# Ohio Train 3.0 Quick Tutorial

This is a quick overview of the new Ohio Train 3.0 website. The new address for Ohio Train is www.train.org/ODH. All users will be automatically forwarded to the new site. If you open a link to the old location it will automatically forward you to the new site. There is no need to change your link at this time. However at some point you will need to update your link to the new site.
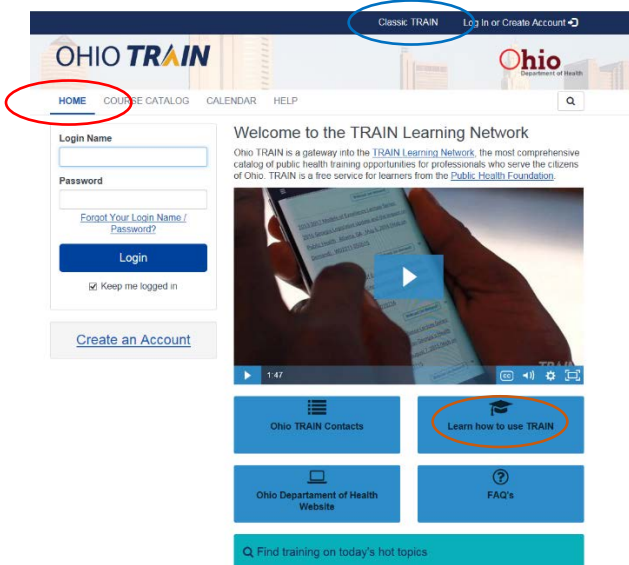
This is a screenshot of the Log-In page of the new site. **THERE IS NO NEED TO CREATE A NEW ACCOUNT.** Please login using your normal Login Name and Password. You can also access FAQ's, THE ODH website and Ohio Train Contacts.

Administrative functions and Course Entry are partially complete as of this release. Some things will function in the new versions and some actions will require you to complete them in Classic Train. Until Train 3.0 is complete you can always revert back to Classic Train by clicking the "Classic Train" link at the top right of every page.

For questions not covered by this tutorial please utilize the "Learn How to use TRAIN" link or the "Help" tab at the top of the screen. You can also contact the Ohio Train Coordinator at oh_admin@train.org.
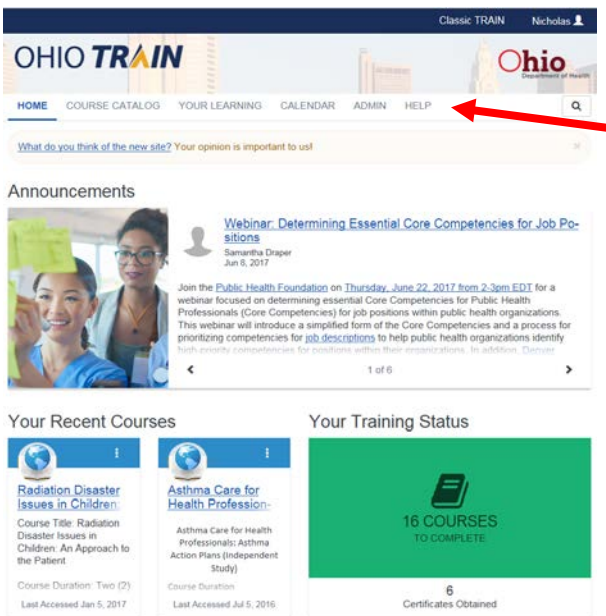
Navigation is accomplished by clicking on the tabs at the top of the page.

