



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

## User QuickGuide

### How to login to the TRAIN Network

1. Type [https://\[AFFILIATE\].train.org](https://[AFFILIATE].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 <http://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.**

**Member Login**

Login Name:

Password:

[Forgot Your Password?](#)

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**Select Location:**

### 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 (\*). Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select "Next" to continue.
4. On the following page, you will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click "Next".

**NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions.**

5. On the resulting 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.

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

### What to Do if You Forget Your Password

1. Click on "Forgot Your Password?" on your TRAIN home page.
2. Enter your login name in the appropriate field.

**NOTE: If you do not remember your login name, leave the field blank and click "Next." You will be prompted to enter your email address, first name, and last name.**

3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for TRAIN. If you cannot recall the answer to your secret question, select "I don't remember the answer" and you will be prompted for your street address.

**NOTE: Do not guess! Incorrect guesses can lock your account. Please attempt one of the other routes for obtaining your login or password information or contact your affiliate administrator.**

4. Your password will be displayed on screen and will not be emailed to you.

## 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.

\* = required fields.

Login Name:   
 First Name: \*   
 Last Name: \*   
 Password: \*

## How to Search for Courses

1. Click on the "Course Search" tab located in the Navigation Tab bar 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."**

## 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
<b>Course ID:</b>	1009612		
<b>Format:</b>	Web-based Training - Self-study (Online)		
<b>Clinical / Non-Clinical:</b>	Non Clinical		
<b>Course Number:</b>			
<b>Cost (US\$):</b>	0.00		
<b>Credit Type(s):</b>	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.**

## 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. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the  (manage) icon.
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 Post a Course Review

1. Login to TRAIN.
2. To review a course that you are currently enrolled in or have completed, you may do so from the “My Learning” page located in the “My Learning Record” box on the right hand side of the page.
3. Next, click on the  (manage) icon located to the right of the course
4. On the resulting page, click on the course title located at the top of the page.
5. Click on the “Reviews” tab on the following page and then click on the “Add” button.
6. Fill out the rating, description accuracy, comments, and title fields of the form.

**NOTE: If you want your review to be posted anonymously, simply uncheck the “Show my name on the review” box.**

### 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.

Resource Name	Date
<p>Handbook for Journalists: Influenza Pandemic</p> <p>World Health Organization. Handbook for Journalists: Influenza Pandemic.</p> <p>Updated December 2005</p>	06/13/2007
<p>Pandemic Flu Power points (.ppt)</p> <p>Pandemic Flu Powerpoints</p>	06/20/2006
<p>Challenges and Preparation -- Individuals and Families for Pandemic Flu (.pdf)</p> <p>The handbook includes a "Pandemic Flu Planning Checklist for Individuals and Families" and "Family Emergency Health Information Sheet" to help people gather information and resources they may need. The checklist breaks activities into three categories: "To plan for a pandemic;" "To limit the spread of germs and prevent infection;" and "Items to have on hand for an extended stay at home." Examples of specific preparations include:</p> <ul style="list-style-type: none"> <li>· Having any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes and vitamins;</li> <li>· Talking with family members and loved ones about how they would be cared for if they got sick or what will be needed to care for them in another home;</li> <li>· Teaching children to wash hands frequently and appropriately, covering coughs and sneezes with tissues, and modeling the correct behavior;</li> <li>· Having ready-to-eat canned meats, fruits, vegetables, soups, bottled water and cleaning supplies on-hand for an extended stay at home.</li> </ul>	01/09/2006

## How to Utilize the Discussion Boards

1. Login to TRAIN.
2. Click the "Discussion Boards" tab in the Navigation Bar at the top of the page.

Home	Course Search	Discussion Boards	Resources	Help	Core Competencies	About This Site
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3. On the resulting page, you have several options:
  - Choose a discussion topic from the menu on the left hand side of the screen.
  - Expand a discussion topic by clicking the "+" next to the discussion thread.
  - Click on the title to view a message.
  - Click the "Reply" button to reply to a message.
  - Click the "New Thread" button to create a new discussion thread. Complete the necessary information and click the "Submit" button.

Thread	Poster	State	Date
<p>Welcome BT Trainers!</p> <p>ICS-700 Course Requirements</p> <p>Questions for the Workforce Development Team in Austin</p> <p>TRAIN Questions</p> <p>TRAIN Resources Available to BT Trainers</p> <p>Please Use the Discuss Board</p> <p>Revised TRAIN Brochure for HHS Enterprise Employees as of 02/05/2007</p> <p>Revised TRAIN Brochure for Non-State Employees as of February 5, 2007</p> <p>TRAIN Course Provider Draft Training Manual</p> <p>TRAIN Ad Hoc Reports Training Manual</p>	<p>Sue Tedford</p> <p>Sue Tedford</p> <p>Sue Tedford</p> <p>Sue Tedford</p> <p>Sue Tedford</p> <p>Debra Edwards</p> <p>Sue Tedford</p> <p>Sue Tedford</p> <p>Sue Tedford</p> <p>Sue Tedford</p>	<p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p> <p>Texas</p>	<p>01/18/2007 12:09</p> <p>01/23/2007 23:04</p> <p>01/24/2007 14:50</p> <p>01/24/2007 14:51</p> <p>01/25/2007 19:35</p> <p>01/29/2007 14:17</p> <p>02/05/2007 10:57</p> <p>02/05/2007 11:00</p> <p>02/20/2007 12:27</p> <p>06/13/2007 0:42</p>

## Where to Find Help

- Go to the Knowledge Management Interactive, Inc. (KMi) website at: <http://courses/train.org/train%5Fenduser%5Femodule/> and tour TRAIN through the "Learning How to Use TRAIN" page. (Must use Internet Explorer)
- For additional help or information on TRAIN, please contact your state 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.

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