

Guide to Creating a Learner Account and Registering for Courses in CDC TRAIN

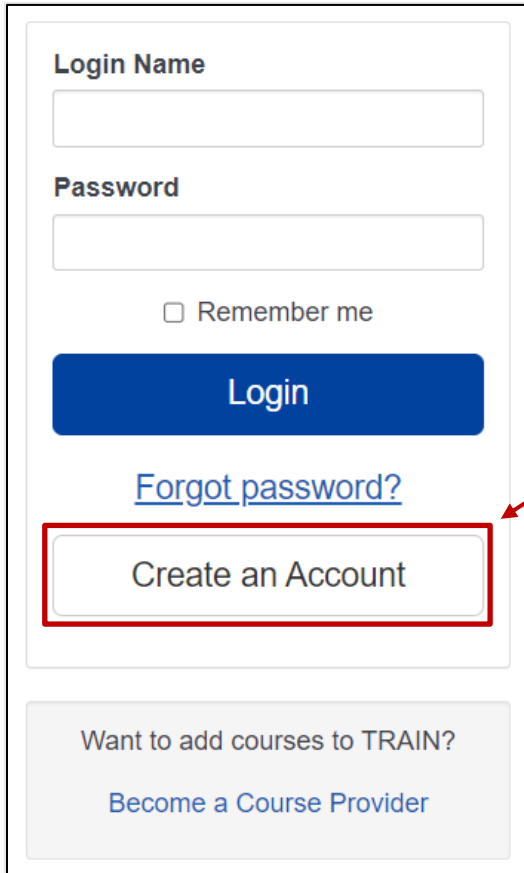
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Create a Learner Account in CDC TRAIN

If you do not already have a learner account in CDC TRAIN, start by completing the following steps:

1. Use your preferred internet browser and go to the CDC TRAIN homepage, <https://www.train.org/cdctrain/>.
2. To create a CDC TRAIN account, click **Create an Account**.



The screenshot shows a login and account creation form. It includes a 'Login Name' field, a 'Password' field, a 'Remember me' checkbox, a blue 'Login' button, a blue link for 'Forgot password?', and a button for 'Create an Account' which is highlighted with a red border and a red arrow. Below the main form is a grey box with the text 'Want to add courses to TRAIN?' and a blue link for 'Become a Course Provider'.

Account Creation

- 2.1 Create your login name and password:
 - 2.1.1. Login name must be unique (with letters and numbers only), and a minimum of four characters.
 - 2.1.2. Password must meet the following requirements:
 - Contain at least one lower case letter
 - Contain at least one upper case letter
 - Contain at least one number
 - Be at least eight characters
 - Be different from the user's login name, first name, last name, and email address
- 2.2. Enter your work email address.

- 2.3. Enter your first and last name.
- 2.4. Select your time zone.
- 2.5. Enter your work zip/postal code.
 - 2.5.1. If you do not have a work zip/postal code, use a personal zip/postal code.
 - 2.5.2. U.S. addresses: if your zip code does not work, enter another local zip code, then update your profile with the correct zip code after account creation.
 - 2.5.3. Non-U.S. addresses: enter 00000 if you do not have a postal code.
- 2.6. Read and agree to the TRAIN policies to continue the registration process. Please note that you cannot use TRAIN until you agree to the policies.
- 2.7. Click **Next Step** to continue.
3. You will be prompted to select a Community of Practice. A Community of Practice is a generic work-related group. From the menu, locate a Community of Practice that pertains to your interests or work setting (if you have been given a private group code, you will use that in step 8.1). For example, if you are a doctor or a nurse, the Practitioners & Clinicians group is likely for you. Choose a **Community of Practice** by selecting **one of the group names**.

CDC TRAIN

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

Location / CDC

(Click any level to return to it)

Select: Community of Practice

Group search

[Academia & Research](#)

[DSTDP Workforce Enhancement Development Unit Learning Group](#)

[Environmental Health](#)

[HEADS UP Concussion Training](#)

[Health Educators & Learning Professionals](#)

[Laboratory Training](#)

[Leadership & Policy](#)

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

[Other](#)

[Practitioners & Clinicians](#)

[Preparedness & Emergency Response](#)

[Prevention & Promotion](#)

[Preventive Medicine and Population Health](#)

[SNS Training](#)

[Students & Future Workforce](#)

[Technology & Informatics](#)

Continue

Back

4. You will be prompted to confirm your selection. Click **Confirm These Selections** and **Continue**.

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

CDC TRAIN

National/CDC

Academia & Research

Continue

Back

5. Depending on your location, you may be prompted for additional information.
- 5.1 If you are in a state that uses TRAIN to manage learning, when you enter your zip code, you will be automatically added to that state's portal for TRAIN. You may be asked to select a group from a Community of Practice (e.g., Practitioners and Clinicians) for the state. By making a group selection for that state, you may gain access to additional training content. Make the best selection from the group options (every state is different). Click the **green button** to confirm.
- 5.2 If you are outside the United States, you will be prompted to select your country and then confirm your selection. Click the **green button** to confirm.

CDC TRAIN

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

Location / International / [Afghanistan](#)

(Click any level to return to it)

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

✓ Confirm these selections

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6. Click the **blue button** to finish creating your account. Your account will be created, and you will be logged into CDC TRAIN.

CDC TRAIN

National/Maryland ✕

Not a Government Employee in Maryland

Back

Finish Creating Account

7. Once logged in, you will be prompted to complete your profile. Click on your **profile name** located in the top right corner of the homepage and then click **Your Profile** in the dropdown menu.

