

TX TRAIN

Quick Reference



Texas Department of State
Health Services



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<https://tx.train.org/>

Prepared By the
Texas Department of
State Health Services

Community Preparedness Section
Training Team

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How can TX TRAIN benefit you?

- * TRAIN is a Learning Management System (LMS) with the most comprehensive clearinghouse of public health and preparedness training available on the web.
- * TRAIN provides access to courses offered by 29 state and national organizations in a single location.
- * TRAIN can track your learning and store digital copies of your training certificates.
- * TRAIN allows you to take online courses anywhere there is an internet connection — any time and any place.



<https://tx.train.org/>

Required Courses for New DSHS Employees

IS-700.a	Within 120 days	TRAIN 1016070
IS-100.b	Within 120 days	TRAIN 1024627
IS-200.b	Within 120 days	TRAIN 1024638
ICS Refresher for above courses	Every 2 years after first com- pletion of above	TRAIN 1030616
Travel Reim- bursement Training	As Needed	TRAIN 1018166

<https://tx.train.org/>

If you ARE an employee of the State of Texas

If you are an employee of the State of Texas HHSC Enterprise group, your account information is uploaded from CAPPs. Follow these steps to activate your account and set your password.

1. Go to <https://tx.train.org/>.
2. Enter your **work email address** as the login name.
3. Leave the password **blank**.
4. Select the **Login** link.
5. Follow the prompts to answer questions and enter information.

Home Calendar Competencies About Help

Login Name

Password

LOGIN

☐ Remember My Login Name and Password

[Forgot Your Login Name/Password?](#)

-OR-

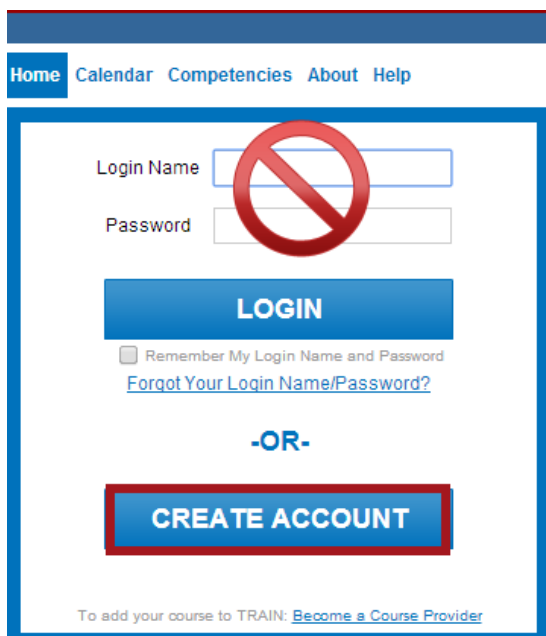
CREATE ACCOUNT

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

If you are NOT an employee of the State of Texas

If you are not an employee of the State of Texas, you must create an account.

1. Select **Create Account**. Do **NOT** select Login.
2. Agree to TRAIN policies, then select **Next**.
3. Proceed through all the screens, answering questions and creating your TX TRAIN account.
4. An email confirmation is sent to the email address you listed for your account.



If you see an Invalid Account message

1. If you enter your email address, leave the password blank, select **Login** and see an **Invalid Account** message, it means the login information does not match what exists in TRAIN. You may already have an account.
2. The account may not be under your current email address, or your current name, or agency. It may also mean that you have more than one TX TRAIN account. Here are some questions to ask yourself:
 - a. Have you changed agencies?
 - b. Have you changed your name?
 - c. Were you a temporary worker?
 - d. Have you created, at some time, an account under a login name other than your state email address?
 - e. Did you leave state employment in the past (could your account be archived)?

Please include any information that will help locate your account. Include your employee ID and current work email address if you are a state employee.

<https://tx.train.org/>

If you see an Access Denied message

The **Access Denied** error message generally occurs when users are trying to access a page they do not have access to. This may be due to visibility settings or user privileges.

The **Access Denied** message often occurs when the user has a direct link to content they cannot access.

One of the most common reasons for an **Access Denied** message to occur is that the user has selected the wrong state portal when setting up their account. They must choose Texas in order to access TX TRAIN.

