

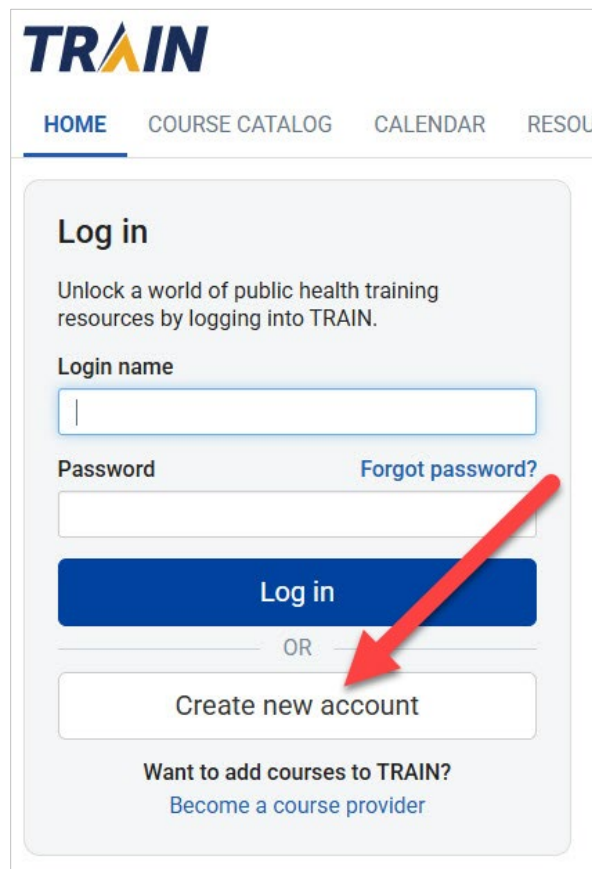
TRAIN.Org – Account Creation Process

If you do not have an existing account for TRAIN, you must first create an account before you can access and complete DCF trainings.

Having an account means that your training history is saved, so you can retrieve your transcript, and certificate(s) at any time.

To create an account, complete the following process:

1. Go to www.train.org/connecticut or select one of the training links on the [Mandated Reporter Training Webpage](#).
2. Select the “**Create new account**” button.



The screenshot shows the TRAIN.Org website interface. At the top is the TRAIN logo and a navigation bar with links: HOME, COURSE CATALOG, CALENDAR, and RESOURCES. Below the navigation bar is a 'Log in' section with the text 'Unlock a world of public health training resources by logging into TRAIN.' It includes a 'Login name' field, a 'Password' field, and a 'Forgot password?' link. A blue 'Log in' button is present. Below the login section is a white 'Create new account' button, which is highlighted by a red arrow. At the bottom of the form, there is a link to 'Become a course provider' under the heading 'Want to add courses to TRAIN?'.

3. Create Account: Enter Your Information

- Login name
- Password
- Email address
- Name
- Time zone
- Zip code

Be sure to follow the instructions for each step...



Create Account

Create login name * **A**

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a password * **B**

Password must:

- ☐ Contain at least one lower case letter
- ☐ Contain at least one upper case letter
- ☐ Contain at least one number
- ☐ Be at least 8 characters
- ☐ Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password *

Email * **C**

Please enter your work email address. If you do not have one, enter your school or personal email.

First name * **D**

Last name *

Time zone * **E**

Zip code * **F**

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

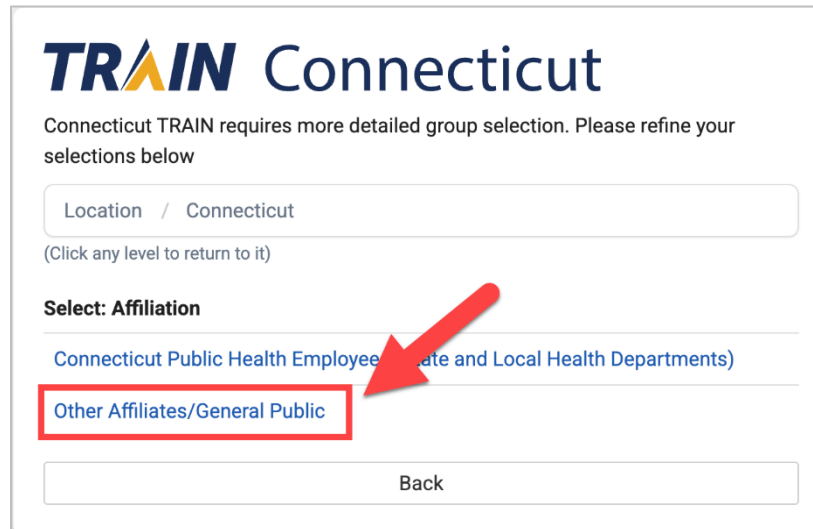
☐ I agree to all [TRAIN policies *](#)

