

Creating a TRAIN Account

1. On the TRAIN login page, click the “Create Account” button.

Virginia Department of Health
TRAIN Virginia

PHF
Public Health Foundation

Home Course Search Calendar Competencies About Help

Login Name:

Password:

LOGIN

Remember My Login Credentials
[Forgot Login Name/Password](#)

-OR-

CREATE ACCOUNT

To add your course to TRAIN: [Become a Course Provider](#)

Welcome

[How To Create](#)

VDA
Protecting You a

Welcome to health. A free TrainingFinds

Through this site

- Quickly sites,
- Track y
- Access and
- Stay inf

If this is your fi already have a left menu and

IMPORTANT to
Please elect

2. Agree to the TRAIN Policies and click “Next.”

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

1. General Policies and Liability Terms
2. Confidentiality Statement
3. Learner Rights and Responsibilities
4. Course Provider Rights and Responsibilities
5. Definitions

I agree to these TRAIN policies

3. Fill out all required fields and click "Next." Important fields are highlighted in **Yellow**. They are:
 - a. First and last name (legal name, such as what is listed on your paystub)
 - b. Email Address (this should be your work or organization email address, if you have one)
 - c. Organization Name (this should be typed out such as "Virginia Department of Health")
 - d. Password Question/Answer (this needs to be something that you will remember)
 - e. "I would like to receive emails from TRAIN" (this box needs to be checked)

<h3 style="color: red;">Required Fields</h3> <p>Login Name * <input type="text"/></p> <p>Password * <input type="text"/></p> <p>Confirm Password * <input type="text"/></p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Title * <input type="text"/></p> <p>Telephone (daytime) * <input type="text"/> Example: (777)777-7777</p> <p>Email * <input type="text"/></p> <p>Confirm Email * <input type="text"/></p> <p>Organization name * <input type="text"/></p> <p>Department / Division * <input type="text"/></p> <p>Address 1 * <input type="text"/></p> <p>Country * <input type="text" value="United States"/></p> <p>State / Territory * <input type="text" value="Select"/></p> <p>City / Township / Town * <input type="text"/></p> <p>Zip code / Postal code * <input type="text"/></p> <p>County * <input type="text"/></p> <p>Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password</p> <p>Question * <input type="text" value="Select Question."/></p> <p>Answer * <input type="text"/></p> <p><input type="button" value="Next"/></p>	<h3>Optional Fields</h3> <p>Middle Name <input type="text"/></p> <p>Telephone (evening) <input type="text"/></p> <p>Daytime Extension <input type="text"/></p> <p>Pager <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>Bureau/ Section <input type="text"/></p> <p>Address 2 <input type="text"/></p> <hr/> <p><input checked="" type="checkbox"/> I would like to receive emails from TRAIN</p> <p><input type="checkbox"/> I would like to receive notifications about the site updates by email.</p>
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4. On the next screen click the State Portal Select Groups button.

Details Groups My Profile

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corp), or "CDC Portal" (Center for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International":

State Portal **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal **No Groups Selected**

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal **No Groups Selected**

Note: You must select at least one portal.

5. Select a job role and agency or industry and click "Submit."

Select Groups

Virginia

Select Job Role Select Agency/Industry

6. If you are a member of the Medical Reserve Corps click the MRC Portal Select Groups button.

The screenshot shows a web interface with three tabs: 'Details', 'Groups', and 'My Profile'. The 'Groups' tab is active. The main content area contains the following text:

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2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

7. Once you have completed group selection click the Submit button at the bottom of the window.

The screenshot shows a window titled 'Select Groups'. At the top, there are three dropdown menus: 'Region 03 (Ill)' (selected), 'Virginia' (selected), and 'Select Region or Department'. Below these is a map of the United States, divided into 10 numbered regions, each with a different color and a major city labeled. Region 1 is red (Boston), Region 2 is light green (NYC), Region 3 is orange (Phila., DC), Region 4 is purple (Atlanta), Region 5 is light green (Chicago), Region 6 is teal (Dallas), Region 7 is light green (Kansas City), Region 8 is yellow (Denver), Region 9 is blue (San Francisco), and Region 10 is orange (Seattle). Hawaii is shown as a separate island to the west, and Puerto Rico and the Virgin Islands are shown to the south. At the bottom left of the map area are two buttons: 'Submit' and 'Close'.

8. If you desire access to CDC information click the CDC Portal Select Groups button. (Please note that all VDHemployees are required to select CDC groups here.)



