

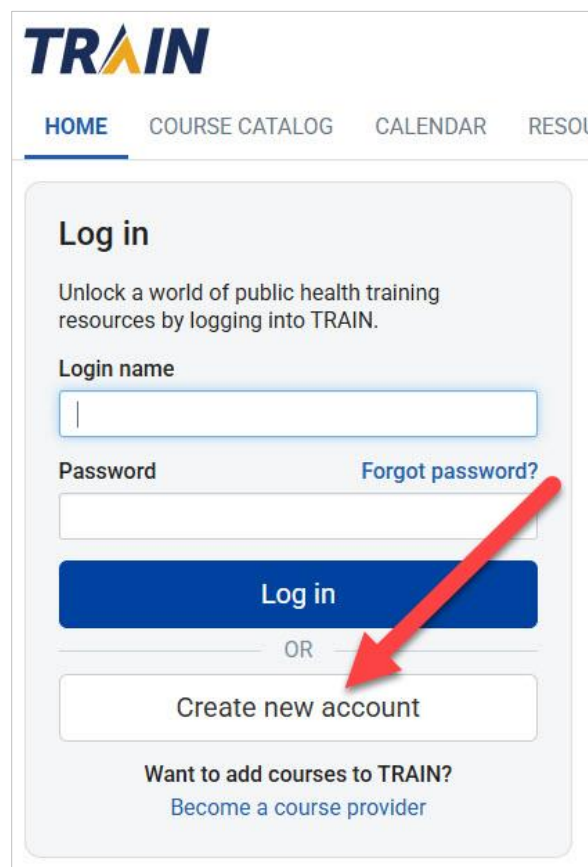
TRAIN.Org – Account Creation Process

If you do not have an existing account for TRAIN, you must first create an account before you can access and complete DCF trainings.

Having an account means that your training history is saved, so you can retrieve your transcript, and certificate(s) at any time.

To create an account, complete the following process:

1. Go to www.train.org/connecticut or select one of the training links on the [Mandated Reporter Training Homepage](#).
2. Select the “**Create new Account**” button.




The screenshot shows the TRAIN.Org website interface. At the top, the TRAIN logo is displayed in blue and yellow. Below the logo is a navigation menu with links for HOME, COURSE CATALOG, CALENDAR, and RESOU. The main content area features a 'Log in' section with the text 'Unlock a world of public health training resources by logging into TRAIN.' Below this text are two input fields: 'Login name' and 'Password'. A blue button labeled 'Log in' is positioned below the password field. To the right of the password field is a link for 'Forgot password?'. Below the 'Log in' button is a horizontal line with the word 'OR' in the center. Underneath this line is a white button labeled 'Create new account'. A red arrow points from the bottom right towards the 'Create new account' button. At the bottom of the form, there is a link that says 'Want to add courses to TRAIN? Become a course provider'.

3. Create Account: Enter Your Information

- a. Login name
- b. Password
- c. Email address
- d. Name
- e. Time zone
- f. Zip code

Be sure to follow the instructions for each step...



Create Account

Create login name * **A**

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a password * **B**

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password *

Email * **C**

Please enter your work email address. If you do not have one, enter your school or personal email.

First name * **D**

Last name *

Time zone * **E**

Zip code * **F**

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all TRAIN policies *

Create Account

Have an account? [Log in.](#)

4. Select your Affiliation in Connecticut.

- a. Select "Other Affiliates / General Public"

TRAIN Connecticut

Connecticut TRAIN requires more detailed group selection. Please refine your selections below

Location / Connecticut

(Click any level to return to it)

Select: Affiliation

Connecticut Public Health Employees (State and Local Health Departments)

Other Affiliates/General Public

Back

- b. Select "Other Affiliates / General Public" again

TRAIN Connecticut

Connecticut TRAIN requires more detailed group selection. Please refine your selections below

Location / Connecticut / Other Affiliates/General Public

(Click any level to return to it)

Select: Community of Practice

CT Division of Emergency Management & Homeland Security

Medication Administration Certification Program

Other Affiliates / General Public

Back

- c. Finish Creating Account

TRAIN Connecticut

National/Connecticut


Other Affiliates/General Public/Other Affiliates / General Public

Back

Finish Creating Account

5. Account Confirmation & Email Validation

- a. You will now receive a Welcome message that your account was successfully created:



Welcome to TRAIN Connecticut!

