

Accessing a Course in CDC TRAIN with a Direct Link

You might be provided with a direct link to a course in CDC TRAIN.

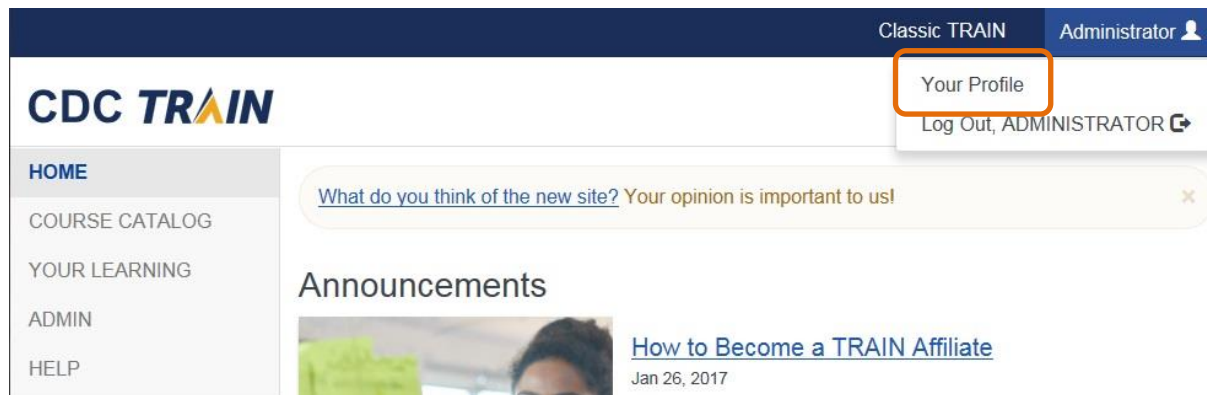
1. Select the link to go directly to the course details page of the course.
2. You will need to login with an existing TRAIN account. Select the green **Log In** button. Enter your Login and Password to log in. If this is your first time on TRAIN, please select **Create an Account**. Once you login you will be directed back to the registration page. You will be brought back to the registration page after creating your new account as well. Directions on creating an account can be found below.

3. Once you have read the course details page and are ready to register for the course, select the green **Register** button.

4. You can also select the blue **Save for Later** button if you are not ready to take the course but would like to bookmark it for later. It will appear in Your Learning with a Not Started status.

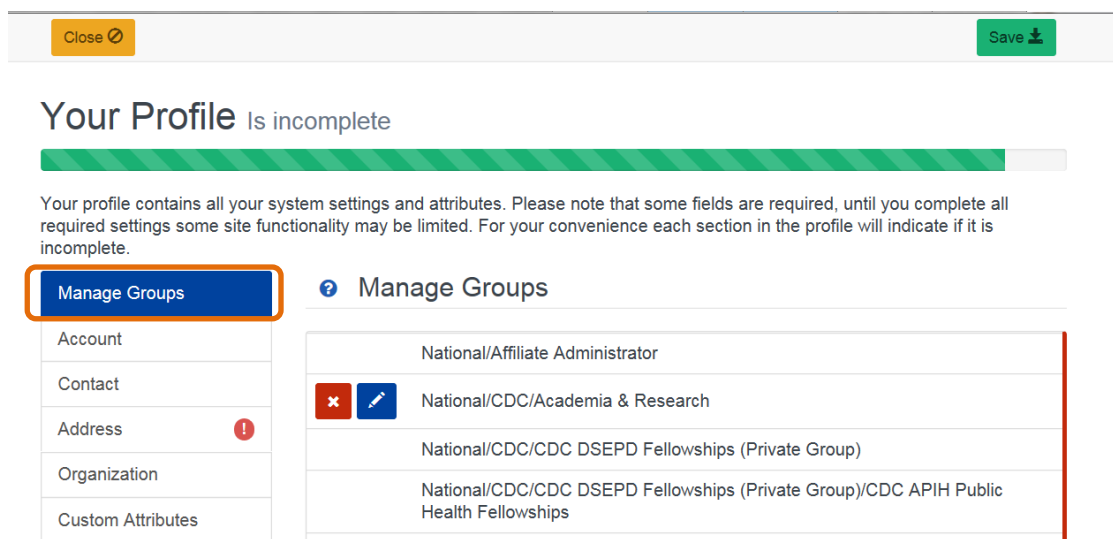
How to Create an Account in CDC TRAIN

1. Select the **Create an Account** link to begin entering your information.
2. You will need to agree to the TRAIN policies. There is a link that leads to more information detailing the specific policies. You must agree with these policies before you may proceed with registration.
3. Once you have created your account, please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to update your account, including adding TRAIN groups.





