

CREATING YOUR TRAIN ACCOUNT (Must complete all screens)

SCREEN # 1

State of Connecticut Department of Public Health

Welcome Guest! | Login

TRIN Connecticut

PHF

Wednesday, July 01, 2015

Home Calendar Competencies About Help

Search by Keyword or Course ID

Welcome to TRIN, the premier learning resource for professionals who protect the public's health. A free service of the [Public Health Foundation](#), www.train.org is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN).

New to TRINConnecticut? Visit the TRINConnecticut online video tutorial page for helpful information on how to set up and manage your account.

[Click here to go to video tutorials...](#)

Through this site, you can:

- Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites.
- Track your learning with personal online transcripts.
- Access valuable materials, course reviews, and discussions to improve your learning experience, and
- Stay informed of the latest public health trainings for your area or expertise.

If this is your first visit, click "Create Account" on the left menu to register for TRIN and start learning today!

If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click "Login".

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TRAIN Connecticut - LMS Software by KMI Learning

- Click "Create Account" button.
- [How to create an Account in CT TRAIN](#) (click on this link for the video)

Screen #2

TRAIN Policies - Windows Internet Explorer
https://ct-train.staging.kmionline.com/Admin/TrainRegistration/TrainPoliciesSignOff.aspx?groupId=-1&main=1

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Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

1. General Policies and Liability Terms
2. Confidentiality Statement
3. Learner Rights and Responsibilities
4. Course Provider Rights and Responsibilities
5. Definitions

I agree to these TRAIN policies

Next Cancel

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TrainPoliciesSignOff.aspx?groupId=-1&main=1

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- Place a check in the box on “I agree to these TRAIN policies” by clicking with your mouse.
- Click “Next”.

Screen #3

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer
https://ct-train.staging.kmionline.com/Admin/TrainRegistration/TrainRegister.aspx?main=1

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Required Fields

Login Name * DW_Test
Password *
Confirm Password *
First Name * DW
Last Name * Test
Title * Admin
Telephone (daytime) * (860)-509-7557
Example: (777)777-7777
Email * Danny.White@CT.gov
Confirm Email * Danny.White@CT.gov
Organization name * Department of Public Health
Department / Division * Communications
Address 1 * 410 Capitol Ave.
Country * United States
State / Territory * Connecticut
City / Township / Town * Hartford
Zip code / Postal code * 06134
County * Hartford

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password.
Question * Your Favorite Place
Answer * New York

Next

Optional Fields

Middle Name
Telephone (evening)
Daytime Extension
Pager
Fax
Mobile
Bureau/ Section
Address 2

I would like to receive emails from TRAIN
I would like to receive notifications about the site updates by email.

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- Enter your information in “Required Fields”. Every field with a **red asterisk** next to it is must be filled in.
- Also **“Very Important”** make sure that a check is in the “I would like to receive emails from TRAIN. This is important because you will receive notification on when you have registered , withdrawal, or cancellation of courses. ←

SCREEN #4

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer

https://ct-train.staging.kmionline.com/Admin/TrainRegistration/GroupSelection/SelectGroups.aspx

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Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), or "CDC Portal" (Centers for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal

Selected Groups:
National/Connecticut/Pharmacy

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

MRC Portal

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.

CDC Portal

Please select the state or territory in which you work, study, or reside.

Note: You must select at least one portal.

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- By **“Default”** these are selected. Select at least one portal. Once your account has been created you can go back at a edit or update the portals.
- Click on the “Select Group” button you want to change.
- Then click “Next” when done with **all** edit/updates.

SCREEN #5

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer

https://ct-train.staging.kmionline.com/Admin/TrainRegistration/UserAttributeForm.aspx#JAWSStartPoint

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Welcome Guest! | Login

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	Select
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	
<input type="checkbox"/> Childcare Provider	
<input type="checkbox"/> Communicable Disease / Infection Control Staff	
<input type="checkbox"/> Computer / Information Systems Specialist	
<input type="checkbox"/> Dental Professional	Select
<input type="checkbox"/> Emergency Responder	Select
<input type="checkbox"/> Environmental Health Professional	Select
<input type="checkbox"/> Epidemiologist / Surveillance Staff	
<input type="checkbox"/> Finance and Budget Staff	
<input type="checkbox"/> Food Services / Facilities Management Staff / Housekeeper	
<input type="checkbox"/> Government Official	Select
<input type="checkbox"/> Health Educator	
<input type="checkbox"/> Laboratory Professional / Technician	
<input type="checkbox"/> Law Enforcement	
<input type="checkbox"/> Legal Professional	
<input type="checkbox"/> Librarian / Information Specialist	
<input type="checkbox"/> Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/> Medical Examiner / Coroner	
<input type="checkbox"/> Mental and Behavioral Health Professional	Select
<input type="checkbox"/> Nurse	Select
<input type="checkbox"/> Occupational Health and Safety Personnel	
<input type="checkbox"/> Outreach / Field Worker	
<input type="checkbox"/> Pharmacy Professional	Select
<input type="checkbox"/> Physician	Select
<input type="checkbox"/> Non-Physician Clinician	Select