Create Account

Have an account? [Log in.](#)

4. Select your Affiliation in Connecticut.

- a. Select "Other Affiliates / General Public"



TRAIN Connecticut

Connecticut TRAIN requires more detailed group selection. Please refine your selections below

Location / Connecticut

(Click any level to return to it)

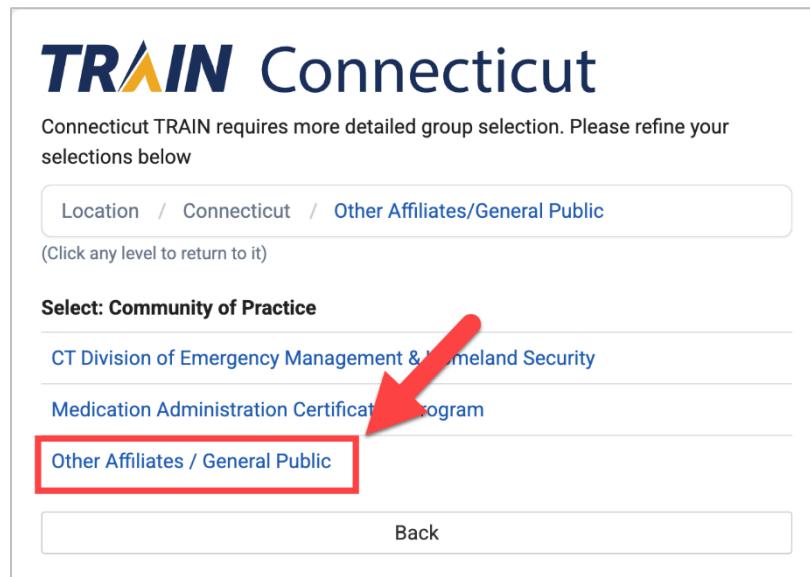
Select: Affiliation

Connecticut Public Health Employees (State and Local Health Departments)

Other Affiliates/General Public

Back

- b. Select "Other Affiliates / General Public" again



TRAIN Connecticut

Connecticut TRAIN requires more detailed group selection. Please refine your selections below

Location / Connecticut / **Other Affiliates/General Public**

(Click any level to return to it)

Select: Community of Practice

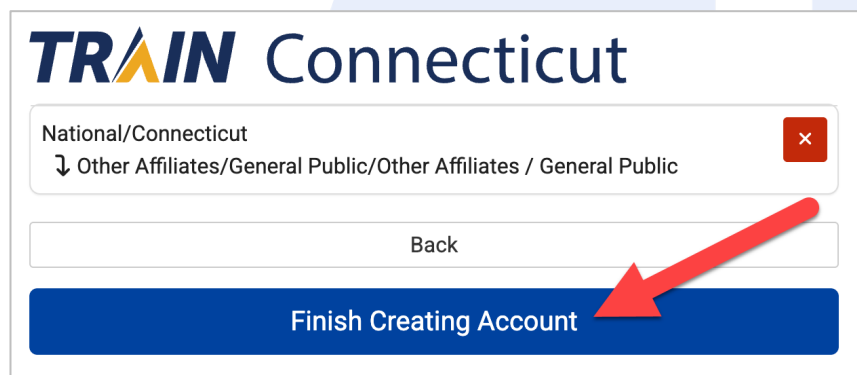
CT Division of Emergency Management & Homeland Security

