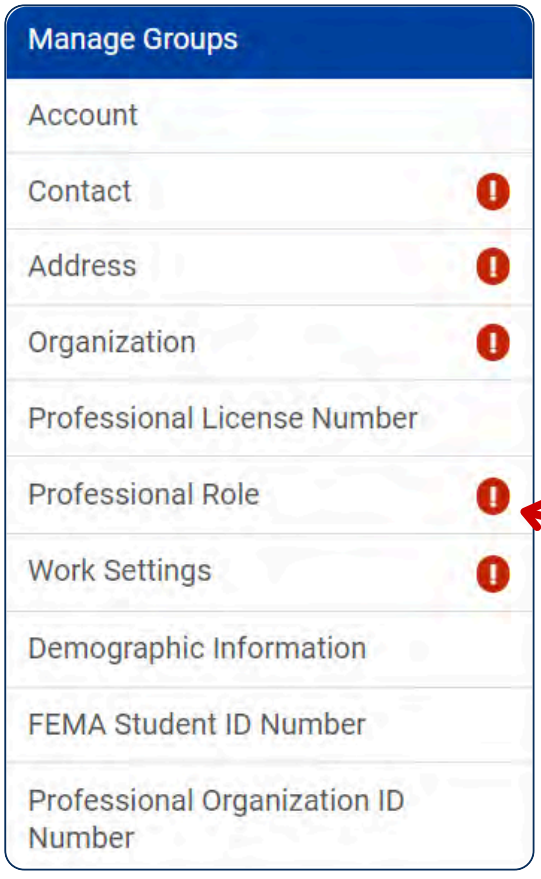


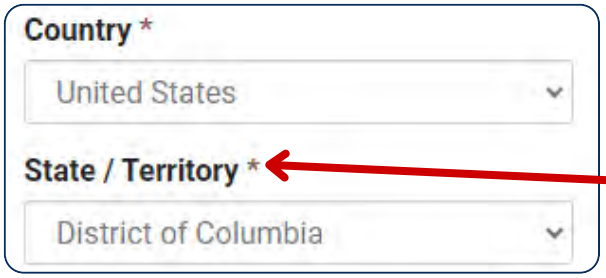
- If you do not see the link, click on your name in the upper right hand corner.

- Click on **Your Profile** in the dropdown menu.

2 Update Your Profile

Fill in the required information for each section. Use the dashboard on the left to click through the sections as you complete your profile.





TIP: Required fields are marked with a red asterisk.

TIP: If there is a red exclamation icon next to a section in **Your Profile**, it is a required section that you have not yet completed. The icon will disappear once you fill in the required information.

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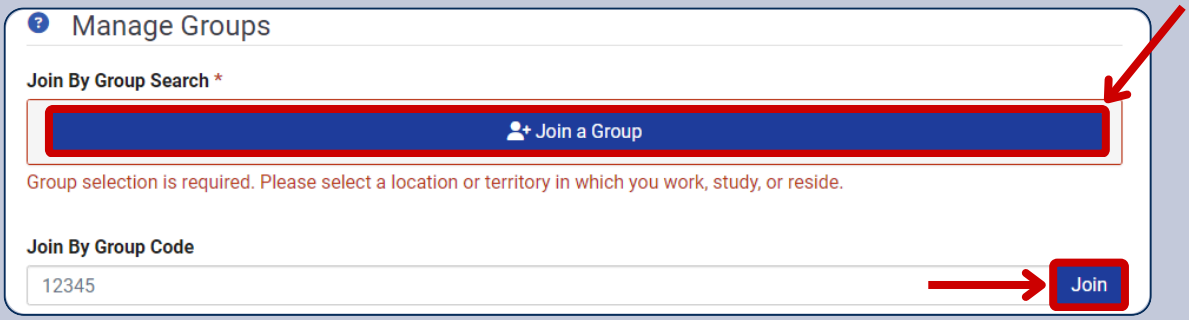
3 Manage Groups

Follow these steps to select your group(s):

(a) Click the blue **Join a Group** button. This will take you to the Group Selection page.