Contact tx.train@dshs.state.tx.us for assistance when you see this message.

<https://tx.train.org/>

Retrieve Username/ Password

1. Select **Forgot Your Login Name/ Password?** under the **Login** link.
2. Enter the email address you used to register for TX TRAIN.
3. Retrieve your username and password from the email message sent from TX TRAIN.

Be aware this is not an automated or instantaneous process, it could take several hours. Additionally, you must be signed up to receive email messages from TRAIN.

Home Calendar Competencies About Help

Login Name

Password

LOGIN

☐ Remember My Login Name and Password

Forgot Your Login Name/Password?

-OR-

CREATE ACCOUNT

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

Search for a Course

1. Enter the **keyword** or **course ID** in the search field in the upper right corner
2. Select the magnifying glass or press **Enter** on your keyboard.



3. Matching courses will show in the search results.

[Review of Current Doctrine Regarding After Action Reporting](#) Course

[After Action Report and Improvement Plan Writing](#) Course

[After-Action Report, a fillable chart for Public Health Performance Evaluation](#) Course

[Wood Trusses After a Church Fire](#) Course

4. Select the course title to open the course description and registration pages.

After Action Report and Improvement Plan Writing

Course Details	Contacts	Registration	Reviews
<p>Course ID: 1032193</p> <p>Format: On-Site - Classroom course or workshop (Live Event)</p> <p>Clinical / Non-Clinical: Non Clinical</p>			

Register for a Course

Once you locate the course in your search results, select the **Course Title** to view the **Course Details** page.

1. Select the **Registration** tab.

	Helping Students with Brain Injuries - Module 1: Understanding Brain Injury	Course
	Helping Students with Brain Injuries - Module 3: Technology, Assistive Devices, and Troubleshooting	Course
	Helping Students with Brain Injuries - Module 4: Concussion	Course
	Helping Students with Brain Injuries - Module 2: Interventions and Accommodations	Course

2. Choose your **Credit Type** (if applicable).
3. Choose your **Session**, if applicable.
4. Select **Go to Step 2** or select **Launch** to open the online course.

Course Details	
HIV/AIDS-Update Course-2 hours	
Course Details	Contacts
Registration	Reviews
<p>Select Credit Type: --Select--</p> <p>CEU/CE</p> <p>Contact Hours</p> <p>None</p>	<p>Go to Step 2 of Registration</p>
<p>To register other people for this course please click on the 'Batch Registration' button. You will be able to register several people at a time and create new user accounts if they don't exist.</p> <p>Batch Registration</p>	

Withdraw from a Course

1. In the **Dashboard**, select **My Learning**, then select **Current Courses**.
2. Select the **M** to the right of the course title.

Course Name	Status	Format
OLS HIPAA	Evaluation pending	Web-based Training - Self-study
OLS Needle Sticks and Splashes	In Progress	Web-based Training - Self-study

Buttons: TRAIN Transcript, **Current Courses**, Archived Courses

Type	Title	Status	Manage
Online	Ebola Hemorrhagic Fever - Podcast 08/08/2014	In Progress	M
Online	Incident Command System Refresher (Required every other year)	In Progress	M

3. Select the **Withdraw** link to remove yourself from the course roster.

To mark this course as "Completed" please click:

To mark this course as "Archived" please click:

To withdraw yourself from this course please click:

View Your Training Transcript

In the **Dashboard**, select **My Learning**, then select **TRAIN Transcript** to view your training record.

Course Name	Status	Format
Incident Command System Refresher (Required every other year)	In Progress	Web-based Training - Self-study
Introduction to Public Health Emergency Preparedness	Completed	Web-based Training - Self-study
Introduction to Public Health Emergency Preparedness	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
TB 101 For Health Care Workers	Completed	Web-based Training - Self-study

Buttons: **TRAIN Transcript**, Current Courses, Archived Courses

Add Non-TRAIN Courses to Your Training Transcript

If you complete training that is not in TX TRAIN, you have the option to add that training information to your training record. This will provide a comprehensive training record in TRAIN.