Medication Administration Certification Program

Other Affiliates / General Public

Back

- c. Finish Creating Account



TRAIN Connecticut

National/Connecticut

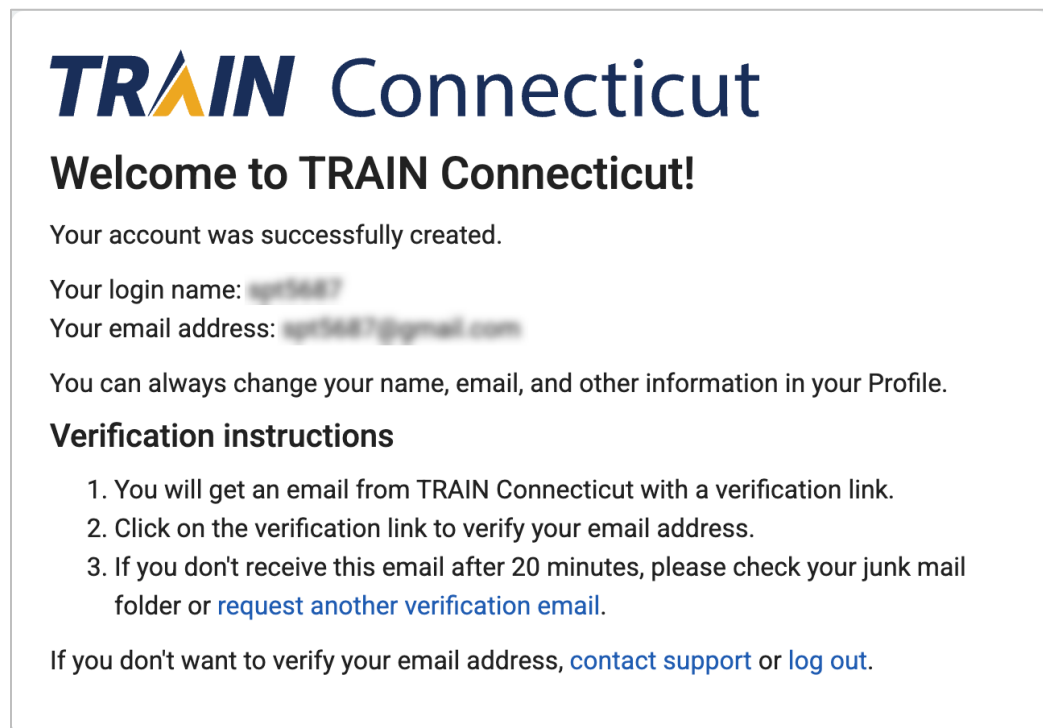
↓ Other Affiliates/General Public/Other Affiliates / General Public

Back

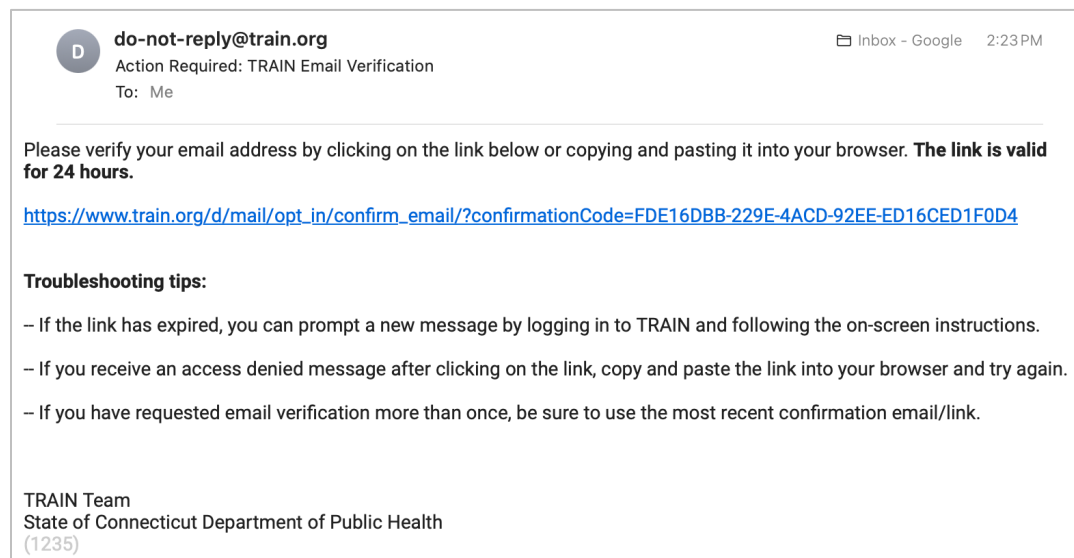
Finish Creating Account

5. Account Confirmation & Email Validation

- a. You will receive a Welcome message that your account was successfully created:



- b. You will also receive an email from do-not-reply@train.org to validate your email address. Click the validation link in the email message.



- i. If you do not receive an email, check your junk/spam folder to ensure the was not captured by your spam filter.