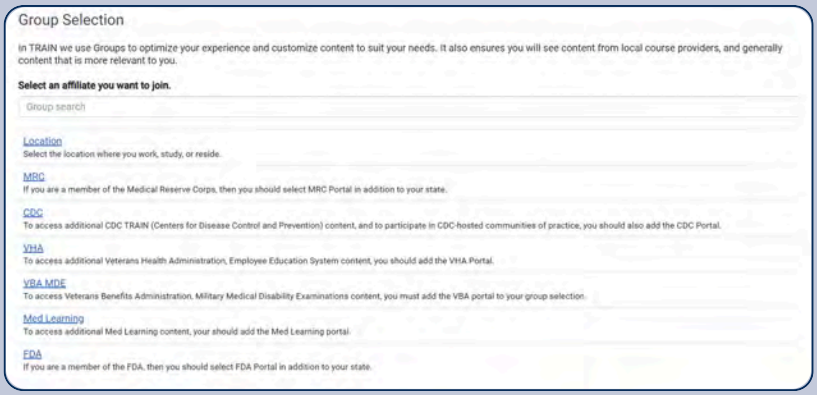
» If you have been given a group code, enter it in the **Join by Group Code** text field. Click the blue **Join** button.



(b) Use the Group Selection page to choose your group(s). You are able to select any number of groups.

» Use the **Location** tab to make any additional place-based selections.

» If you are part of an affiliate group, use the search bar or click on the associated tab.



(c) Once you have made a group selection, click the **Confirm these selections** button. ✓ Confirm these selections

» To remove a selected group, click the red **x.**

» To finalize your group selections, click the **Confirm Group Selections** button. ✓ Confirm Group Selections

» To edit your group selections, click the blue **pencil** icon.

» To add another group, click the **Join Another Group** button. Join Another Group

? AFFILIATES

An affiliate is any organization that manages a customized TRAIN website.

These organizations include state public health agencies, regional training centers, and professional associations.

? GROUPS

Groups depend on your location and customize your experience so that you see content more relevant to you.

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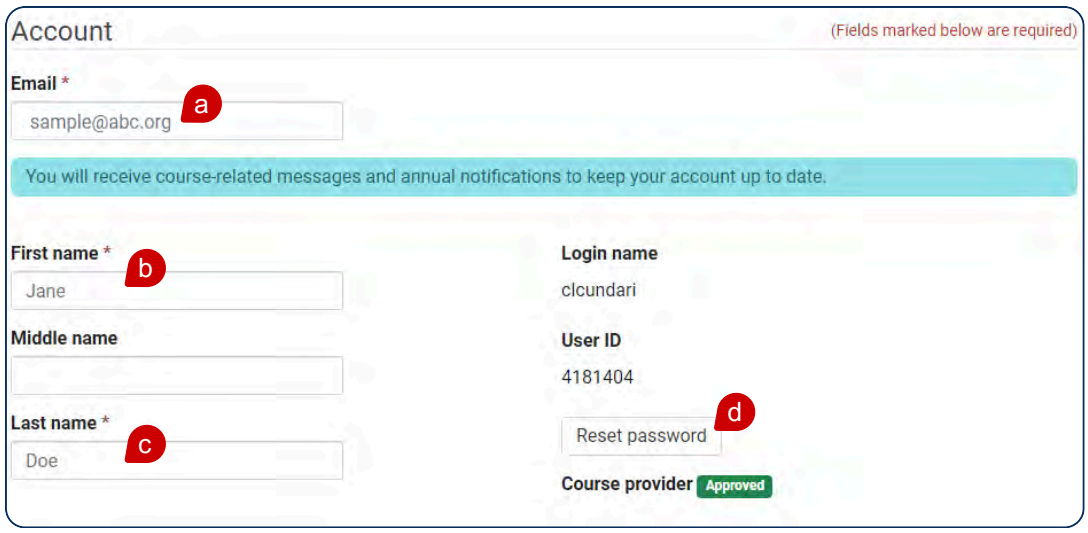
4 Account



Fill in the required information.

(a) Enter an email that you can access for necessary transactional and account communications.

(b) Enter your first name.

(c) Enter your last name.

If you want to reset your password, click the **(d) Reset Password** button.

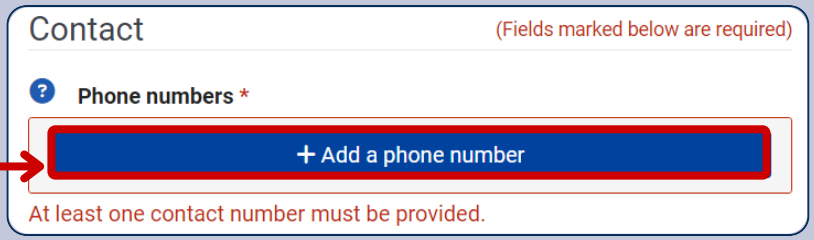
Enter your old password. Then enter and confirm your new password.