This is your new Ohio Train Home Page. This will give you an overview of current courses that you need to complete, Announcements, and other helpful information.
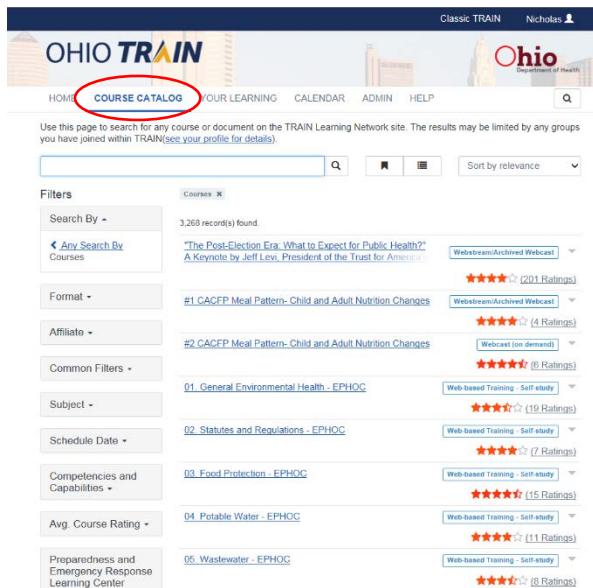
To locate training click on the "Course Catalog" tab. From this screen you can browse by scrolling the page. As you get to the end of the page more results will load.

You can also search for a particular course by typing the course name or course ID into the search box and clicking the search button. You can also use the filter on the left side to narrow your search results.

Once you have found the training you wish to take click on the title of the training to get too the Launch\Registration page.
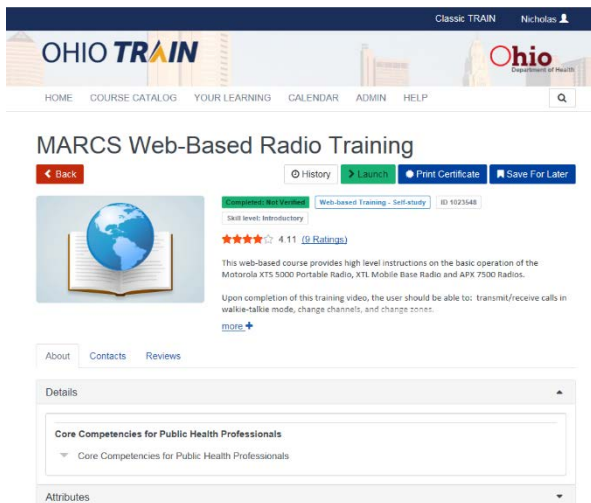
This is the new course Launch\Registration page. From her you can launch the course, Register for the course, print your completion certificate, and save it for later.

You will also see the description of the course. **Only the first few lines are always displayed.** To see the entire description click the more+ located directly beneath the description.

If only a launch button is displayed they you will atomically be registered for the course upon launching the course.
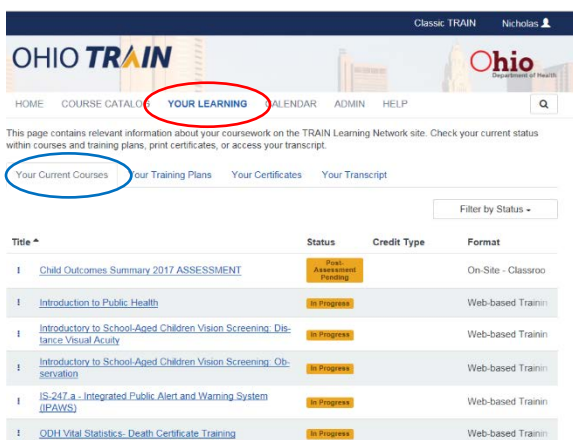

For an overview of all the courses that you have taken or are currently taking click on the "Your Learning" tab.