Your account was successfully created.

Your login name: [\[redacted\]](#)
Your email address: [\[redacted\]](#)


You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from TRAIN Connecticut with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).

- b. You will also receive an email from do-not-reply@train.org to validate your email address. Click the validation link in the email message.

**do-not-reply@train.org**
Action Required: TRAIN Email Verification
To: Me

Inbox - Google 2:23 PM

Please verify your email address by clicking on the link below or copying and pasting it into your browser. **The link is valid for 24 hours.**

https://www.train.org/d/mail/opt_in/confirm_email/?confirmationCode=FDE16DBB-229E-4ACD-92EE-ED16CED1F0D4

Troubleshooting tips:


- If the link has expired, you can prompt a new message by logging in to TRAIN and following the on-screen instructions.
- If you receive an access denied message after clicking on the link, copy and paste the link into your browser and try again.
- If you have requested email verification more than once, be sure to use the most recent confirmation email/link.

TRAIN Team
State of Connecticut Department of Public Health
(1235)

- i. If you do not receive an email, check your junk/spam folder to ensure the was not captured by your spam filter.

6. Select Continue

- a. After clicking validation link, Email is confirmed. Now continue to TRAIN and complete your profile. (see next page)



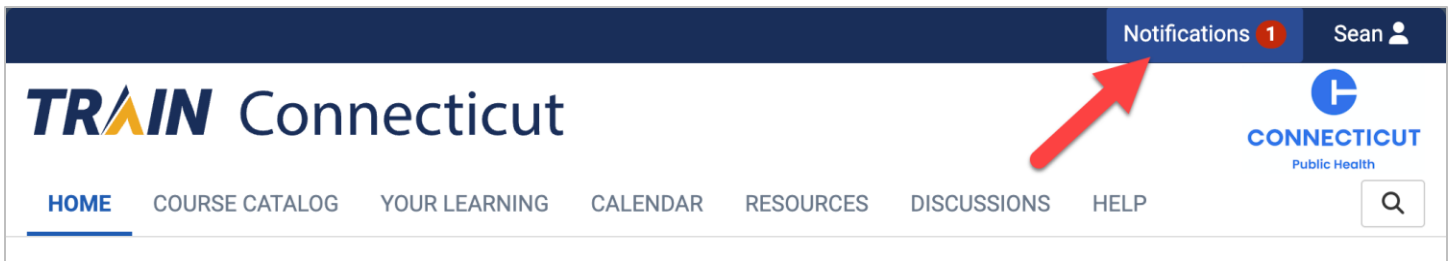
Email address is confirmed.

You can now receive emails from TRAIN Connecticut. To ensure the privacy of our users and to avoid being labeled as SPAM, TRAIN Connecticut will automatically ask you to re-verify your account every one year.

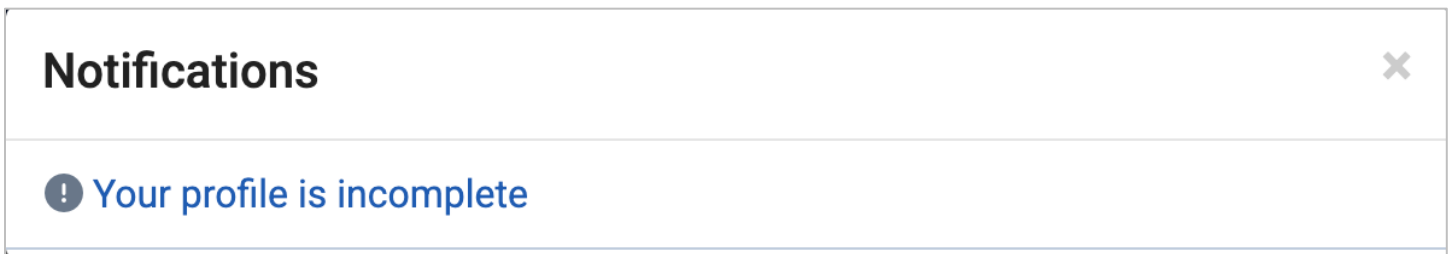
[Continue](#)