The screenshot shows the CDC TRAIN user interface. In the top right corner, there is a user menu with the text 'Classic TRAIN' and 'Administrator' next to a user icon. Below this, a dropdown menu is open, with 'Your Profile' highlighted by an orange box. Other options in the dropdown include 'Log Out, ADMINISTRATOR'. On the left side, there is a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, ADMIN, and HELP. The main content area features a survey question: 'What do you think of the new site? Your opinion is important to us!'. Below the survey is an 'Announcements' section with a post titled 'How to Become a TRAIN Affiliate' dated Jan 26, 2017.

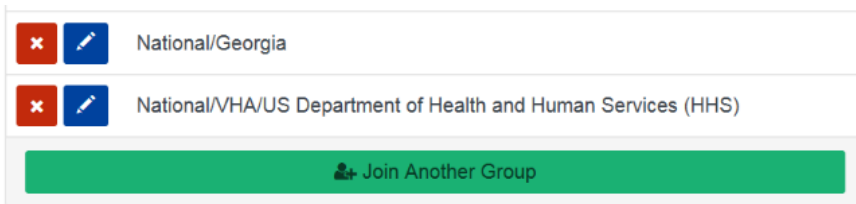
4. **Group Selections:** Select the Manage Groups option from the profile menu.



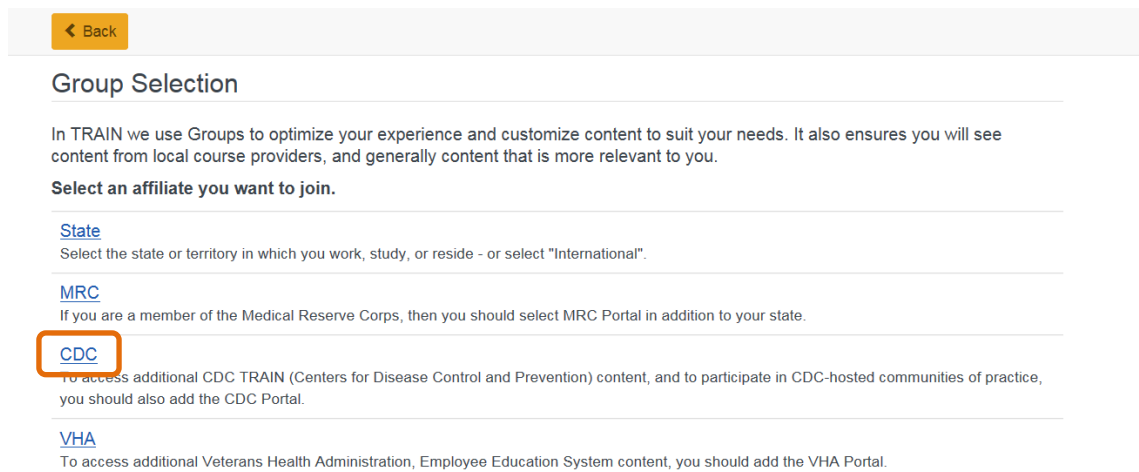
The screenshot shows the 'Your Profile' page. At the top, there are 'Close' and 'Save' buttons. The page title is 'Your Profile' followed by 'Is incomplete'. Below the title is a progress bar that is mostly green, indicating that the profile is not fully complete. A message states: 'Your profile contains 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.' On the left side, there is a menu with options: 'Manage Groups' (highlighted with an orange box), 'Account', 'Contact', 'Address' (with a red exclamation mark icon), 'Organization', and 'Custom Attributes'. The main content area is titled 'Manage Groups' and contains a list of groups:

National/Affiliate Administrator
  National/CDC/Academia & Research
National/CDC/CDC DSEPD Fellowships (Private Group)
National/CDC/CDC DSEPD Fellowships (Private Group)/CDC APIH Public Health Fellowships