Done

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- **Select up to three roles** that apply to your profession. Note that the drop downs to the right may require additional information based on what roles you check. So just select what applies from drop down.
- **Click next.**

SCREEN #6

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer
https://ct-train.staging.kmionline.com/Admin/TrainRegistration/UserAttributeForm.aspx#JAWSStartPoint

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Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	Select
<input checked="" type="checkbox"/> Official Public Health Agencies	Select
<input type="checkbox"/> Military	
<input checked="" type="checkbox"/> Other Government Agencies (except Military)	
<input checked="" type="checkbox"/> Healthcare Services	Select
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	

Back Next

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- **Select up to three work settings** that apply to your job environment. Note that the drop downs to the right may require additional information based on what roles you check. So just select what applies from drop down.



- Click next

SCREEN #7

The screenshot shows a web browser window with the URL <https://ct-train.staging.kmionline.com/Admin/TrainRegistration/UserAttributeForm.aspx#JAWSStartPoint>. The page is titled "PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer". The header includes "State of Connecticut Department of Public Health" and "Welcome Guest! | Login". The main content area is titled "TRIN Connecticut" and "Thursday, November 15, 2012". A navigation menu includes "Home", "Course Search", "Calendar", "Help", "Competencies", and "About This Site".

The form is titled "Please select appropriate demographic information (optional)." and contains the following fields:

Demographic information	Value
Education level (highest attained)	Select
Sex	Select
Ethnicity	Select
Race	Select
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	Select
Secondary Language	Select

At the bottom of the form are "Back" and "Next" buttons. An orange arrow points to the "Next" button. Below the form is a copyright notice: "© PHF 2003-2012- Confidentiality Statement". The browser status bar at the bottom shows "Internet | Protected Mode: Off" and "100%".

- This information is **Optional**.
- Click next.

SCREEN #8

The screenshot shows a web browser window with the URL <https://ct-train.staging.kmionline.com/Admin/TrainRegistration/TrainPLN.aspx#JAWSStartPoint>. The page header includes "State of Connecticut Department of Public Health" and "TRIN Connecticut". A navigation menu contains "Home", "Course Search", "Calendar", "Help", "Competencies", and "About This Site". The main content area displays the question "Do you hold a Professional License Number?*" with radio button options for "Yes" and "No". Below the options are "Back" and "Next" buttons. A purple arrow points from the "Next" button to the "No" radio button. The footer contains "© PHF 2003-2012- Confidentiality Statement".

- Click "No" if you do not have licenses.
- Click next.
- If you have a licenses click "Yes". **Follow screens 9, 10.**

SCREEN #9

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer

https://ct-train.staging.kmionline.com/Admin/TrainRegistration/TrainPLN.aspx

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Do you hold a Professional License Number?*

Yes

No

Back Next

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- Click "Yes"
- Click next.

SCREEN #10

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer

https://ct-train.staging.kmionline.com/Admin/TrainRegistration/TrainPLN.aspx

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License Type 1: --- Select ---

License Number 1: --- Select ---

License Type 2: Behavioral Sciences

License Number 2: --- Select ---

None

Dental

Emergency Medical Services

Healing Arts

Health Occupations

Nursing

Pharmacy

Veterinarian

Vision

Other

Environmental

Hazardous Materials

Laboratory

Nutrition

Post Life Professions

Transportation

Back Next

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Done

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- Select your type of licenses from the drop downs, by on Type 1 and or Type 2.

- Click next.

