

How to Create an Account in CDC TRAIN

1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. If you already have a TRAIN account (TRAIN National, or a state TRAIN account), enter your login name and then your password and select **Login**. If you do not have a CDC TRAIN account, click the **Create an Account** link.

The screenshot shows the CDC TRAIN website interface. On the left is a login form with fields for 'Login Name' and 'Password', a 'Login' button, and a 'Keep me logged in' checkbox. Below the login form is a 'Create an Account' link. To the right of the login form is a 'Welcome to CDC TRAIN' section with a description of the platform and a collage of healthcare professionals. Below this is a section titled 'Through this site you can:' with bullet points about finding training and tracking learning. At the bottom are four blue buttons: 'Learn how to use TRAIN', 'Learn more about CDC TRAIN', 'Find courses that offer continuing education (CE)', and 'Become a CDC TRAIN Course Provider'.

Account Creation

- Create your log in name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.
 - Your password must contain at least six characters with at least one capital letter and one number.
 - Enter your work email address. If you don't have one, enter your school or personal email address.
 - Enter your first and last name.
 - Select your time zone. Your time zone should be the same area your zip code is located in.
 - Enter your work zip/postal code. If you do not have one, enter your school or personal zip/postal code instead.
 - You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use CDC TRAIN until you agree to the policies.
 - After agreeing, click the **Next Step** button.
3. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select a Community of Practice/Group that aligns with your job role or work setting. Select **Other** if there are no matches for you. Select **Continue**.

CDC TRAIN

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

Location / CDC

(Click any level to return to it)

Group search

[Academia & Research](#)

[Environmental Health](#)

[Health Educators & Learning Professionals](#)

[Integrated Disease Surveillance and Response \(IDSR\)](#)

[Laboratory Training](#)

[Leadership & Policy](#)

[Migration Health \(Private Group\)](#)

[Other](#)

[PHPR/DSNS Learning Group \(Private Group\)](#)

[Practitioners & Clinicians](#)

[Preparedness & Emergency Response](#)

[Prevention & Promotion](#)

[Students & Future Workforce](#)

[Technology & Informatics](#)

Continue

Back

4. You will be asked to confirm your selection. Select the green button to confirm.

CDC TRAIN

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

Location / CDC / [Academia & Research](#)

(Click any level to return to it)

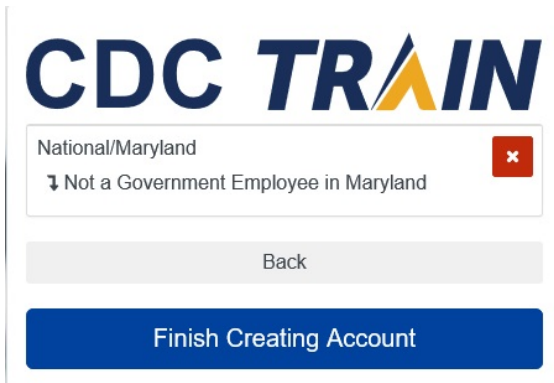
Please review the group selections above for accuracy
and make changes as necessary.

✔ Confirm these selections

Continue

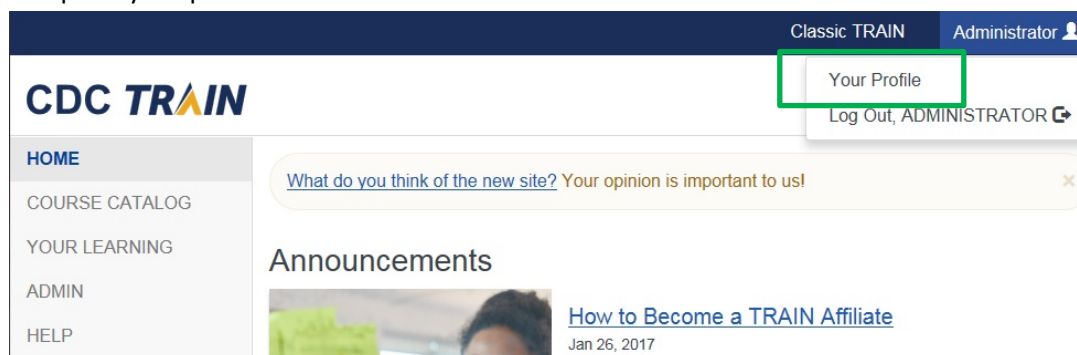
Back

5. If you are in a TRAIN state you might be asked to select a group for the state. Make the best selection and then select the confirm button. Most states have a "not a state employee" option or something similar.
6. Once the selections are confirmed, select the blue Finish Creating Account button.



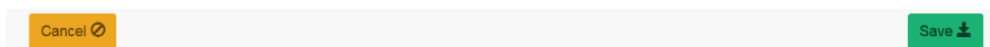
The screenshot shows the CDC TRAIN logo at the top. Below it is a dropdown menu with "National/Maryland" selected and a red 'x' icon to its right. Underneath the dropdown is the text "Not a Government Employee in Maryland". At the bottom of the form are two buttons: a grey "Back" button and a blue "Finish Creating Account" button.

7. The system will automatically log you in. Please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register and take a course you will need to complete your profile.



