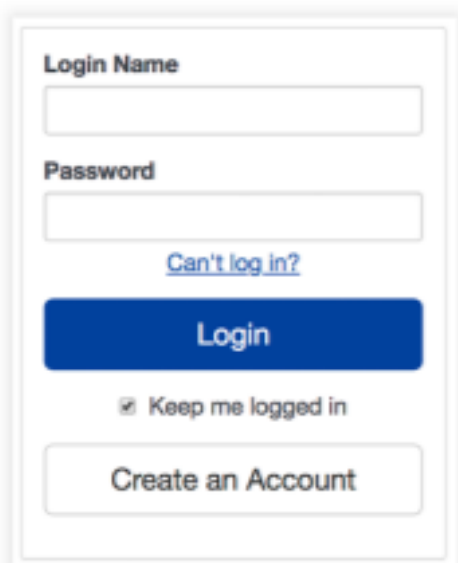


Setting Up Your TRAIN Account

Your ability to work within TRAIN depends on you having a TRAIN account. Here we'll take a look at how you must set up your account.

Step 1. ▶ Access the TRAIN Learning Network

It's obvious, of course, but before you can get started with TRAIN, you first have to access it! Use your preferred internet browser and enter <https://www.train.org> into the URL address bar. Press 'Enter' on your keyboard and you will be directed to the TRAIN Learning Network.

A screenshot of the TRAIN Learning Network login page. It features a white background with a light gray border. At the top, there's a label 'Login Name' above a text input field. Below that is a label 'Password' above another text input field. A blue link 'Can't log in?' is positioned below the password field. A prominent blue button with the text 'Login' in white is centered below the link. Underneath the button is a checkbox labeled 'Keep me logged in'. At the bottom, there is a white button with the text 'Create an Account'.

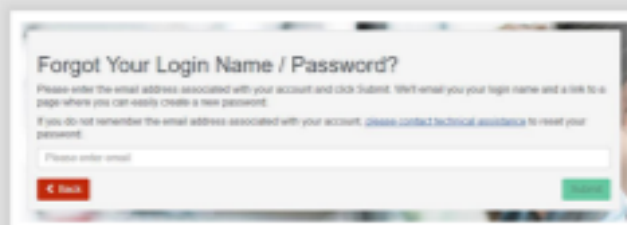
Step 2. ▶ Log In

If you already have a TRAIN account, enter your login name and then your password and click "Login".

If you do not have a TRAIN account, click the 'Create an Account' link to create one.

Forgotten Account?

If you've forgotten your login credentials, click the 'Can't log in?' link and you will be directed to TRAIN's account recovery page. On this page, you will enter your email address and click the 'Submit button.' Your login name, along with a link to a page for you to create a new password, will be emailed to you.

A screenshot of the 'Forgot Your Login Name / Password?' page. The page has a white background with a light gray border. At the top, the title 'Forgot Your Login Name / Password?' is displayed. Below the title, there is a paragraph of text: 'Please enter the email address associated with your account and click Submit. We'll email you your login name and a link to a page where you can easily create a new password.' This is followed by another paragraph: 'If you do not remember the email address associated with your account, please contact technical assistance to reset your password.' Below this text is a text input field labeled 'Please enter email'. At the bottom, there are two buttons: a red button labeled 'Submit' and a green button labeled 'Cancel'.



Create Account

Create Login Name

Login name must be unique with letters and numbers only and a minimum of four characters.

Create a Password

Passwords must be at least 6 characters in length with at least one capital letter and one number.

Confirm Password

Your Email Address

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

First Name

Last Name

Time Zone

(GMT-08:00) Pacific Time (US & Canada) ▾

Zip/Postal Code

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](#)

Step 3. ► Account Creation

1. Create your login name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.

2. Your password must contain at least six characters with at least one capital letter and one number.

3. Now enter your work email address. If you don't have one, enter your school or personal email address.

4. Next, enter your first and last name.

5. Now select your time zone.

6. Enter your work zip/postal code. If you don't have one, enter your school or personal zip/postal code instead.

7. The final process is to agree to all TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use TRAIN until you agree to the policies.

After agreeing, click the 'Create Account' button to log into the TRAIN Learning Network!

Affiliate Site

Upon logging into TRAIN, you may be presented with a message that you are being redirected to another portal. This prompt appears because your account is associated with a different TRAIN Affiliate group. If you are associated with more than one TRAIN Affiliate group, you can choose which site to enter by selecting the drop-down menu. Once you have selected a TRAIN Affiliate group, click the 'Go' button to be directed to your desired TRAIN Affiliate site.

Step 4: Select Job Role and then press Confirm these selections.

Virginia Required Group Selection

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

Location / Virginia

(Click any level to return to it)

Select: Job Role

[Not a Virginia Certified EMS Provider](#)

[Virginia Certified EMS Provider](#)

Back

Virginia Required Group Selection

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

Location / Virginia

/ [Not a Virginia Certified EMS Provider](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

Step 5: Select Local Agency and then press Confirm these selections.

Select: Local Agency

[Local Government Agency](#)

[NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY](#)

Select: Agency/Industry

Group search

[Business and Industry](#)

[Child and Adult Care Food Program](#)

[Firefighter](#)

[Hospital](#)

[Law Enforcement](#)

[Legal Community](#)

[Nonprofit Associations](#)

[NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES](#)

[Nursing Homes & Long Term Care Facilities](#)

[Other](#)

[Other Health Care Providers](#)

Back

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia / [Local Government Agency](#)

(Click any level to return to it)

✓ Confirm these selections

Select: Agency

[City of Norfolk](#)

Back

Step 6: Select Agency/Industry and then press Confirm these selections.

Select: Affiliation

[NOT A MEMBER OF A VOLUNTEER AGENCY](#)

[Volunteer Agency](#)

Back

**Step 7: Select Affiliation and then press
Confirm these selections.**

Select: Academic Educational Institution

[NOT A MEMBER OF A SCHOOL OR UNIVERSITY](#)

[Schools and Universities](#)

Back

**Step 9: Select Academic Education
Institution then press Confirm these
selections.**

Select: Agency

[NOT A MEMBER OF A STATE AGENCY](#)

[State Agency](#)

**Step 10: Select Agency and then press
Confirm these selections.**

Select: Office or Department

Group search

[Alcohol Beverage Control](#)

[Board for People with Disabilities](#)

[Department for Aging and Rehabilitative Services](#)

[Department for the Blind and Vision Impaired](#)

[Department for the Deaf and Hard of Hearing](#)

**Step 11: Select Office or Department and
then press Confirm these selections.**

Virginia Required Group
Selection

National/Virginia

- ↓ Hospital
- ↓ Local Government Agency
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ Not a Virginia Certified EMS Provider
- ↓ Schools and Universities
- ↓ State Agency/Department of Health



Continue

Back

**Step 12: Confirm selections by pressing
continue. If anything need to be
changed press the back button on the
page and NOT the back button on the
web browser.**

After creating an account search Course # 1092417 in the search box.

Select the option below.

Note: It should be labeled as Blended Learning Series

1 record(s) found.

[The Facts - HIV Prevention Series](#)

Blended Learning Series

Then Click Get Approval

■ The Facts - HIV Prevention Series

[← Back](#)

[➔ Get Approval](#)