SCREEN #11

PHF-TRAIN powered by KMI's eLMS - Windows Internet Explorer

https://ct-train.staging.kmionline.com/Admin/AdminUserAttributes/UserAttributePrimary.aspx?nexturl=L0FkbWluL1RyYWluUmVnaXN0cmF0aW99

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User Attribute Primary Selection

You have selected more than one professional role and/or work setting as listed below. Please choose which of these selections represents your professional role and/or work setting

Category name	Primary Attribute
Professional Role	--Select-- Please select Primary Attribute.
Work Settings	--Select--

[Continue](#)

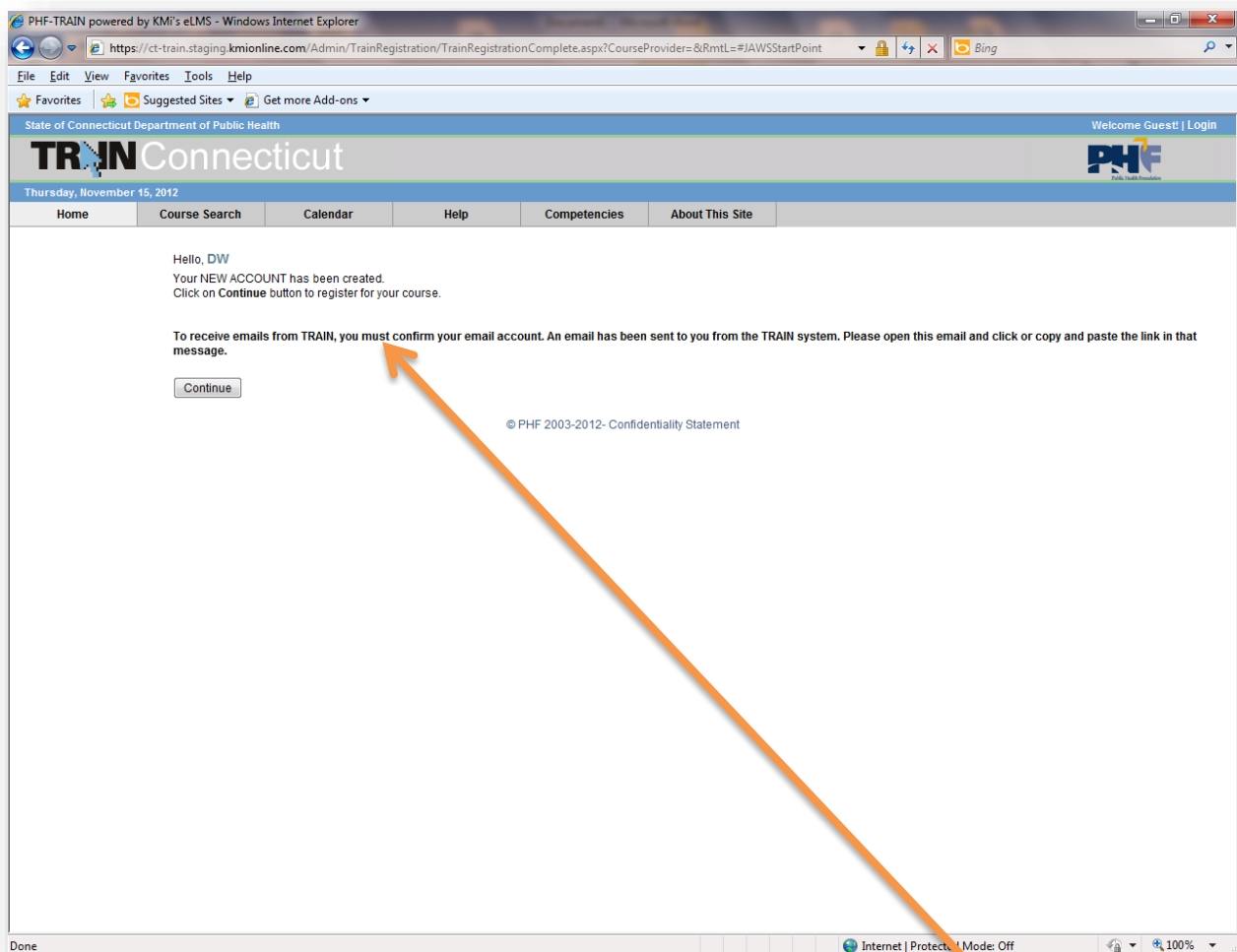
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- **Note if you may or may not see this screen.** If you had previously selected more than one professional role you will see this screen.