Click the green **Submit** button. Submit

5 Contact

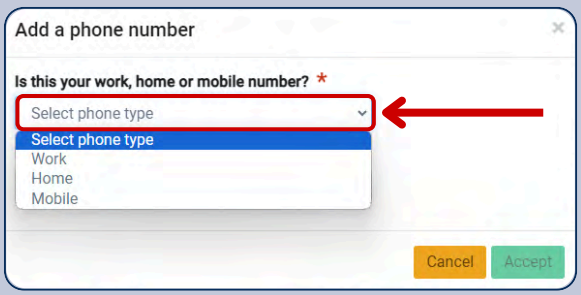
Enter your phone number.

(a) Click the blue **Add a Phone Number** button.



(b) Use the drop down menu to select your phone type.

Input your phone number.



(c) Click the green **Accept** button. Accept

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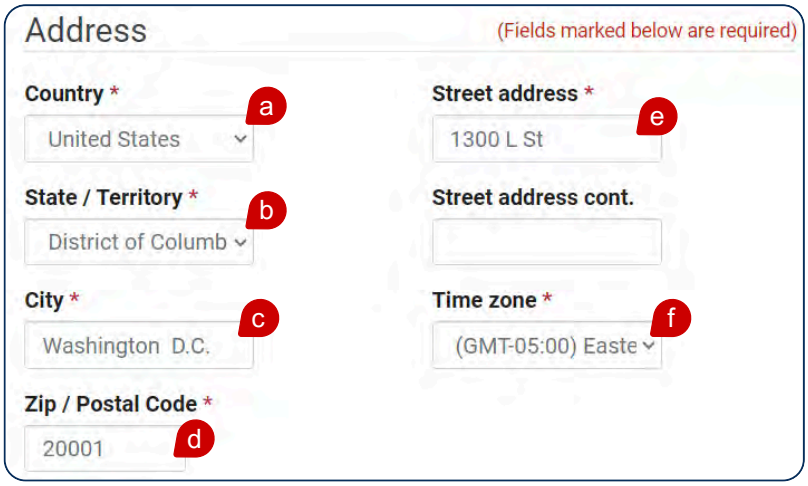
6 Address



Fill in your address. Use the drop down menus to view more options.

(a) Select your country.

(b) Select your state or territory.

(c) Enter the name of your city.

(d) Enter your zip code.

(e) Enter your street address.

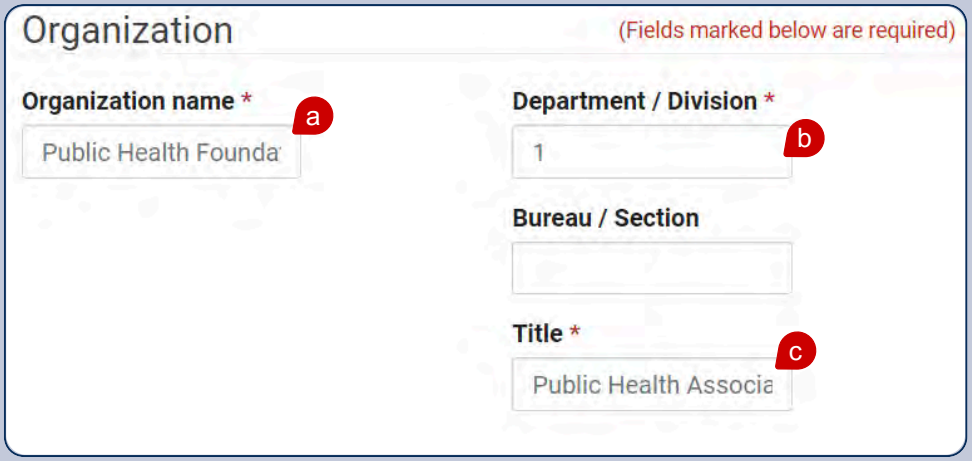
(f) Select your time zone.

