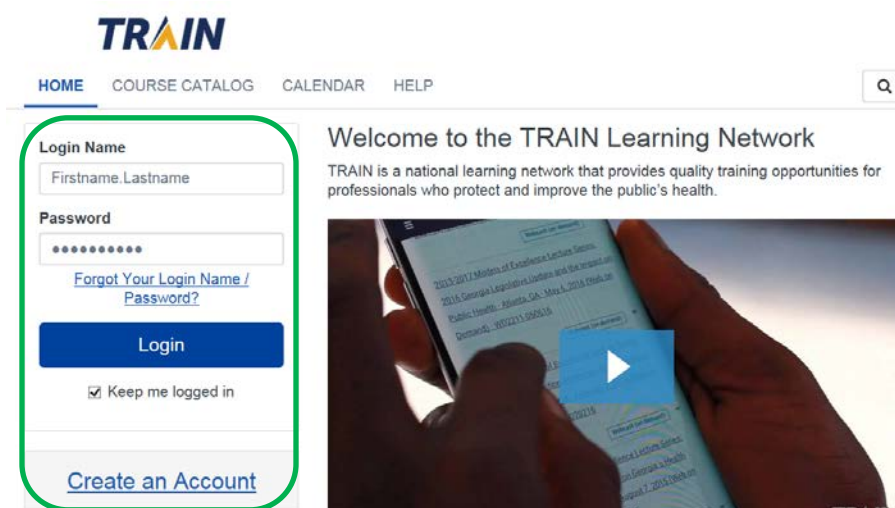


How to Create an Account in OHIO TRAIN

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.

You are being redirected to your TRAIN Affiliate's site. If you are trying to login to another state or federal TRAIN Affiliate's site, you must add at least one Group from that Affiliate within the "Your Profile" page under "Manage Groups". Since you are associated with more than one TRAIN Affiliate, please choose which site you want to access using the drop down menu below.

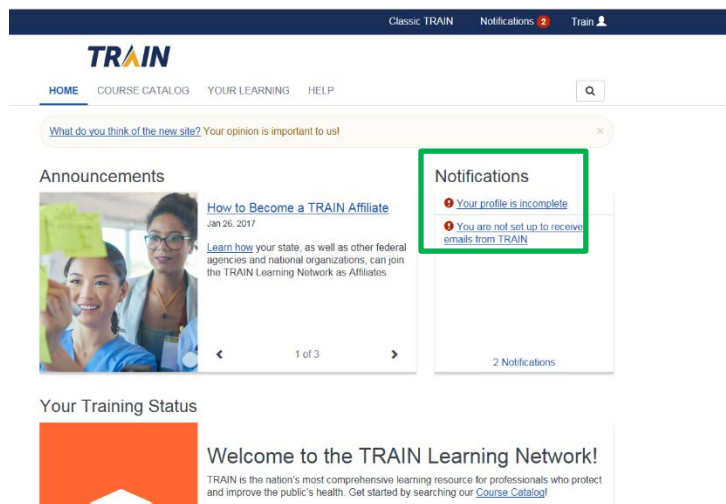
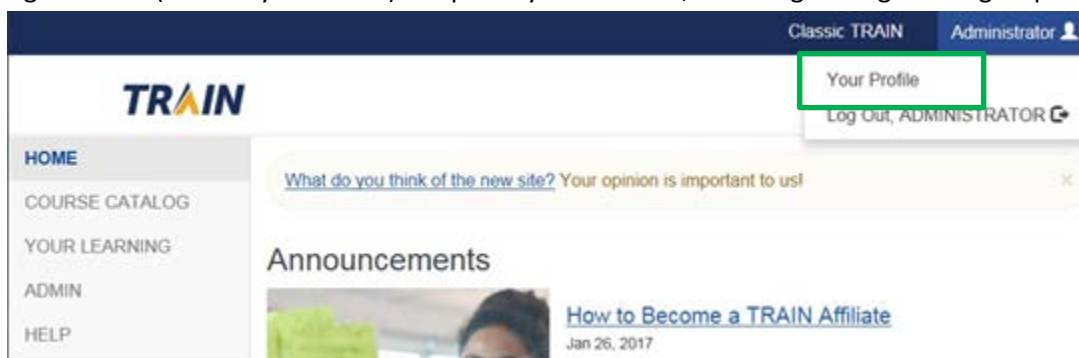
Portal