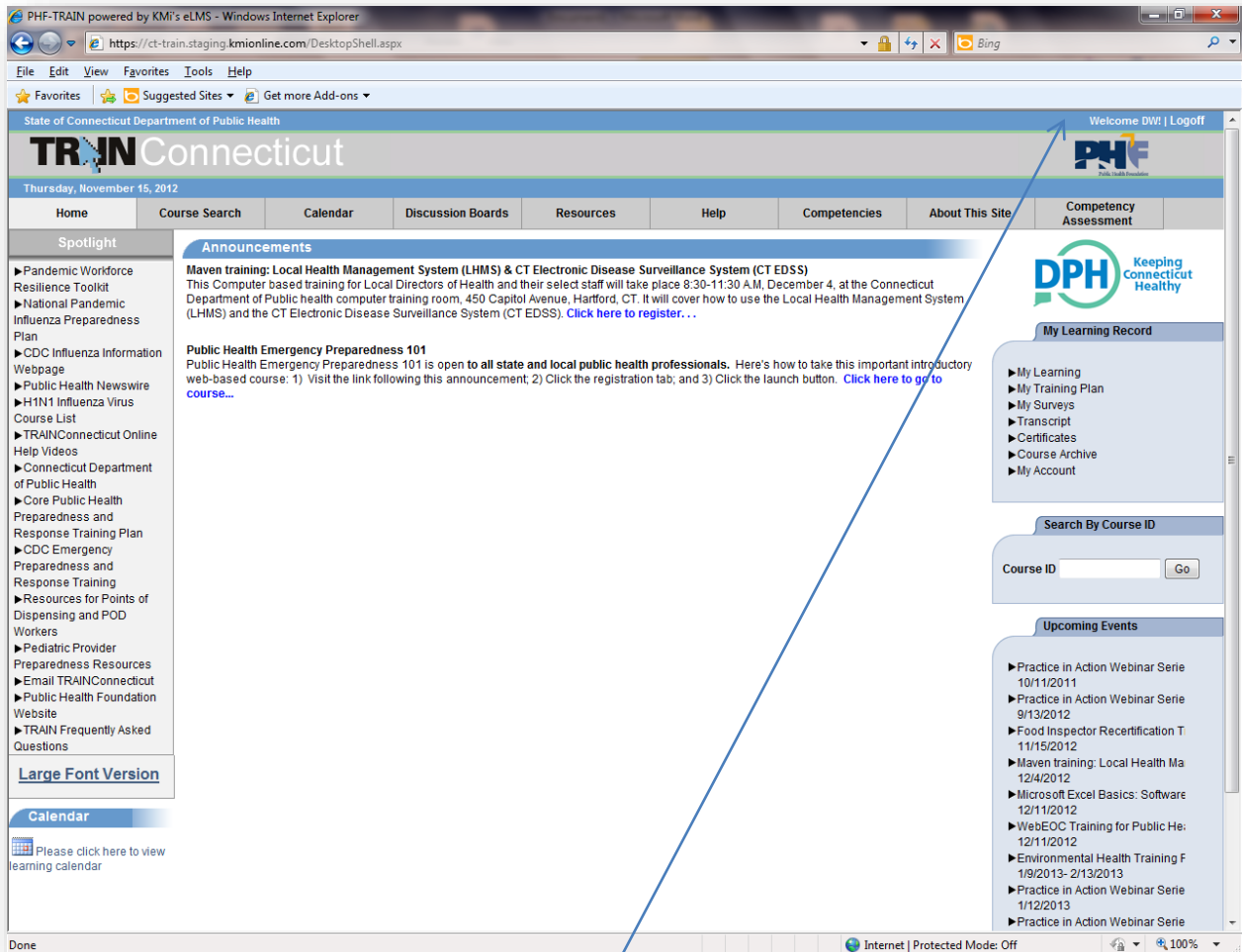
- From the drop down select Roles and Work Settings.
- Click “Continue”.

SCREEN #12



The screenshot shows a web browser window displaying the PHF-TRAIN application. The page header includes the State of Connecticut Department of Public Health logo and the text "TRAIN Connecticut". The main content area displays a confirmation message: "Hello, DW Your NEW ACCOUNT has been created. Click on Continue button to register for your course." Below this message, there is a paragraph: "To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message." A "Continue" button is visible below the paragraph. An orange arrow points from the bottom right towards the "Continue" button. The footer of the page contains the text "© PHF 2003-2012- Confidentiality Statement".

- You see this screen letting you know that you have **“Successfully”** created your TRAIN account”.
- Click “Continue”.



- You have **“Successfully”** created your account