

## 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 image shows the CDC TRAIN login interface on the left and a welcome banner on the right. The login page features fields for 'Login name' and 'Password', a 'Log in' button, and a 'Create new account' link. The 'Create new account' link is highlighted with a red oval. The welcome banner on the right features a large open book with a smartphone resting on it, surrounded by hexagonal icons representing various health and medical topics.

**Welcome to CDC TRAIN**

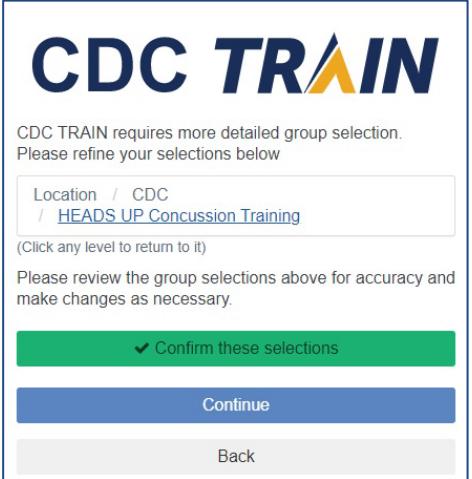
CDC TRAIN is a gateway into the TRAIN Learning Network, the most comprehensive catalog of public health trainings shared by public health organizations across the United States. You can become a learner in this system through the national gateway, your state's gateway, or CDC's gateway.

### 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.

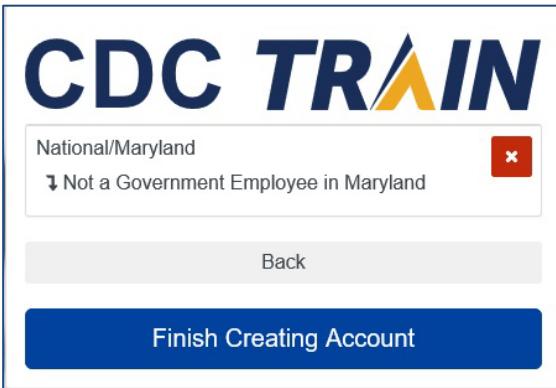
4. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select **HEADS UP Concussion Training**.

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



The screenshot shows a CDC TRAIN page with the title 'CDC TRAIN' at the top. Below it, a message says 'CDC TRAIN requires more detailed group selection. Please refine your selections below'. A breadcrumb navigation bar shows 'Location / CDC / HEADS UP Concussion Training'. Below the navigation is a note '(Click any level to return to it)'. A message asks to 'Please review the group selections above for accuracy and make changes as necessary.' At the bottom are three buttons: a green 'Confirm these selections' button with a checkmark icon, a blue 'Continue' button, and a grey 'Back' button.

6. *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.
7. Select the blue **Finish Creating Account** button.



The screenshot shows a CDC TRAIN page with the title 'CDC TRAIN'. A message box displays 'National/Maryland' with a red 'x' button. Below it, a note says 'Not a Government Employee in Maryland'. At the bottom are two buttons: a grey 'Back' button and a large blue 'Finish Creating Account' button.

8. 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.
9. 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 homepage. At the top right, there are links for "Classic TRAIN" and "Administrator". Below that, a red box highlights the "Your Profile" link. To the right of "Your Profile" is a "Log Out, ADMINISTRATOR" link with a user icon. On the left, there are "HOME" and "COURSE CATALOG" buttons. A message box in the center says "What do you think of the new site? Your opinion is important to us!" with a close button.

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.

The screenshot shows the "Your Profile" page. At the top, it says "Your Profile Is incomplete". A progress bar is shown below. The main content area is titled "Manage Groups" and shows a list of groups. The "Account" group has a red exclamation mark next to it. The "Address" and "Organization" groups also have red exclamation marks. A green "Join Another Group" button is at the bottom. A red arrow points from the text "Select the exclamation mark to update each field" to the red exclamation mark next to the "Address" group.

### 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.

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

HEADS UP to Youth Sports: Online Training for Coaches

Web-Based Training - Self-Study ID 1089818 Skill Level: Introductory 0.45h

Coaches: Changing the Culture of Concussion Starts with You! By taking this free online course and using what you learn, you will be well

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. Click on the course link and then the **Launch** button 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. Once 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**).
10. Download your certificate of completion and save to your computer.
11. If you fail, you may retake the post-assessment.