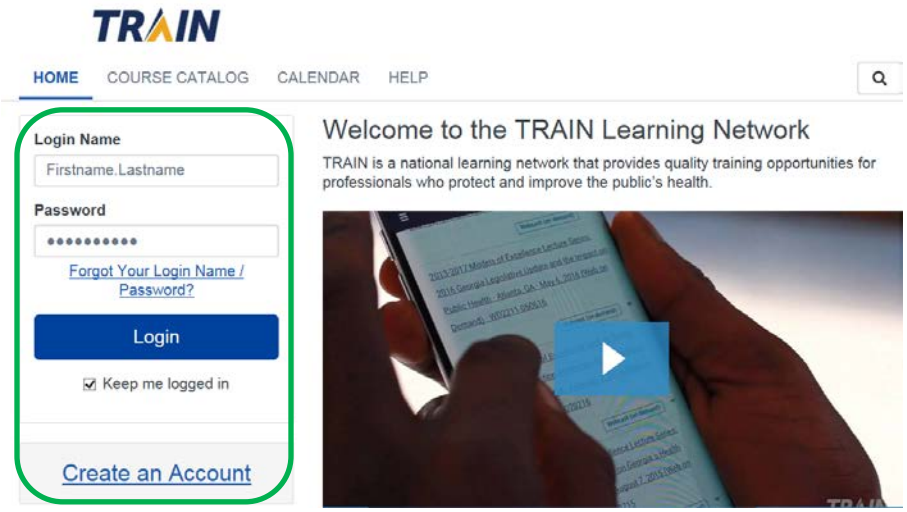
How to Create an Account in OHIO TRAIN

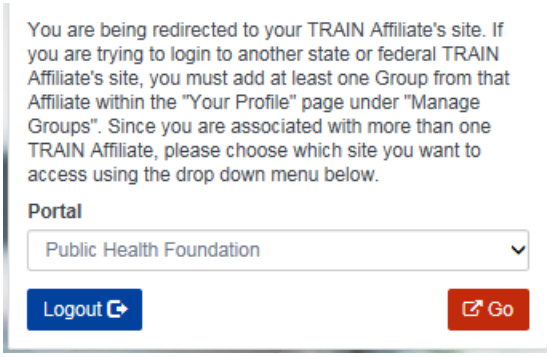
1. Use your preferred internet browser and go to https://www.train.org/Ohiotrain/.
2. **If you already have a TRAIN account, enter your login name and then your password and select Login. If you do not have an OHIO TRAIN account, click the Create an Account link.**



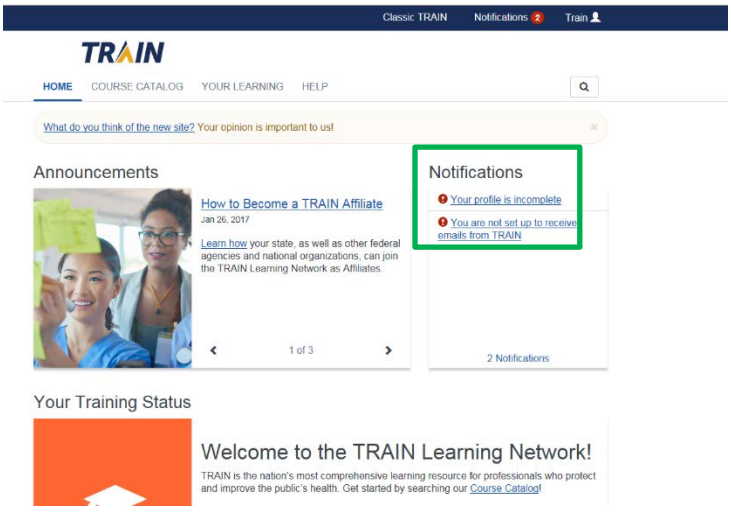
Account Creation

- Create your log in name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.
- Your password must contain at least six characters with at least one capital letter and one number.
- Enter your work email address. If you don't have one, enter your school or personal email address.
- Next, enter your first and last name.
- Now select your time zone.
- Enter your work zip/postal code. If you do not have one, enter your school or personal zip/postal code instead.
- The final process is to agree to all of OHIO TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use OHIO TRAIN until you agree to the policies.
- After agreeing, click the **Create Account** button to log into the TRAIN Learning Network.