The screenshot shows the CDC TRAIN user dashboard. At the top right, it says "Classic TRAIN" and "Administrator" with a user icon. Below this is a dropdown menu with "Your Profile" highlighted in a green box and "Log Out, ADMINISTRATOR" with an external link icon. On the left is a navigation menu with "HOME", "COURSE CATALOG", "YOUR LEARNING", "ADMIN", and "HELP". The main content area has a search bar with the text "What do you think of the new site? Your opinion is important to us!". Below that is an "Announcements" section with a photo of a woman and a link titled "How to Become a TRAIN Affiliate" dated "Jan 26, 2017".

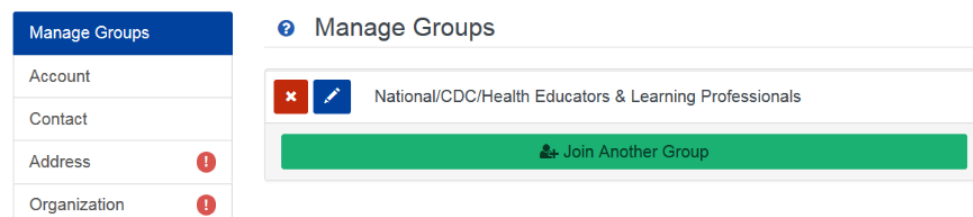
8. Areas of your profile that need to be updated will have a red exclamation mark next to it. Select the exclamation mark to update each field. Once you have completed each field, you will need to save the entry by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.
9. Select **Save** and your account is now set up! You can close this section and register for your course.



The screenshot shows a form with a yellow "Cancel" button on the left and a green "Save" button with a download icon on the right.

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.

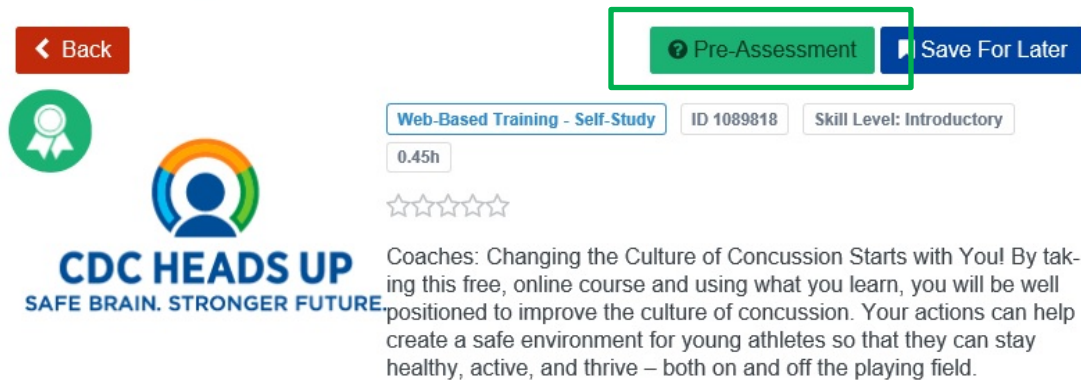


The screenshot shows the "Manage Groups" section. On the left is a sidebar with "Manage Groups" and a list of fields: "Account", "Contact", "Address" (with a red exclamation mark), and "Organization" (with a red exclamation mark). The main content area shows a group named "National/CDC/Health Educators & Learning Professionals" with a red 'x' and a blue pencil icon. Below the group name is a green button that says "Join Another Group". A red arrow points from the right side of the page towards the "Save" button in the previous screenshot.

Registering for a HEADS UP To Youth Sports Course:

1. Select the appropriate link below to go to the course you need to take for HEADS UP:
 - a. Coaches version: <https://www.train.org/cdctrain/course/1089818/>
 - b. Parents version: <https://www.train.org/cdctrain/course/1089862/>
 - c. Sports Officials and Athletic Trainers version: <https://www.train.org/cdctrain/course/1089861/>
 - d. All others: <https://www.train.org/cdctrain/course/1089855/>
2. The course details will load for the course. Please read carefully for any instructions.
3. To register, select the green **Pre-Assessment** tab.

HEADS UP to Youth Sports: Online Training for Coaches



[← Back](#) [Pre-Assessment](#) [Save For Later](#)

Web-Based Training - Self-Study ID 1089818 Skill Level: Introductory

0.45h

☆☆☆☆☆

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE

Coaches: Changing the Culture of Concussion Starts with You! By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive – both on and off the playing field.

4. The pretest will load in a new tab. Please select the **Start Assessment** button.
5. When you have completed the pre-assessment, please exit the tab. CDC TRAIN will still be open in another tab. Please select the **Launch** course button to begin the course.
6. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the home page. Your course will be listed here. Click on the **In Progress** link to re-launch the course.
7. Once you have completed the course, select the course exit button to close the course.
8. CDC TRAIN will still be open in the browser. Please select the Assessment Pending button to begin the post assessment.
9. One you have completed to post assessment, close the tab to return to CDC TRAIN. If you passed the post assessment with an 80 or higher, a certificate will be placed in your certificates in CDC TRAIN (Your Learning/Your Certificates).
10. If you fail, you may retake the post-assessment.