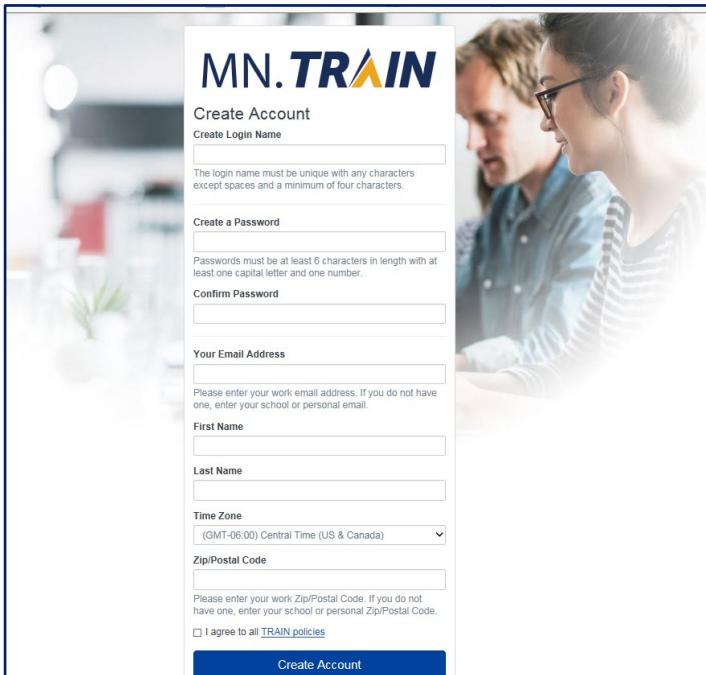


## To Create a MN.TRAIN Account

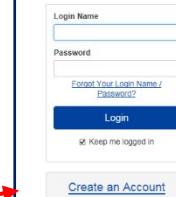
Login to: [MN.TRAIN](https://mntrain.state.mn.us)

Click on [Create an Account](#)

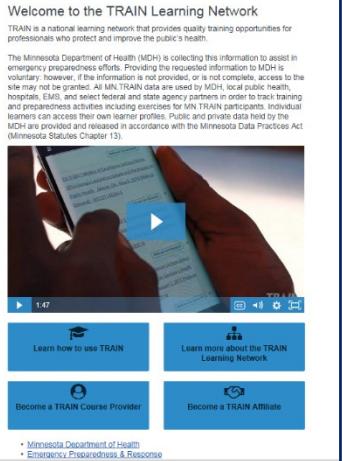
Fill in the required information:



The screenshot shows the 'Create Account' form on the MN TRAIN website. It includes fields for 'Create Login Name', 'Create a Password', 'Confirm Password', 'Your Email Address', 'First Name', 'Last Name', 'Time Zone' (selected as Central Time), 'Zip/Postal Code', and a checkbox for 'I agree to all TRAIN policies'. A 'Create Account' button is at the bottom.



The screenshot shows the 'Login' form on the MN TRAIN website. It includes fields for 'Login Name' and 'Password', a 'Forgot Your Login Name / Password?' link, a 'Login' button, a 'Keep me logged in' checkbox, and a 'Create an Account' link.



**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.

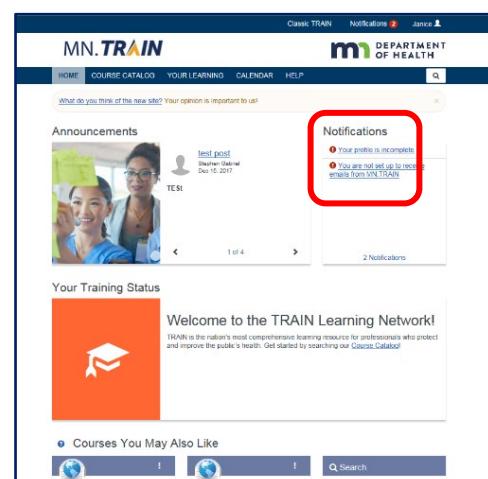
Click "Create Account"

