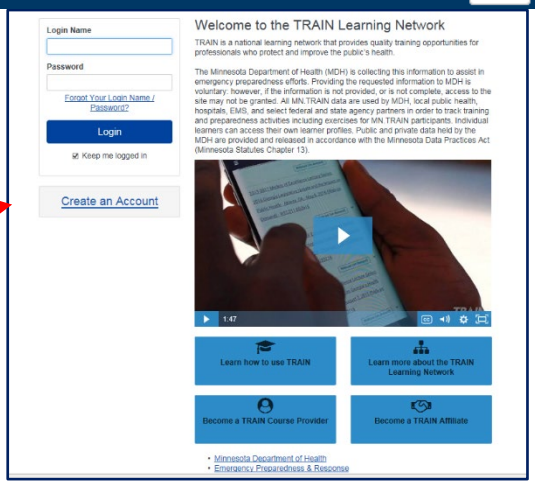
DEPARTMENT OF HEALTH

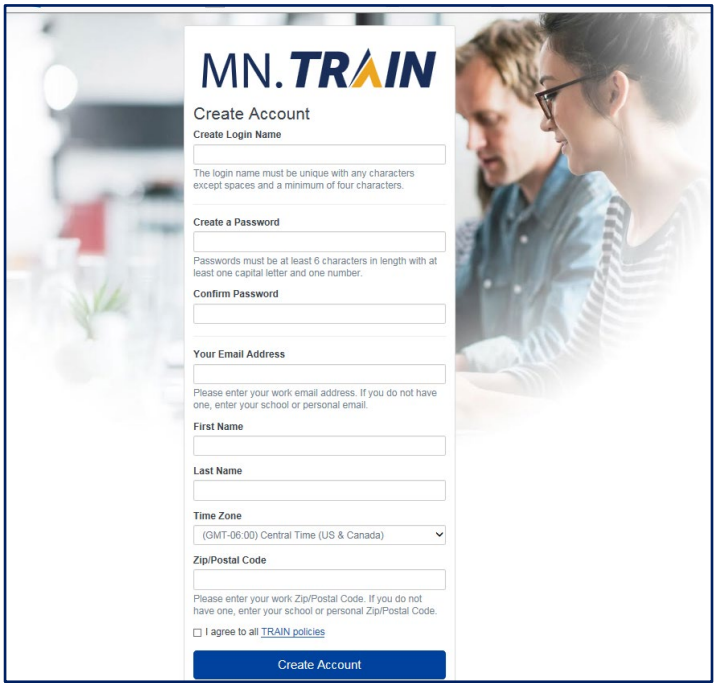
To Create a MN.TRAIN Account

Login to: MN.TRAIN

Click on **Create an Account**



Fill in the required information:



Login name: Minimum of 4 letters—numbers and letters only.

Password: Eight characters; one lower case letter, one upper case letter, one number. Must be different from Login name, first name, last name, and email.

Work email address

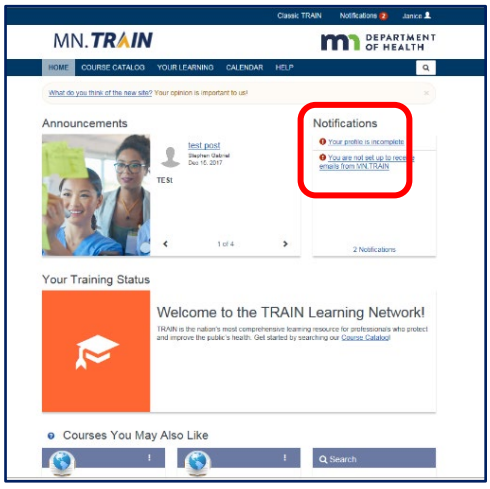
First and Last name.

Select your time zone.

Postal zip code.

Agree to the TRAIN policies.

Click "Create Account"



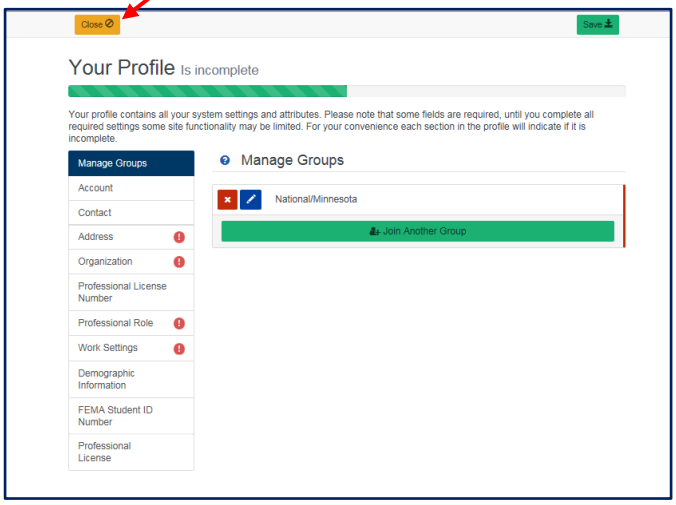
Upon logging in, you will have 2 Notifications waiting for you.

Please click on them to complete setting up your account.

You will be asked if you want to opt in to receive MN.TRAIN emails. Please opt in to receive emails. MN.TRAIN will email about courses for which you are registered.

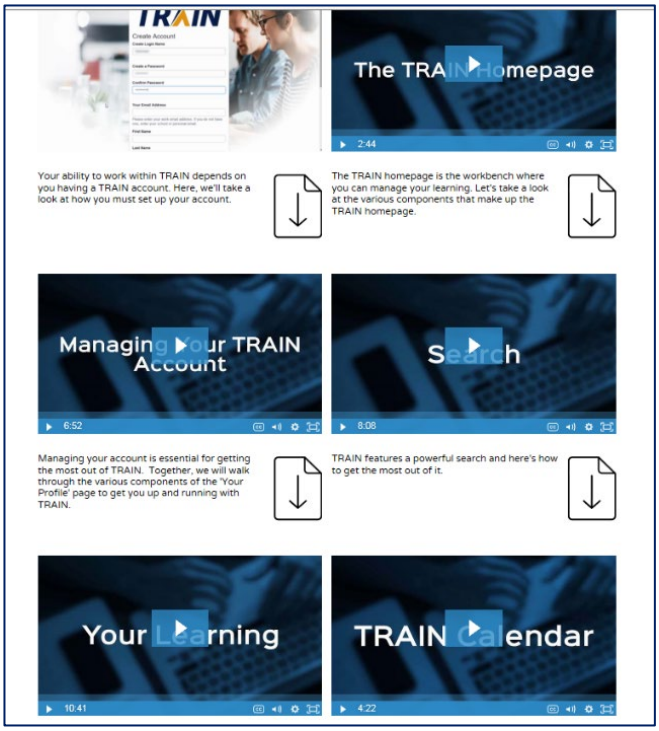
TRAIN will send you an email asking you to *confirm your email address.* **Follow the instructions in that email. It is not spam.**

Complete your Profile by clicking on the areas highlighted with a red exclamation point:
Click the green **Save** button to save your information.
Click the yellow **Close** button to stop editing.



Manage Groups /Join Groups / Group Selection

Manage your National/Minnesota group by clicking on the pencil icon to edit. Add yourself to the appropriate workgroup within the Region and County where you are employed.

By clicking on the green bar, Join Another Group, you can also join a CDC group to gain access to more CDC courses, or add yourself to a Medical Reserve Corps (MRC) group.

Be sure to check out the Help tab for several tutorials and job aids on how to use MN.TRAIN.