7 Organization

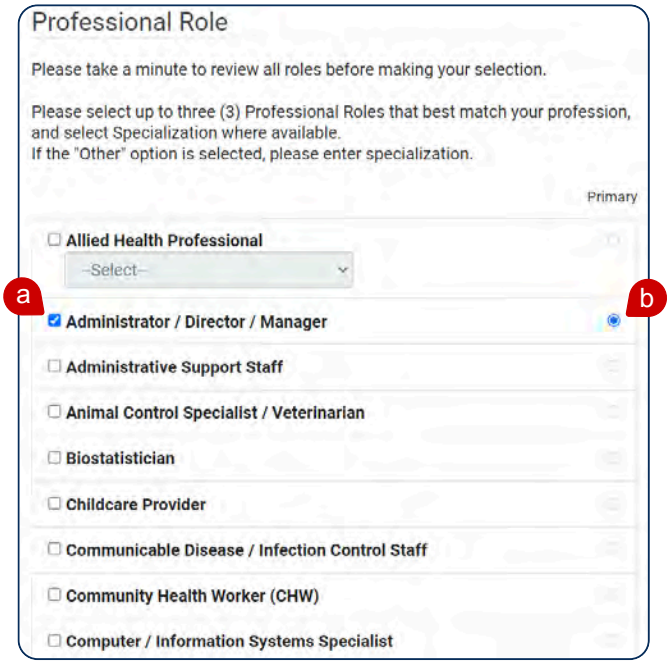
Enter your **(a)** organization name, **(b)** department / division, and **(c)** title.

? ORGANIZATION

Examples of organizations include state public health agencies, regional training centers, and professional associations.



8 Professional Role



Scroll through the listed professional roles and select *up to* three (3) that apply to your position.

(a) Check the box to the left of your role(s).

(b) To set a role as your primary one, check the circle under the Primary column to the right of your role.

» If you do not see your professional role listed, scroll to the bottom and manually enter it in the **Other** section.

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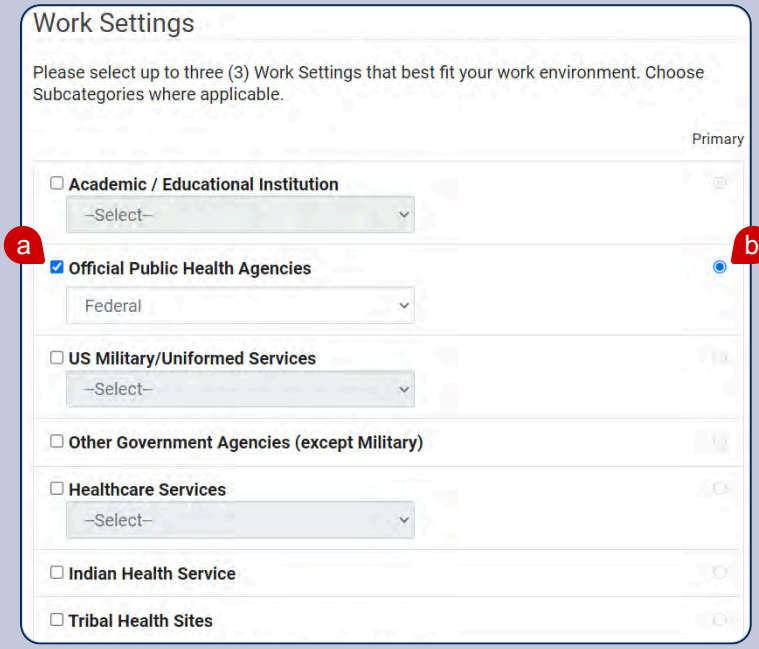
9 Work Settings

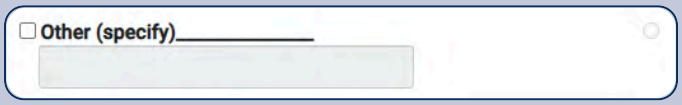
Scroll through the listed work settings and select up to three (3) settings that apply to your position.

(a) Check the box to the left of the work settings.

(b) To set a setting as your primary one, check the circle under the Primary column to the right of the listed work settings.