Public Health Foundation

Logout

Go

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

The screenshot shows the 'Your Profile' page with a 'Close' button on the top left and a 'Save' button on the top right. The page title is 'Your Profile Is incomplete'. Below the title is a progress bar. 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 is a sidebar with 'Manage Groups' selected, and other options: Account, Contact, Address, Organization, and Custom Attributes. Each of these options has a red exclamation mark next to it. The main content area is titled 'Manage Groups' and shows a single group entry: 'National/Georgia' with a red 'x' icon and a blue pencil icon. Below this entry is a green button labeled 'Join Another Group'.

- 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.
- After you have completed your profile, you will need to update the groups added on your profile. Select the option for **Manage Groups**.

This screenshot shows the 'Your Profile' page after several updates. The 'Close' and 'Save' buttons are still present. The 'Your Profile Is incomplete' title and progress bar remain. The same message about incomplete settings is shown. In the sidebar, 'Manage Groups' is highlighted with a green border, and the other options (Account, Contact, Address, Organization, Custom Attributes) still have red exclamation marks. The main 'Manage Groups' section now displays a list of groups: 'National/Affiliate Administrator', 'National/CDC/Academia & Research' (with a red 'x' and blue pencil icon), 'National/CDC/CDC DSEPD Fellowships (Private Group)', and 'National/CDC/CDC DSEPD Fellowships (Private Group)/CDC APIH Public Health Fellowships'. A green 'Join Another Group' button is at the bottom of the list.

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

This is a close-up of the 'Join Another Group' button, which is green and features a group of people icon. It is located at the bottom of a list of groups. The groups listed above it are 'National/Georgia' and 'National/VHA/US Department of Health and Human Services (HHS)', each with a red 'x' and a blue pencil icon.

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

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Group Selection

In TRAIN we use Groups to optimize your experience and customize content to suit your needs. It also ensures you will see content from local course providers, and generally content that is more relevant to you.

Select an affiliate you want to join.

[State](#)
Select the state or territory in which you work, study, or reside - or select "International".

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

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

[VHA](#)
To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.

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

[< Back](#)

Group Selection

↑ / [CDC](#)

Select a Community of Practice

Group search

[Academia & Research](#)

[CDC DSEPD Fellowships \(Private Group\)](#)

[CDC-INFO \(Private Group\)](#)

[Environmental Health](#)

[Health Educators & Learning Professionals](#)

[Integrated Disease Surveillance and Response \(IDSR\)](#)

[Laboratory Training](#)

[Leadership & Policy](#)

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

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Group Selection

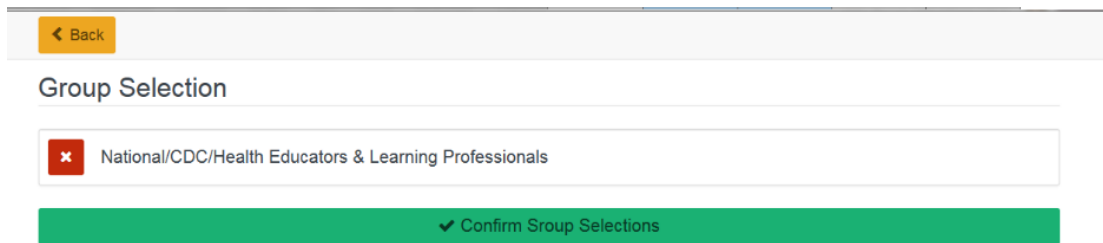
↑ / [CDC](#) / [Health Educators & Learning Professionals](#)

(Click any level to return to it)