6. Select Continue

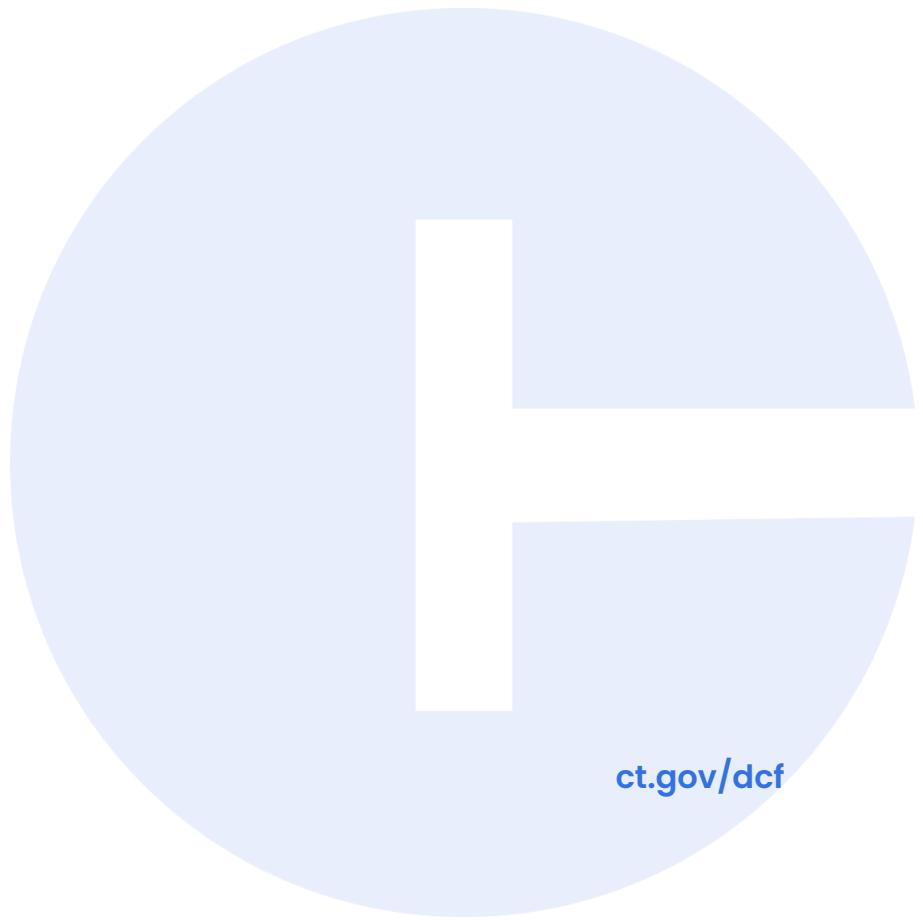
- a. After clicking the validation link, your Email is confirmed. Now, continue to TRAIN and complete your profile. (see next page)



Email address is confirmed.

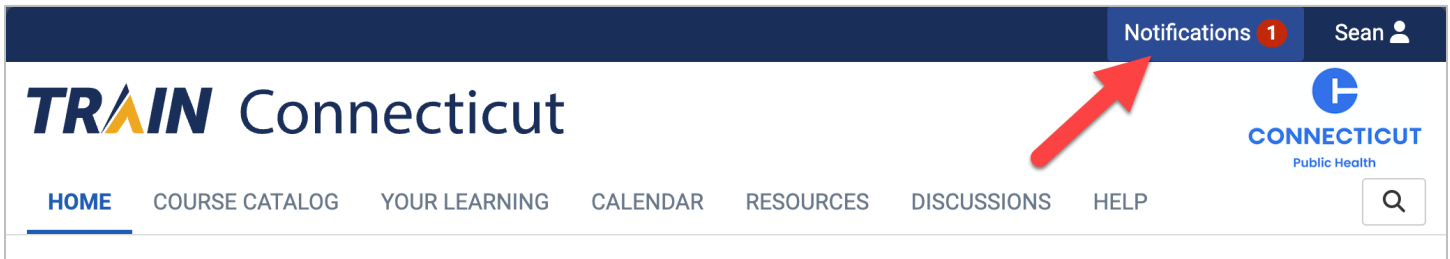
You can now receive emails from TRAIN Connecticut. To ensure the privacy of our users and to avoid being labeled as SPAM, TRAIN Connecticut will automatically ask you to re-verify your account every one year.