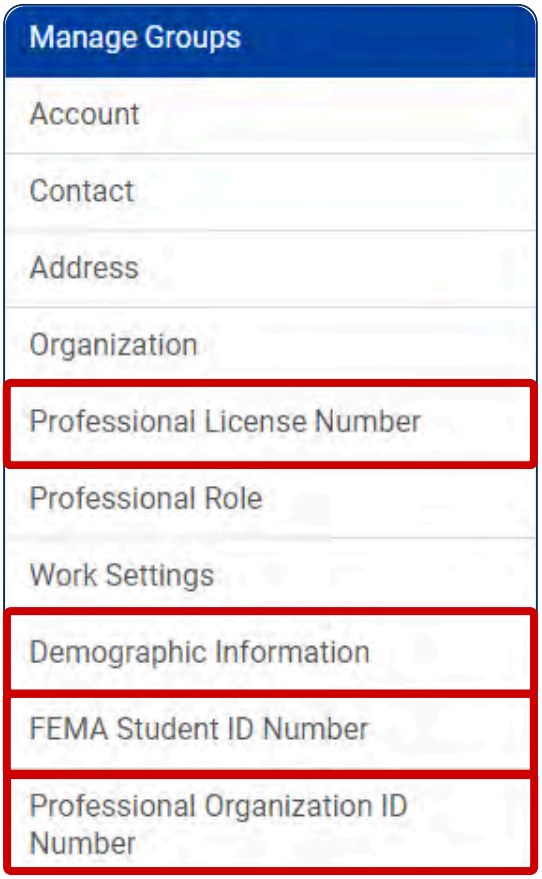


» If you do not see your professional role listed, scroll to the bottom and manually enter it in the **Other** section.



10 Optional sections

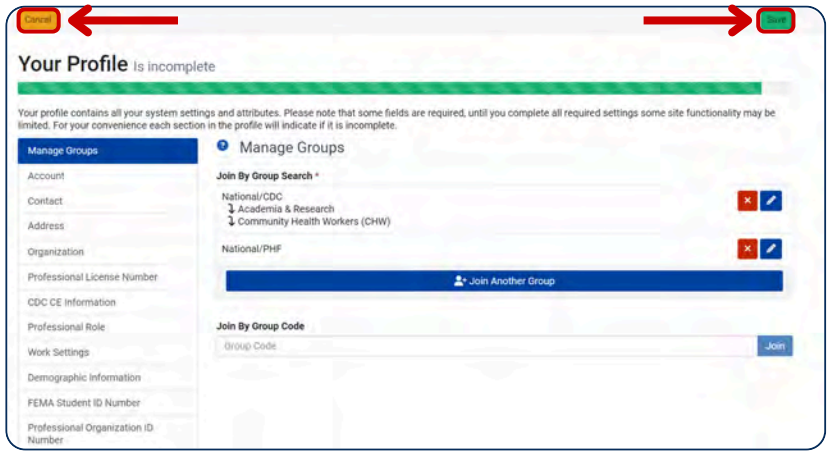
The Professional License Number, Demographic Information, FEMA Student ID Number, and Professional Organization ID Number sections are recommended, but optional unless you are in a specific group that requires them.



» Depending on your group, there may be more sections available for you to fill out. These will appear in the same dashboard as the standard sections.

» Once you have filled out the necessary information, click the green **Save** button in the upper right hand corner of the screen.

» To close out of your profile, click the yellow **Cancel** button.



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Kansas TRAIN

What is KansasTRAIN?
KansasTRAIN, an affiliate of the Public Health Foundation's TRAIN Learning Network, is available to learners across Kansas including public health and environmental practitioners, healthcare professionals, laboratorians, epidemiologists, veterinarians, first responders/receivers, educators, students, child care providers, non-profits and other professions. It's the Kansas Department of Health and Environment's learning management system for the workforce in practice.

What is the KansasTRAIN URL address?
Access KansasTRAIN at https://www.train.org/ks/.

How do I register to be a learner on Kansas TRAIN?
Go to https://www.train.org/ks/, select the Create an Account button, and follow the directions. KansasTRAIN accounts are free of charge.

What if already registered but I forgot my login name or password to KansasTRAIN?
Go to https://train.org/ks/. The Forgot Password link is located in the login box. Enter your email address and select the Submit button.

How can I learn how to use KansasTRAIN?
The Public Health Foundation has brief video tutorials to assist users in navigating the new TRAIN 3.0 Platform.

What feature helps me know what classes I have taken?
Your transcript and certificates are available in the Go to the Your Learning section of the KansasTRAIN navigation bar.

I need technical assistance for KansasTRAIN. Who do I call?
If you are logged in, support, tutorials, and system requirements can be found by selecting the HELP link on the KansasTRAIN homepage, or email the KansasTRAIN team at kdhe.kstrain@ks.gov. If you have questions concerning the content of a particular class, the contact person or organizations often are listed within the class or on the class's Contacts tab.

What if I would like to have class on KansasTRAIN? Who do I contact?
Contact kdhe.kstrain@ks.gov.