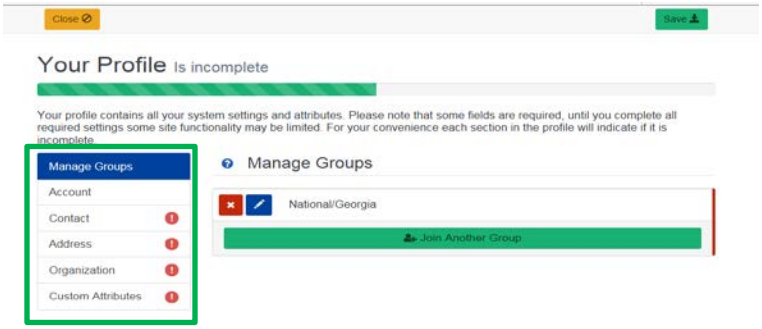
Note: Upon logging into OHIO TRAIN, you may be presented with a message that you are being redirected to another portal. This prompt appears because your account is associated with a different TRAIN Affiliate group. If you are associated with more than one TRAIN affiliate group, you can choose which site to enter by selecting the drop-down menu. Once you have selected a TRAIN Affiliate group, click the 'Go' button to be directed to your desired TRAIN Affiliate Site.



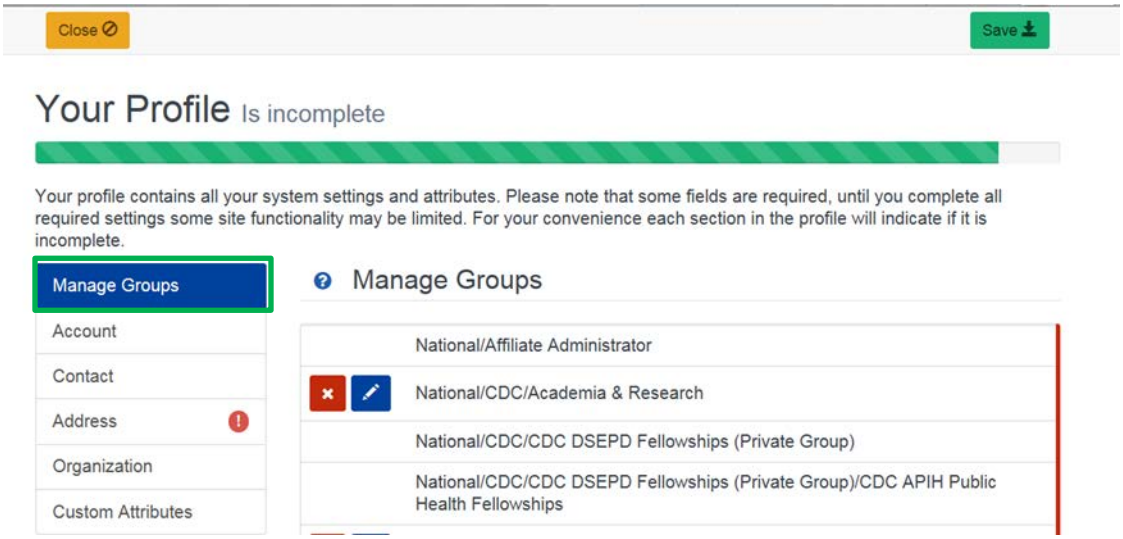
3. Once you have created your account, please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to update your account, including adding TRAIN groups.



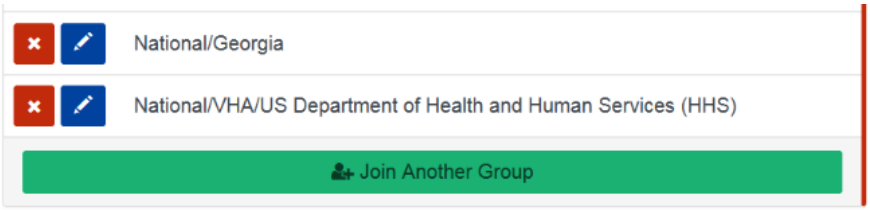
4. The areas of your profile that need to be updated will have a red exclamation mark next to it.



