

Create an Account in CDC TRAIN and register for the HEADS UP Concussion Course

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**, then skip down to **page 3**. If you do not have a CDC TRAIN account, click the **Create an Account** link.

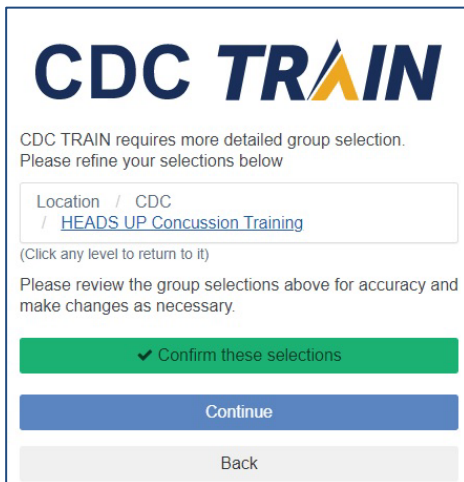


The screenshot shows the CDC TRAIN login and account creation interface. On the left, there is a 'Log in' section with a red border around the login fields. It includes a 'Login name' field, a 'Password' field, and a 'Forgot password?' link. Below these fields is a blue 'Log in' button. Underneath the button is an 'OR' separator and a 'Create new account' button. At the bottom of the login section, there is a link that says 'Want to add courses to TRAIN? Become a course provider'. To the right of the login section is a large graphic featuring an open book with a laptop screen integrated into its pages. The background of the graphic is blue and filled with various white icons representing public health and medical concepts, such as a microscope, a heart, a virus, a pill, and a first aid kit. Below the graphic, the text 'Welcome to CDC TRAIN' is displayed, followed by a paragraph explaining that CDC TRAIN is a gateway into the TRAIN Learning Network, which is the most comprehensive catalog of public health trainings shared by public health organizations across the United States. It also mentions that users can become learners through the national gateway, their state's gateway, or CDC's gateway.

3. Account Creation

- Create your login name and password:
 - Login must be unique (with letters and numbers only), and a minimum of four characters.
 - Password must contain at least six characters with at least one capital letter and one number.
 - Enter your preferred email address.
 - Enter your first and last name.
 - Select your time zone.
 - Enter your preferred zip/postal code.
 - You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Please note that you cannot use CDC TRAIN until you agree to the policies.
 - After agreeing, select the **Next Step** button.
4. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select **HEADS UP Concussion Training**.

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



The screenshot shows the CDC TRAIN logo at the top. Below it, a message states: "CDC TRAIN requires more detailed group selection. Please refine your selections below". A breadcrumb trail shows "Location / CDC / HEADS UP Concussion Training". A note says "(Click any level to return to it)". Another message reads: "Please review the group selections above for accuracy and make changes as necessary." At the bottom, there are three buttons: a green button with a checkmark and the text "Confirm these selections", a blue button labeled "Continue", and a grey button labeled "Back".

- If you are located in a state that also uses TRAIN you might be asked to select a group for the state. Make the best selection possible and then select the confirm button. Most states have a "not a state employee" option, select your county, or something similar.
- Select the blue **Finish Creating Account** button.



The screenshot shows the CDC TRAIN logo at the top. Below it, a dropdown menu is open, showing "National/Maryland" with a red close button. Below the dropdown, there is a link that says "Not a Government Employee in Maryland". At the bottom, there are two buttons: a grey button labeled "Back" and a blue button labeled "Finish Creating Account".

- The system will prompt you for email verification. Please go to your email, locate the email sent from TRAIN, and click the link to verify your email. Click the Continue button and you will be automatically logged in. Note the email may land in your Spam or Junk folder, depending on your agency's email policies.
- 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.



10. 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.
 - a. For the Organization section:
 - i. Organization Name: please enter your coaching or sports organization name
 - ii. Department or Division: please enter N/A
 - iii. Title: please enter Coach, Assistant Coach, etc.
 - b. For Professional Role and Work Setting, if none of the categories apply to you, please select **Other** and indicate Youth Sport Coach/Parent, School Official, etc.
11. 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.
12. Select **Save** and your account is now set up! You can close this section and register for your course.

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. Sports Officials version: <https://www.train.org/cdctrain/course/1105618/details>
 - c. Athletic Trainers version: <https://www.train.org/cdctrain/course/1101157/details>
 - d. School Professionals version: <https://www.train.org/cdctrain/course/1094770/details>
2. The course details will load for the course. Please read carefully for any instructions.

- To register, select the green **Pre-Assessment** tab.



- The pretest will load in a new tab. Please select the **Start Assessment** button.
- 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.
- 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. Click on the course link and then the **Launch** button to re-launch the course.
- Once you have completed the course, select the course exit button to close the course.
- CDC TRAIN will still be open in the browser. Please select the **Assessment Pending** button to begin the post assessment.
- One you have completed the post assessment, close the tab to return to CDC TRAIN. If you passed the post assessment with 80 points or higher (note – only the first 10 questions are graded at 10 points each), a certificate will be placed in your certificates in CDC TRAIN (**Your Learning/Your Certificates**).
- Download your certificate of completion and save to your computer.
- If you fail, you may retake the post-assessment.