Your Account has been created! Now, you must **complete your Profile Information**:

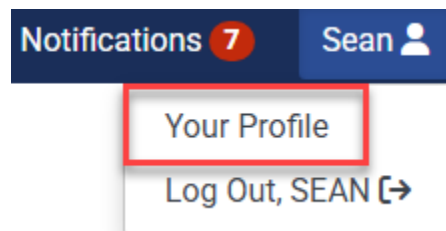
On the homepage, you will see a red **1** next to your notifications area, in the upper-right corner of the screen:




Select "Notifications" and click "Your profile is incomplete" to navigate to your Profile.

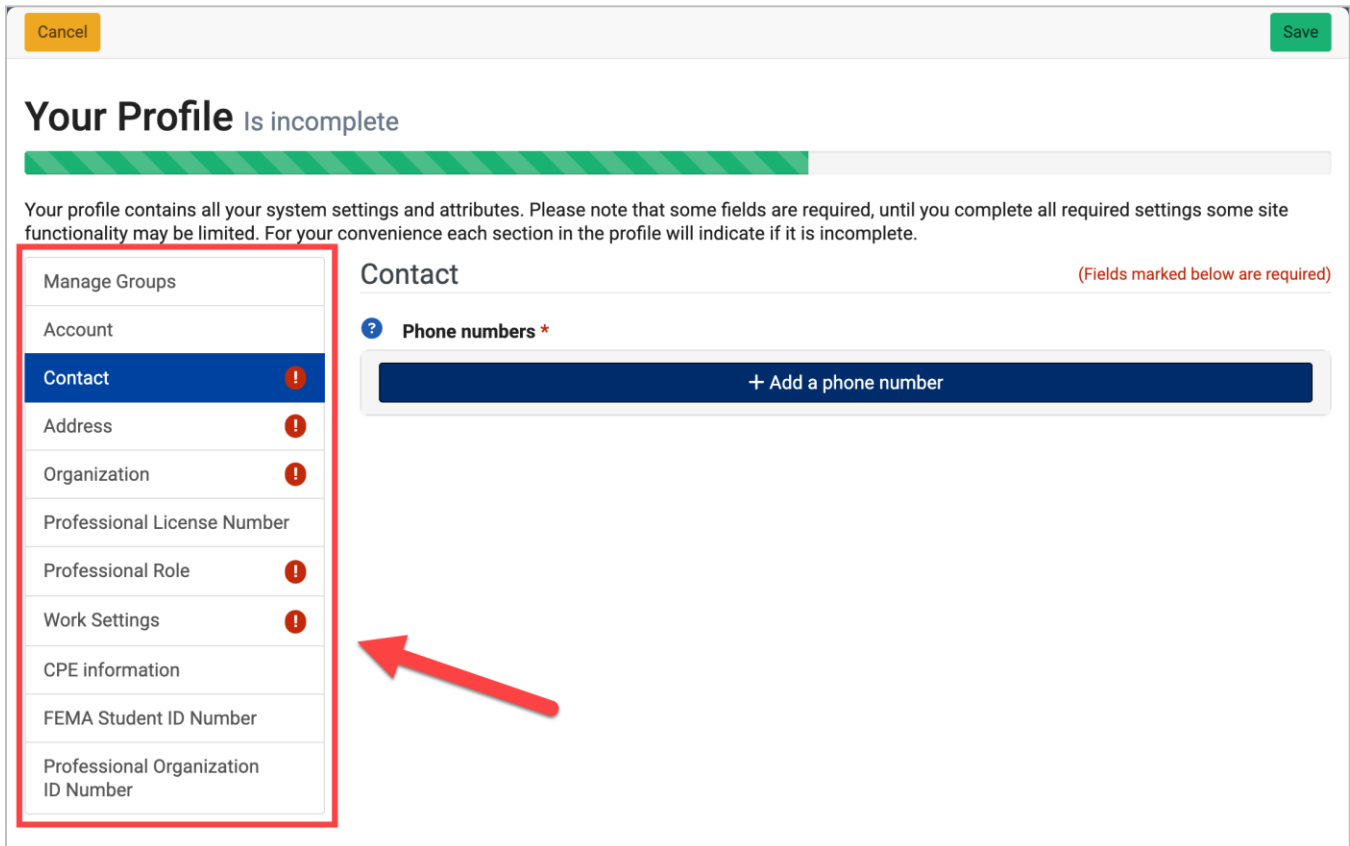


(You can also select your name in the upper-right corner, and select your Profile)



7. Complete your Profile Information

- a. Your account is incomplete until required information in your profile is updated. These will be fields indicated with a red 
 - i. Contact Info
 - ii. Address
 - iii. Organization
 - iv. Professional Role
 - v. Work Settings



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.

(Fields marked below are required)

Contact

Phone numbers *

+ Add a phone number

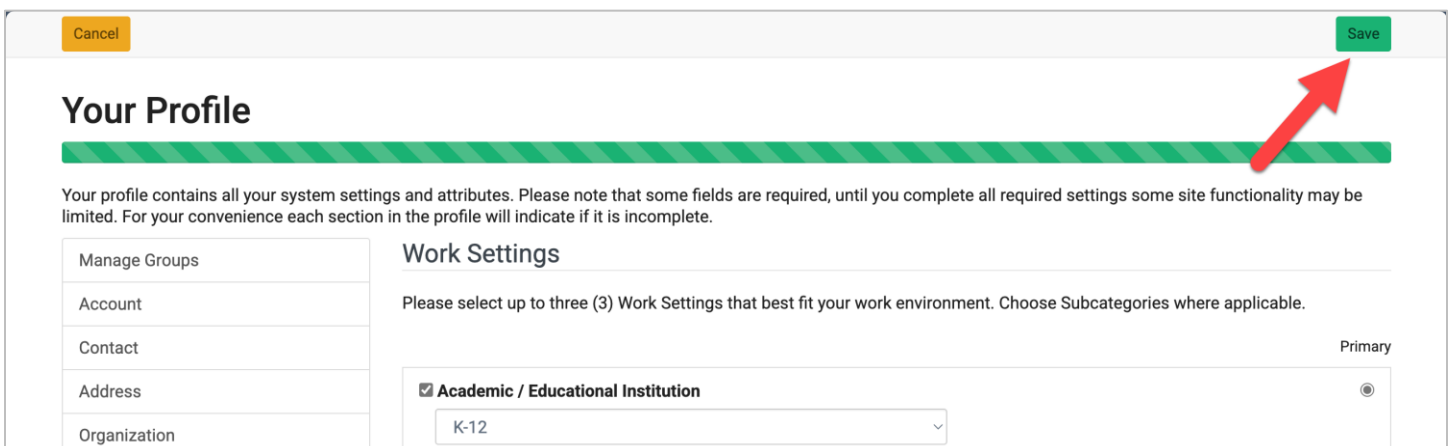
Work Settings

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

Academic / Educational Institution Primary

K-12

Complete all required fields until your profile shows 100% complete. Then select the Save button in the upper-right corner of the screen.



Your Profile

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.

Work Settings

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

Academic / Educational Institution Primary

K-12

Summary:

Your **Account** has been created. Your **Profile** information has been completed. You are now ready to register and complete trainings on the TRAIN platform!

The Connecticut Foster Parent Training can be searched for by title, i.e., "Connecticut Foster Parent Training" or by number- 7306. Or click the following link: [Right-Time Training for Caregivers - TRAIN Connecticut - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation.](#)

Now that you have an account, if you need to sign in after clicking a link, you will be brought directly to the course page after signing in.