Continue

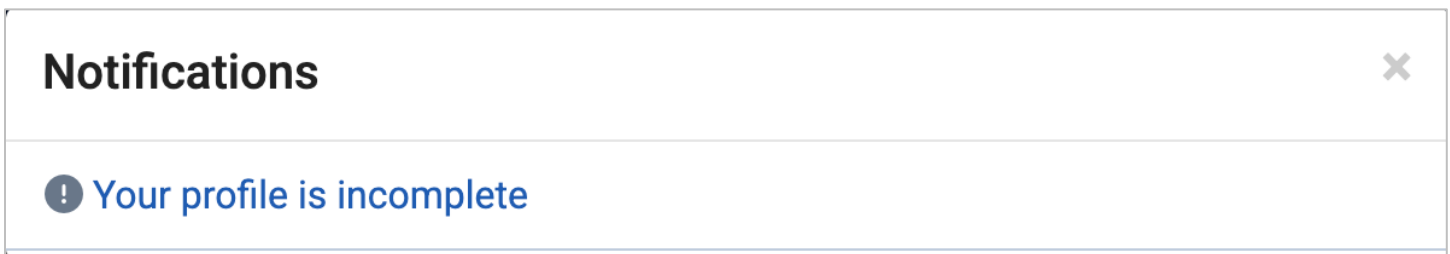


Your Account has been created! Now, you must **complete your Profile Information**:

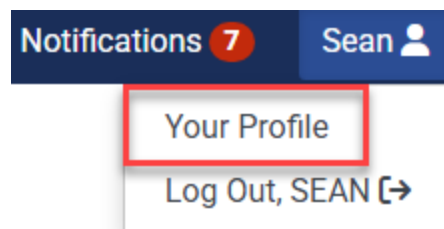
On the homepage, you will see a red **1** next to your Notifications, in the upper-right corner of the screen:



Select "Notifications" and click "Your profile is incomplete" to navigate to your Profile.