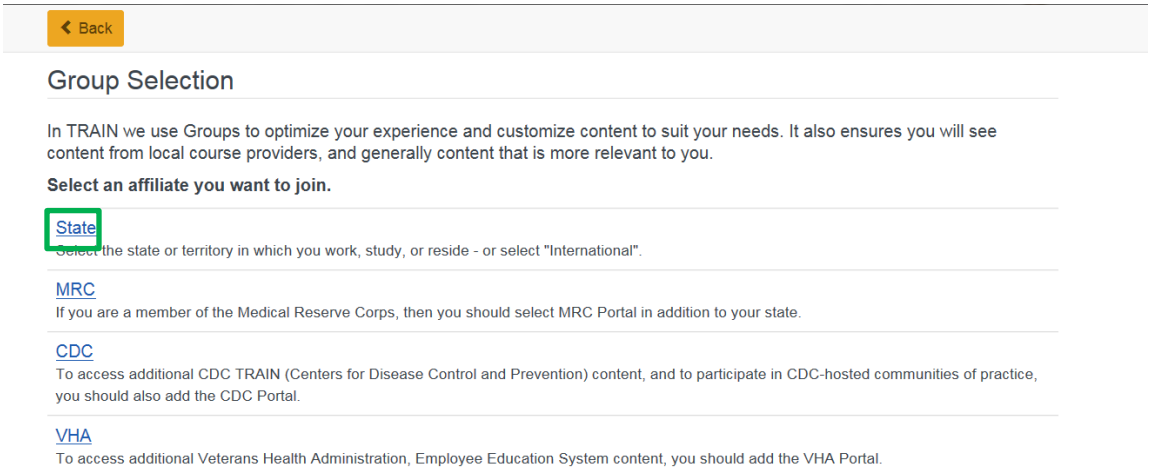
5. Select the exclamation mark to update each field. Once you have completed each field, you will need to save the entry by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.
6. After you have completed your profile, you will need to update the groups added on your profile. Select the option for **Manage Groups**.



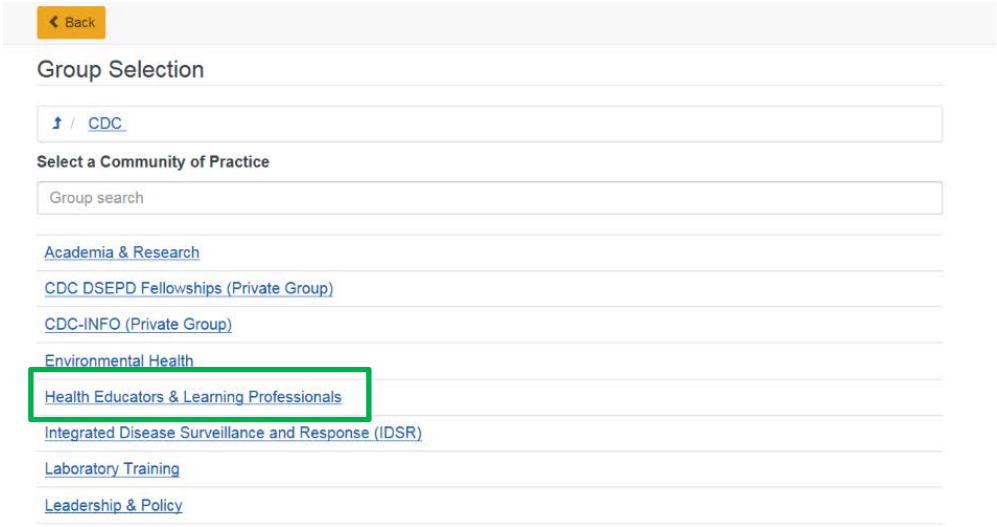
7. Select the **Join Another Group** Button (green).



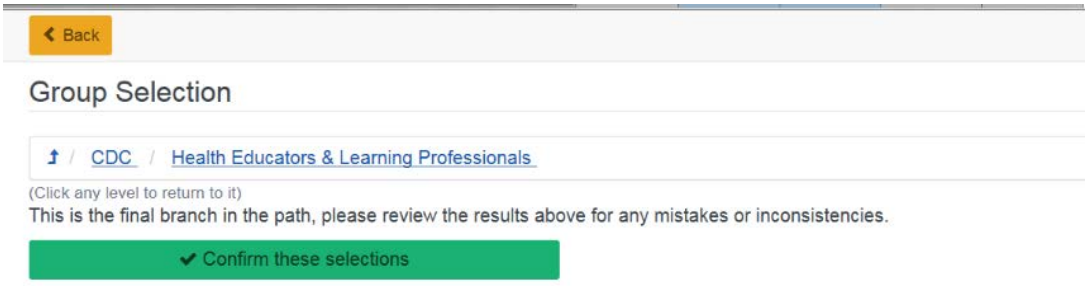
8. Select the option for **STATE**.