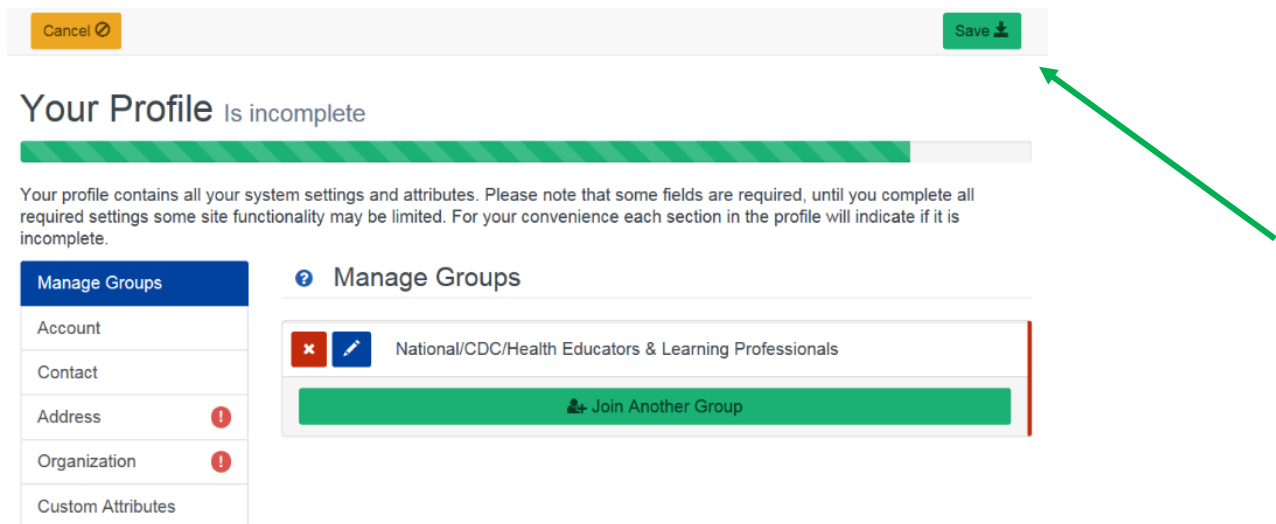
This is the final branch in the path, please review the results above for any mistakes or inconsistencies.

✓ Confirm these selections

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.

[HOME](#)
[COURSE CATALOG](#)
[YOUR LEARNING](#)
[ADMIN](#)
[HELP](#)

June 29, 2017

Learn how your state, as well as other federal agencies and national organizations, can join the TRAIN Learning Network as Affiliates.

1 of 3

[Introducing the New TRAIN Learning Network Platform](#)
 You have an unfinished pre-assessment for [Dengue Clinical Case Management Course](#)
 You have not yet rated [Social Media at CDC](#)
 43 Notifications

Your Recent Courses

[Dengue Clinical Case Management](#)

Dengue Clinical Case Management Course

[The Evolution of Public Health](#)

This webinar will introduce the new TRAIN Learning Network platform, and demonstrate

Your Training Status

91 COURSES TO COMPLETE

4 TRAINING PLANS IN PROGRESS

Immunization: You Call the Shots-Module Eight-HPV-WB2659

[< Back](#)

[Web-based Training - Self-study](#)
[ID 1046658](#)
[Skill level: Intermediate](#)

★★★★☆ 4.52 [\(95 Ratings\)](#)

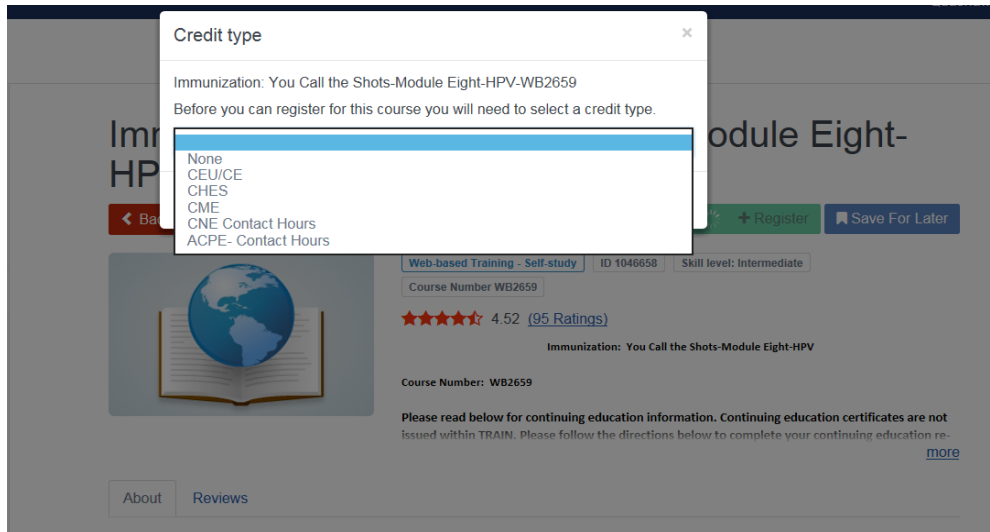
Immunization: You Call the Shots-Module Eight-HPV