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

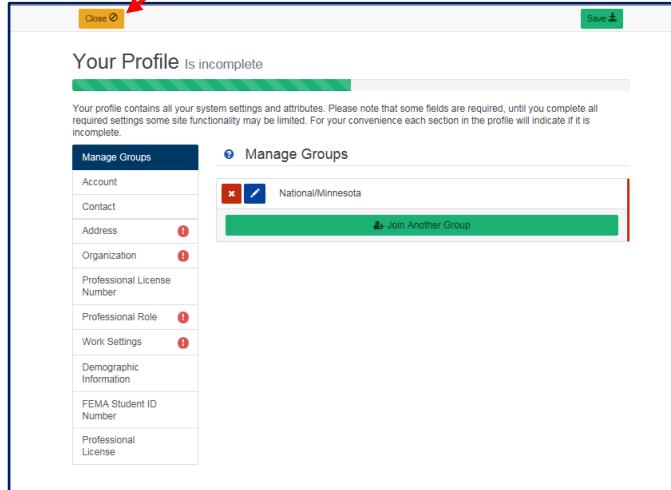
Please click on them to complete setting up your account.

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.



**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 !
- Professional License Number
- Professional Role !
- Work Settings !
- Demographic Information
- FEMA Student ID Number
- Professional License

**Manage Groups**

National/Minnesota

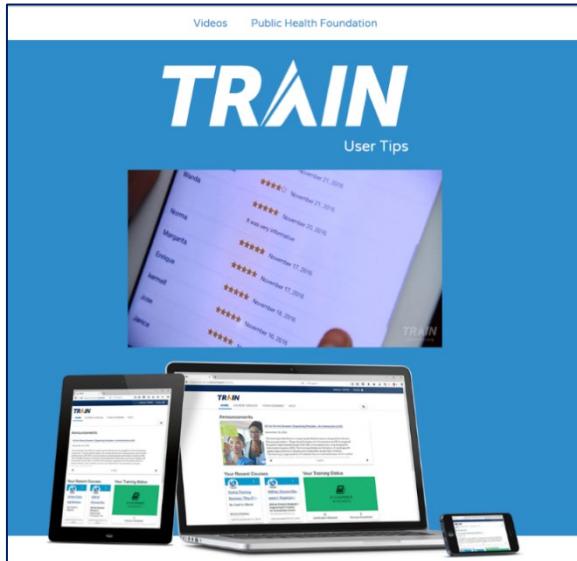
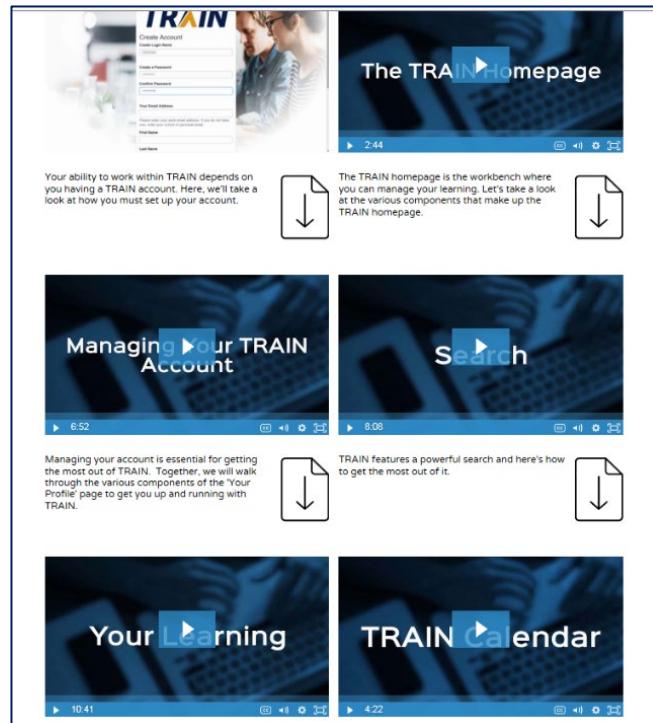
**Join Another Group**

### 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.**

**TRAIN**

Videos Public Health Foundation

**User Tips**

**Create Account**

**The TRAIN Homepage**

**Managing Your TRAIN Account**

**Search**

**Your Learning**

**TRAIN Calendar**