1. Open the **Dashboard** and select **My Learning**, then select **TRAIN Transcript** to view your record.
2. Scroll to the bottom of the page to the **Non-TRAIN Event** section. Select **Add** to add your course completions outside TRAIN.



3. Enter all the information about the non-TRAIN course and **Save**.

Non-TRAIN Course Details

* = required fields.

Title: *

Start date: *

Completion date: *

Course URL: *

Course Format: --Select--

Course Provider Name: *

Course Grade Points: *

Course Grade Percentage: *

Credit Type: *

Amount: *

Contact Name: *

Contact Phone: *

Contact Email: *

Additional Info: *

Verified: ☐

Complete an Assessment

1. In the **Dashboard**, select **My Learning**, then **Current Courses**. You will see any pending assessments listed if you do not see them on the main page.
2. Select the **blue hyperlink** to the assessment.
3. Complete the assessment.

My Action Items Click to Expand		
My Learning		
Course Name	Status	Format
Personal Protective Equipment (PPE) (part of the Road to Resilience series of presentations)	In Progress	Webcast (on demand)
PHEP Planner Shadow Rounds	Post-Assessment Pending	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
TRAIN Transcript Current Courses Archived Courses		

Online	State of Texas COPS Assessment 2014	Post-Assessment Pending	M
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Complete an Evaluation

- +

My Action Items

Click to Expand

≡

My Learning


Course Name ↕	Status	Format
Personal Protective Equipment (PPE) (part of the Road to Resilience series of presentations)	In Progress	Webcast (on demand)
PHEP Planner Shadow Rounds	Post-Assessment Pending	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study
PHEP Planner Shadow Rounds	Completed	Web-based Training - Self-study







TRAIN Transcript

Current Courses

Archived Courses

Print Certificates

2. Select the printer icon  next to each certificate to open (& print) a copy in Adobe PDF.

My Certificates		
Course Name	Date Completed	
DSHS HIV Care: Insurance and Federal Health Care Reform: From Dazed and Confused to Dazzlingly Confident	07/08/2014	
QLS HIPAA	07/22/2014	
QLS Needle Sticks and Splashes	07/22/2014	
Stories and Learning	07/31/2014	
TB 101 For Health Care Workers	08/05/2014	
Texas Test SCORM Course #3	06/16/2014	
View All Certificates		

<https://tx.train.org/>

FEMA Certificates and Verification

1. When you pass your FEMA courses, you will receive an email with a link to your certificate.
2. Forward the email with your certificate link to the TX TRAIN administrator or your Regional Training Coordinator. Your completion will be verified in TRAIN.
3. **Note:** Your completion must be verified before the FEMA courses will appear on your transcript.

<https://tx.train.org/>

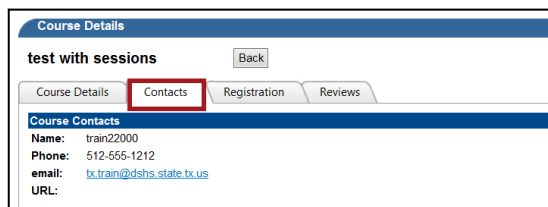
Upload FEMA Certificates (Optional, following verification)

1. Save the certificate you receive from FEMA on your computer.
2. In the **Dashboard**, select **My Learning**, then select **TRAIN Transcript** to view your training record.
3. Select **Upload External Certificates** for each FEMA course listed to upload a **digital copy** of your certificate.

[IS-100.b - Introduction to Incident Command System - 1024627](#)
This course is prerequisite for: [IS-300: Intermediate ICS for Expanding Incidents](#); [ICS-400: Advanced ICS](#); [BCHS: Healthful Living](#); [L-964 Safety Officer \(SOFCR\)](#); [ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents](#)

Contact Course Providers

1. Enter the **keyword** or **course ID** in the search box in the upper right corner.
2. After the **Course Detail** page opens, select the second tab from the left, **Contacts**. The Course Provider information is located here.



Contact your course provider for course related information:

- * Registration;
- * Assessment;
- * Evaluation;
- * Certificate.

Also be aware —

if a course does not function properly, you need to contact the Course Provider, not TX TRAIN.

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Section

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