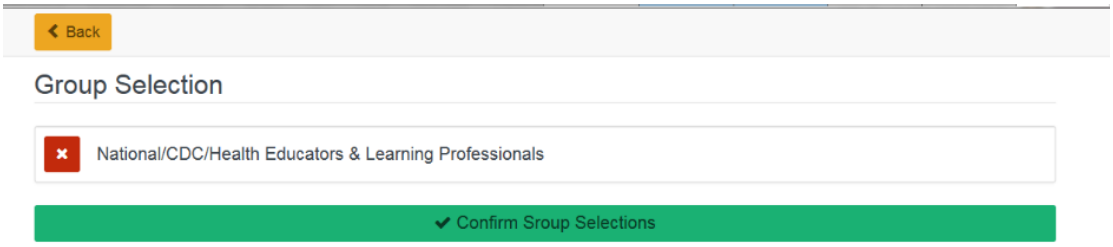
9. Select a **Community of Practice**, from the list.



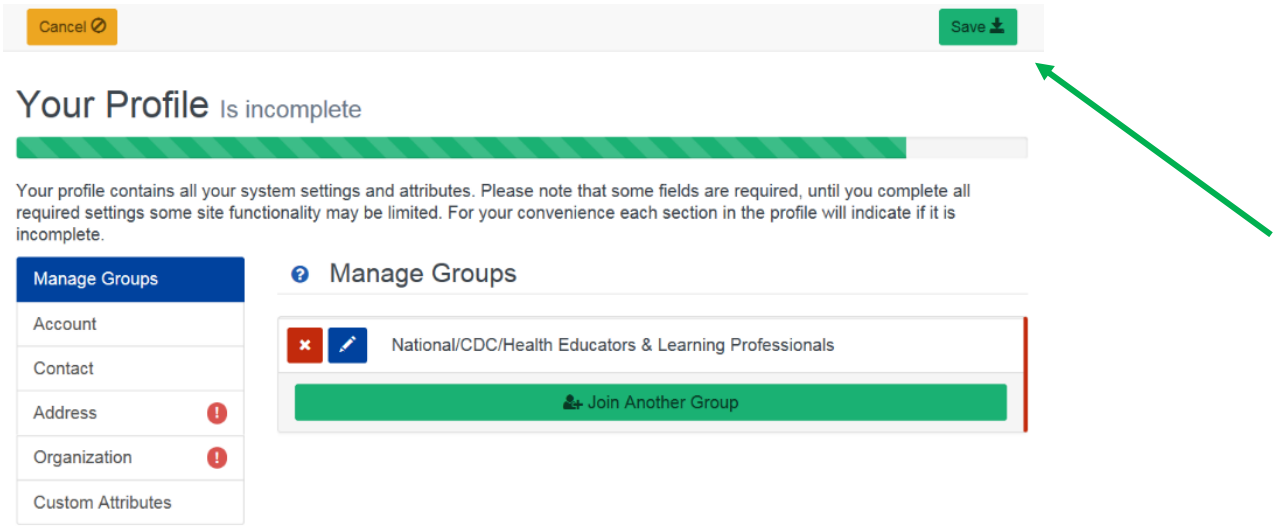
10. Click **Confirm These Selections**. You will return to the Groups page.