Details Groups My Profile

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The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

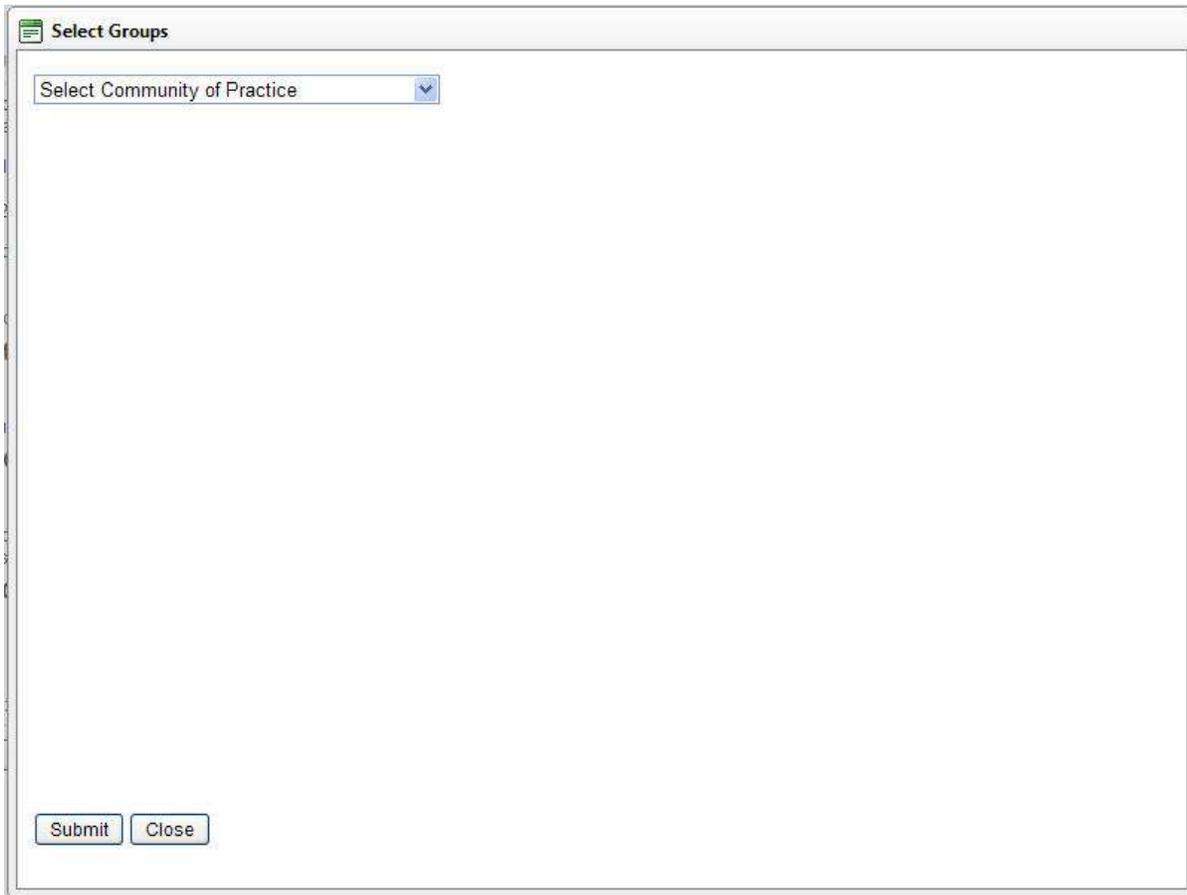
MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

9. Upon completion of CDC groups selection, click the Submit button at the bottom of the window.



Select Groups

Select Community of Practice

10. Upon completion of your groups, click the Next button.

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The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal

Note: You must select at least one portal.



11. Select your Professional Roles. You must select at least one, but not more than three. Then click "Next."

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	Select
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	

12. Select your work settings. You must select at least one, but not more than three. Then click "Next."

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

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	Select
<input type="checkbox"/> Official Public Health Agencies	Select
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	Select
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	

13. Select your Demographic Information and click "Next."

Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	Select <input type="button" value="v"/>
Sex	Select <input type="button" value="v"/>
Ethnicity	Select <input type="button" value="v"/>
Race	Select <input type="button" value="v"/>
Birth Date	<input type="text"/> <input type="button" value="calendar"/> (Format: MM/DD/YYYY)
Primary Language	Select <input type="button" value="v"/>
Secondary Language	Select <input type="button" value="v"/>

14. Select your Virginia Attributes and click "Next." Some important fields are highlighted in **Yellow**. They are:
- Current VDH Employee (this one is required)
 - Race/Ethnicity (this field is for government reporting purposes)
 - Manager/Supervisor (only check this box if you are one of these)

Please enter the appropriate information (optional).

Virginia Attributes	Value
Current VDH Employee *	Select <input type="button" value="v"/>
Professional Association Number	<input type="text"/>
Race / Ethnicity	Select <input type="button" value="v"/>
Manager / Supervisor	<input type="checkbox"/>