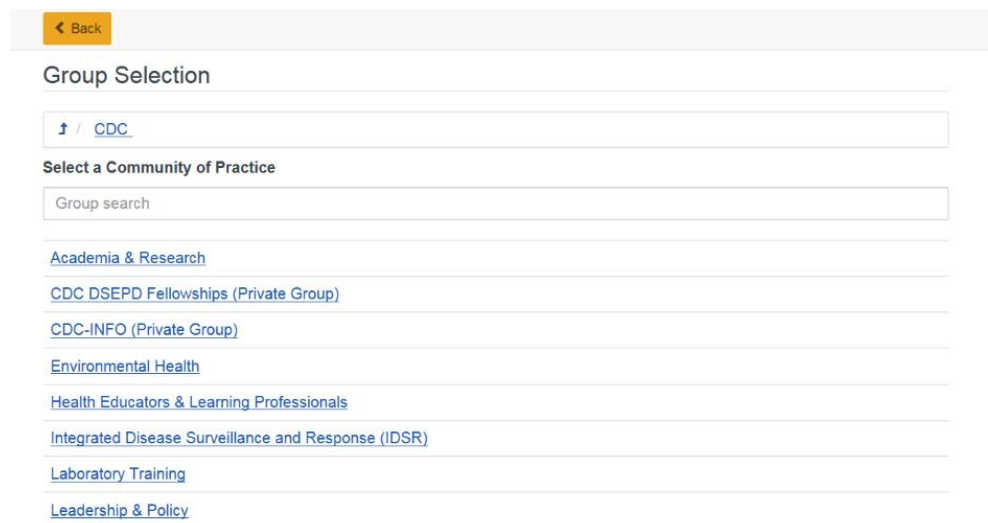
5. Select the **Join Another Group** Button (green).



6. Select CDC from the list.



7. Select a **Community of Practice**, from the list. CDC TRAIN's Communities of Practice (CoP) groups will allow for more targeted content to keep your TRAIN experience more relevant and less cluttered. The groups marked Private are Learning Groups. Please select only if you know you are or have been invited to be a member of that group.



- Click **Confirm These Selections**. You will return to the Groups page.

← Back

Group Selection

↑ / [CDC](#) / [Health Educators & Learning Professionals](#)

(Click any level to return to it)
This is the final branch in the path, please review the results above for any mistakes or inconsistencies.

✓ Confirm these selections

- Click the **Confirm Group Selections** button to save your TRAIN grouping structure.

← Back

Group Selection

✕ National/CDC/Health Educators & Learning Professionals

✓ Confirm Group Selections

- Select the **Save** button on your profile page to save your updates.

Cancel

Save

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.

Manage Groups	
Account	
Contact	
Address	
Organization	
Custom Attributes	

Manage Groups

✕ National/CDC/Health Educators & Learning Professionals

➕ Join Another Group

Search and register for courses in CDC TRAIN

1. Enter a course ID # or a keyword from the course title in the search box located in the left hand menu bar of the CDC TRAIN web page.
2. Click on the magnifying glass.
3. Once the search results load, locate the course you are interested in and click on the course title.
4. The course details page will show. Please read carefully for any instructions.
5. To register, select the green **Register** tab.
6. If the course has CE you will need to select your CE option from the dropdown box.
7. If the course has a registration code, you will be prompted for it at this time.
8. Select the green **Ok** button to confirm registration.
9. Select the green **Launch** button to launch the course.
10. If you need to leave the course prior to completing it, the system will hold you in progress. You can return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the home page. Your course will be listed here. Click on the **In Progress** link to re-launch the course.
11. If you complete the course, the course might move to transcript (if set that way by the course provider). To check, **Your Learning**, then **Transcripts**. If it is not listed on your transcript, you will need to manually complete the course.
12. To manually complete a course, locate the course in **Your Learning**, then **Current Courses** button.
13. Locate the course on the current courses list. To the left of the course name locate then triple dot menu icon and click to open.
14. Select the **Mark Completed** option. This will move the course to transcript.

Thank you for your participation in **CDC TRAIN**! If you have any questions, suggestions, or concerns, please email the CDC TRAIN Administrator at train@cdc.gov.