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



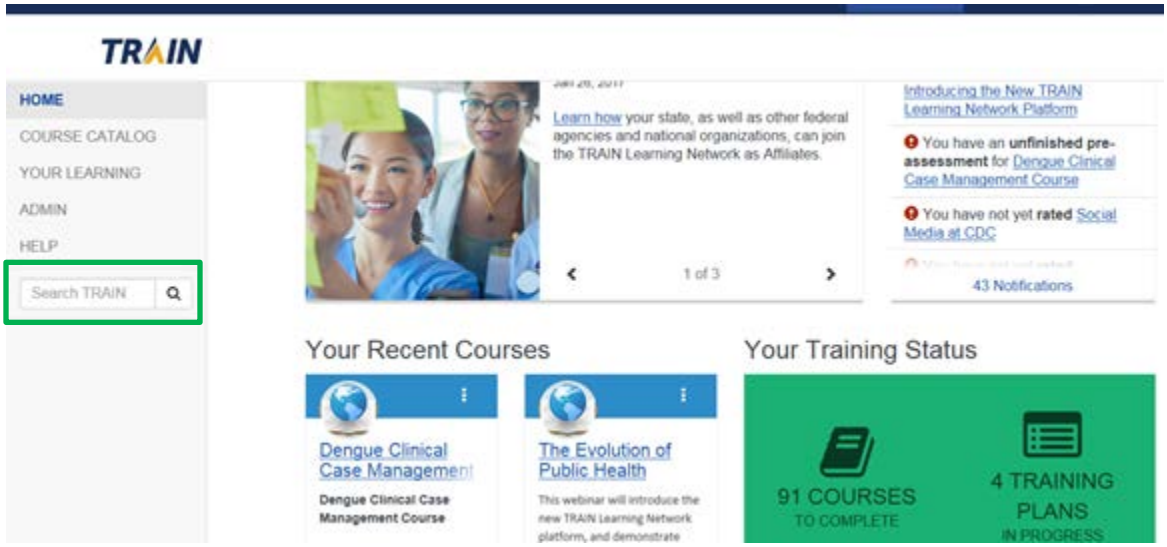
12. Select **Save** and your account is now set up! You can close this section and register for your course.

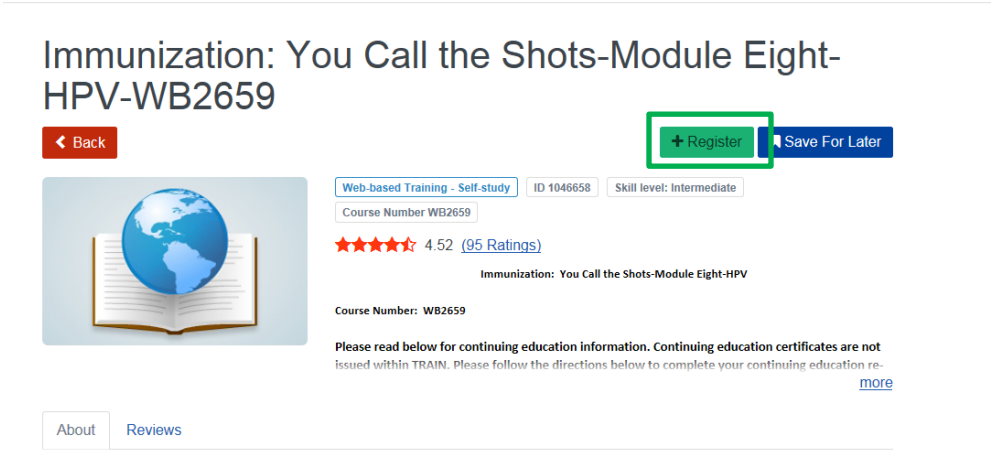


To search and register for a course in OHIO TRAIN

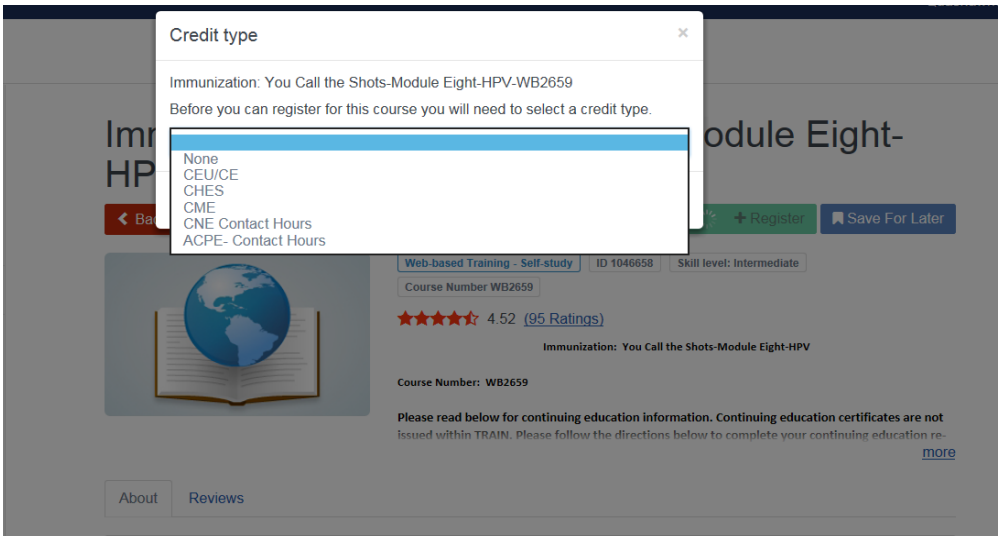
1. Enter a course ID # or a keyword from the course title in the search box located at the left of the OHIO TRAIN web page.