The first tab on the page is "Your Current Courses" These are courses that you have registered for but have not full completed. To continue taking the course click on the course name and it will take you to the course Launch page.
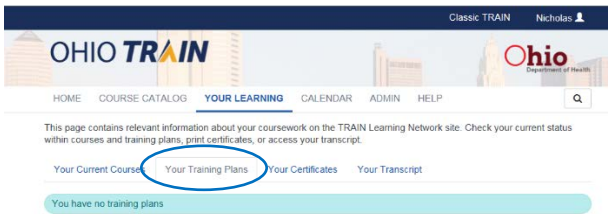
The second tab is "Your Training Plans". If you have been assigned any training plans to complete they will be displayed on this page.
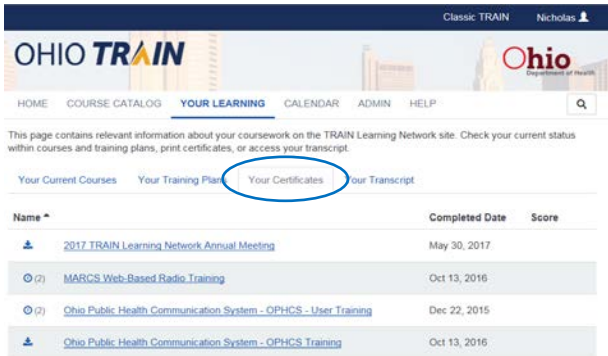

The third tab is "Your Certificates". This is the page that will display all the certificates of completion that you have earned.

To print the certificate click the symbol to the left of the course name to download the PDF of your certificate. It will ask you if you want to open or save the certificate. Once you have it open you can print it for your records.
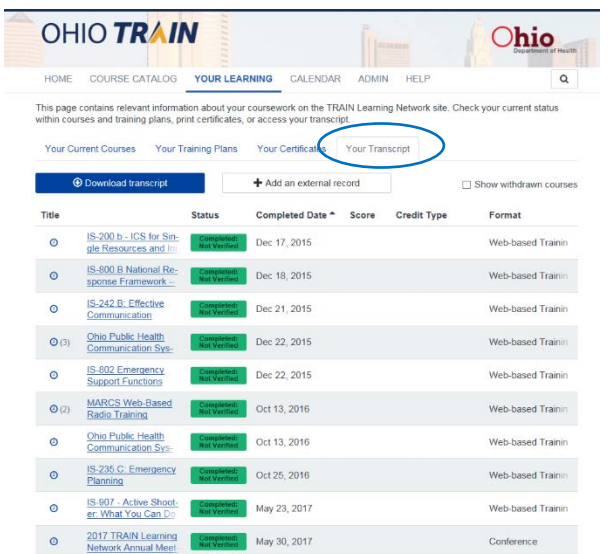
The fourth and final tab is "Your Transcript". This page will display all of the courses you have completed in Ohio Train. From this screen you can also download your transcript for your records.
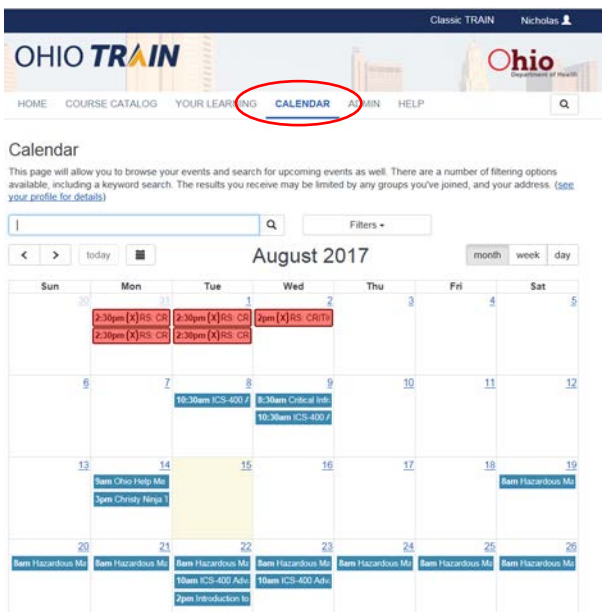
The final TOP Tab we are going to cover is the "Calendar" tab. This page shows you upcoming training opportunities that you may be interested in.

You can click on the Time\Course Name on the calendar and it will take you to the course Launch\Registration page.