Course Number: WB2659

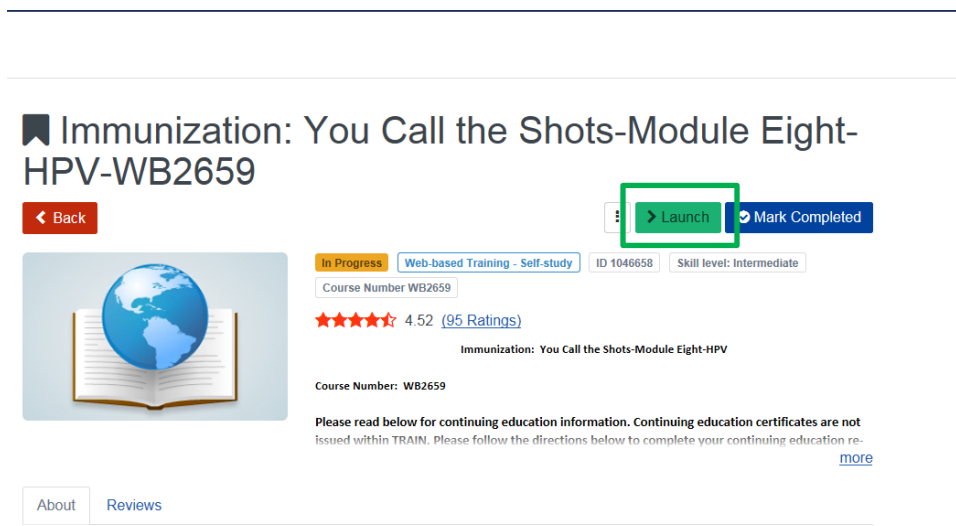
Please read below for continuing education information. Continuing education certificates are not issued within TRAIN. Please follow the directions below to complete your continuing education re-
[more](#)

[About](#)
[Reviews](#)

- 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.

The screenshot shows the OHIO TRAIN website interface. On the left is a sidebar with navigation links: HOME, COURSE CATALOG, YOUR LEARNING (highlighted), ADMIN, and HELP. Below these is a search bar labeled 'Search TRAIN' with a magnifying glass icon. The main content area displays a list of courses under the 'YOUR LEARNING' section. Each course entry includes a triple-dot menu icon, the course title, a status button (all are 'In Progress'), and the course type. The course 'Immunization: You Call the Shots-Module Eight-HPV-WB2659' is highlighted with a green box. At the bottom of the page, there are links for 'About', 'Contacts', and 'Policies', a 'Powered By' logo for OHF, and a 'Select Language' dropdown menu.

Course Title	Status	Course Type
HELP Presentation #10: Prenatal HIV Prevention Online Course Demonstration	In Progress	Webcast (live even)
HELP Presentation #11: Prenatal HIV Prevention Online Course Demonstration	In Progress	Webcast (live even)
Immunization: You Call the Shots-Module Eight-HPV-WB2659	In Progress	Web-based Training
Instructional Design: The Big E (Evaluation) - Presentation 9	In Progress	Meeting
Ready? Set? Test! Patient Testing is Important. Get the Right Results - WB2639	In Progress	0.10 / CEU/CE Web-based Training
Salmonella in the Caribbean-WB2188	In Progress	0.20 / CEU/CE Web-based Training
Self-Study Modules on Tuberculosis (1-5)	In Progress	Text-based (print or

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.