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 will load for the course. Please read carefully for any instructions.
5. To register, select the green **Register** tab.

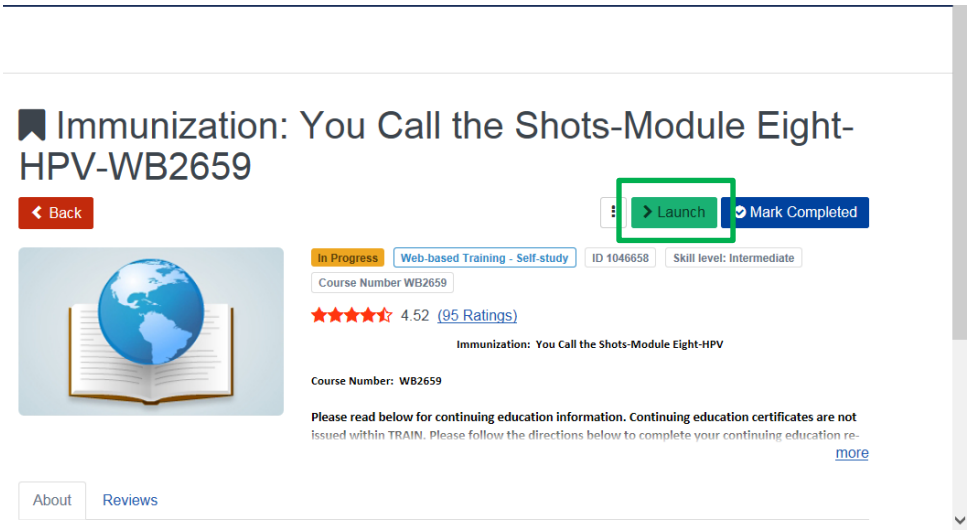




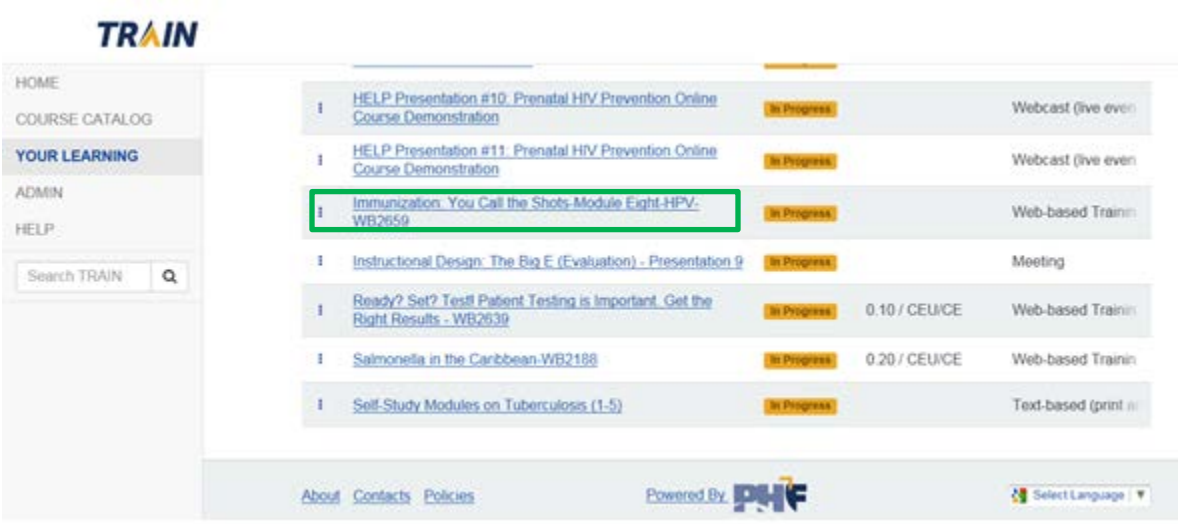
6. If the course has CE you will need to select your CE option from the dropdown box.



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 **Launch** button to launch the course.



10. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into OHIO 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, select **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 **OHIO TRAIN**! If you have any questions, suggestions, or concerns, please email the OHIO TRAIN Administrator at train@Ohio.gov.