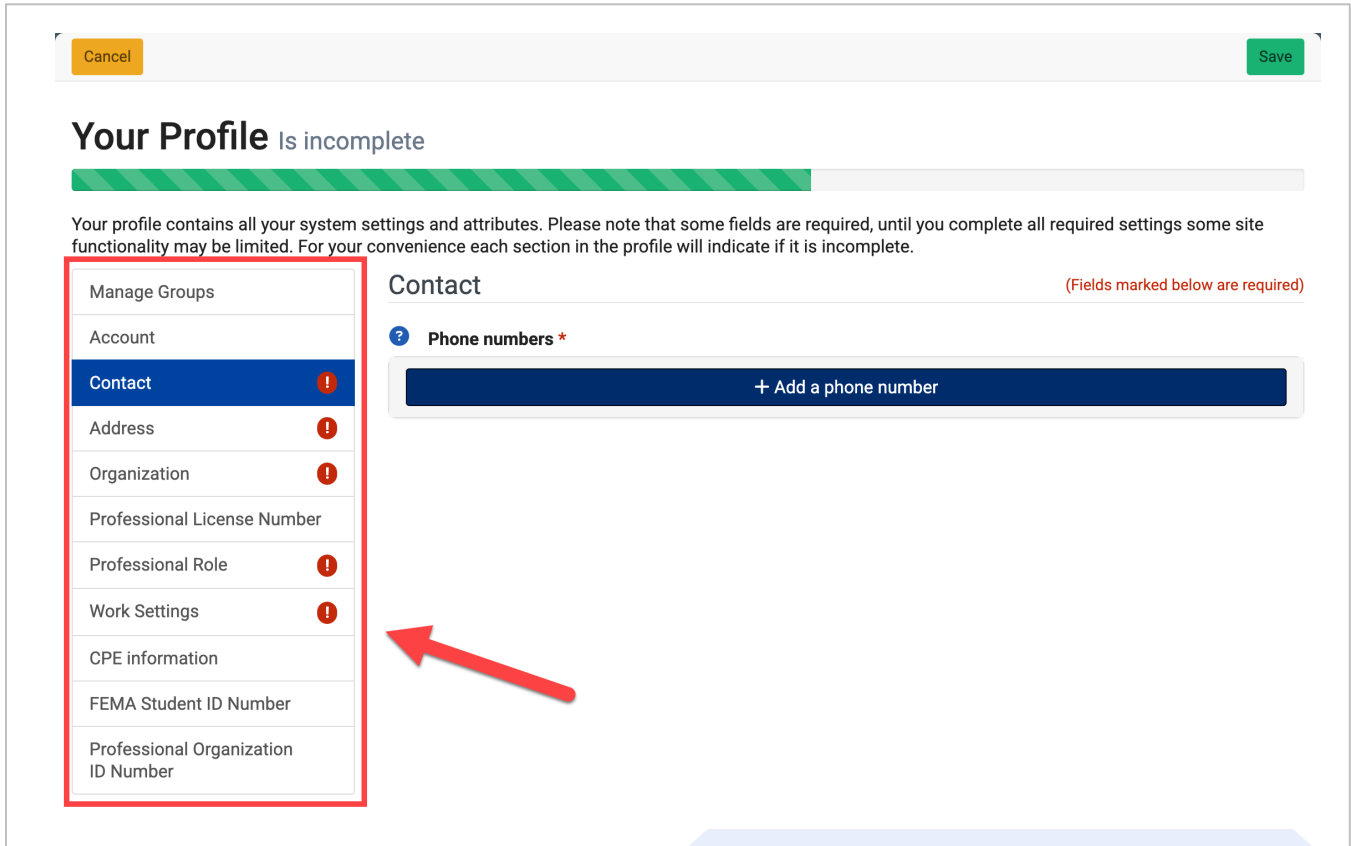


(You can also select your name in the upper-right corner, and select your Profile)



7. Complete your Profile Information on

- a. Your account is incomplete until required information in your profile is updated. These will be fields indicated with a red 
 - i. Contact Info
 - ii. Address
 - iii. Organization: Arts for Learning Connecticut | Department: Arts Programs | Title: Teaching Artist
 - iv. Professional Role: Other > Teaching Artist
 - v. Work Settings: Non-Profit Organization



Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Contact (Fields marked below are required)

Phone numbers *

+ Add a phone number

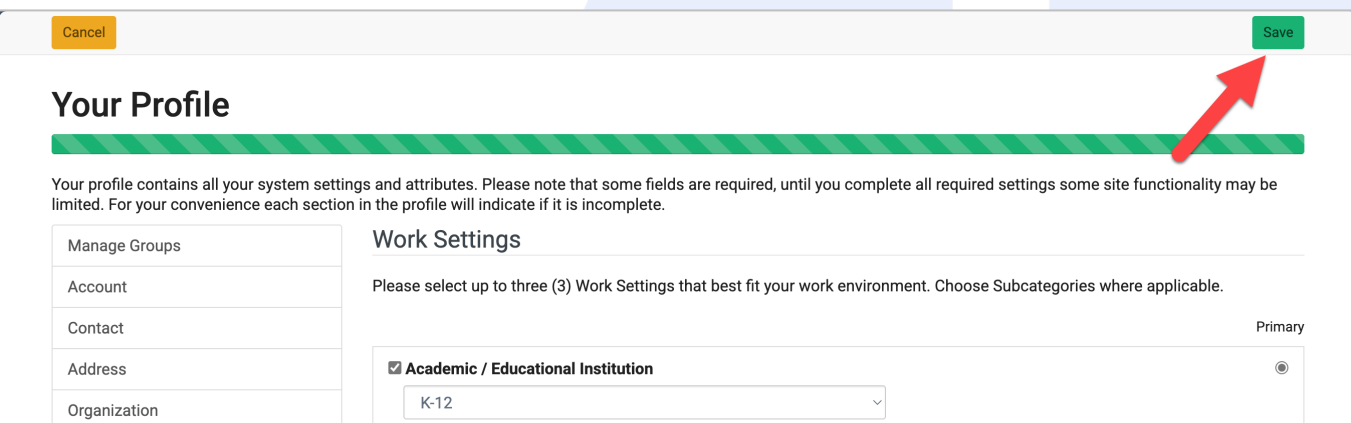
Work Settings

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

☒ Academic / Educational Institution

K-12

Complete all required fields until your profile shows 100% complete. Then select the Save button in the upper-right corner of the screen.



Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Work Settings

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

☒ Academic / Educational Institution

K-12

Primary

Summary:

Your **Account** has been created. Your **Profile** information has been completed.

You are now ready to register and complete trainings on the TRAIN platform!

Trainings can be searched for by title, i.e., "DCF – Mandated Reporter Training". Or you may click links to any of the required trainings from the [Mandated Reporter Training Webpage](#).

Now that you have an account, if you need to log in after clicking a link, you will be brought directly to the course page after signing in.

Additional Resources:

- [TRAIN Tutorials - Official User Guides & Videos](#)
 - [How to Create Your TRAIN Account - Video Tutorial](#)
 - [How to Complete Your TRAIN Profile - Video Tutorial](#)