Notifications 1 Learner Name

CDC TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

HELP

Your Profile

Log Out, LEARNER NAME

8. Items with a red exclamation point must be updated to complete your profile and register for any courses. To update these areas of your profile, click the **red exclamation mark** in each field. After updating each field, click **Save** on the top right corner of the page. Continue this action until all fields have been updated.

Cancel Save

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.

Manage Groups

Account Contact Address Organization Professional License Number Professional Role Work Settings Demographic Information FEMA Student ID Number Professional Organization ID Number

Manage Groups

Join By Group Search

CDC

National

Join Another Group

Join By Group Code

Group Code Join

8.1. If you have a private group code, select **Manage Groups**. Enter your code in the **Join by Group Code** box and click **Join**.

9. From the **Account** tab, be sure to select **Yes** to opt in to receiving CDC TRAIN email notifications, like password change emails.

Cancel Save

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.

Account (Fields marked below are required)

Email

learnername@cdc.gov Re-send Email

A verification email was sent to learnername@cdc.gov. You will need to follow the instructions provided in that email to verify your account. [Need help verifying your email?](#)

I would like to allow CDC TRAIN to send me notifications via email

Yes No


I would like to receive annual notifications to keep my account up to date

Yes No

10. Click **Save** and then **Close** to exit. Your account setup is complete.

Cancel Save

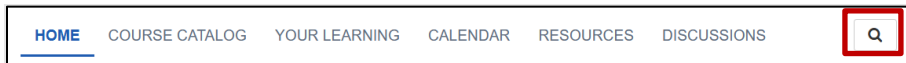
Your Profile



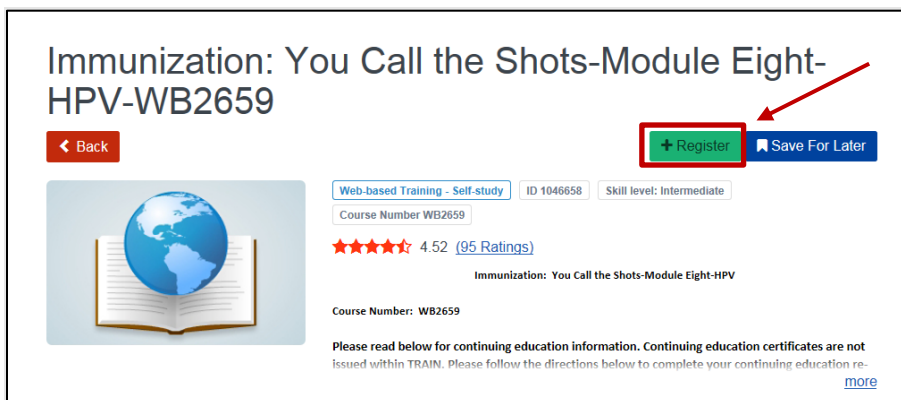
Search and Register for a Course in CDC TRAIN

Once you have created a learner account in CDC TRAIN, you can search and register for a course by completing the following steps:

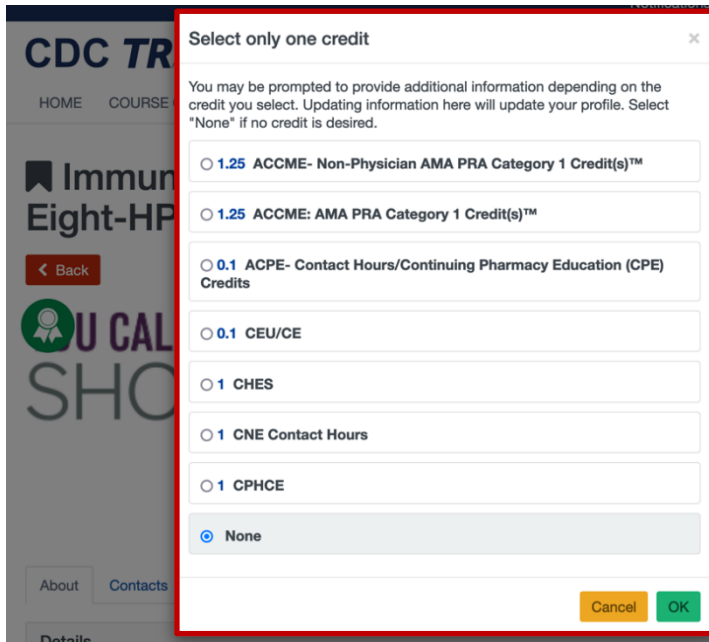
1. Click on the **magnifying glass** located on the top right menu of the CDC TRAIN page. In the search box, type a keyword or the course ID number and press enter.



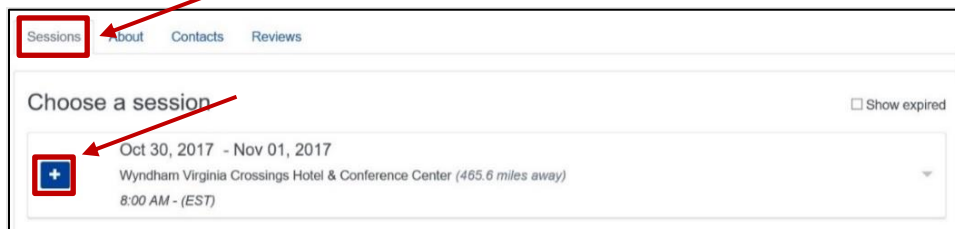
2. After locating the course, select the **course title** to open the course details page.
3. On the course details page, read the course description and any additional instructions carefully. When complete, click **Register**.



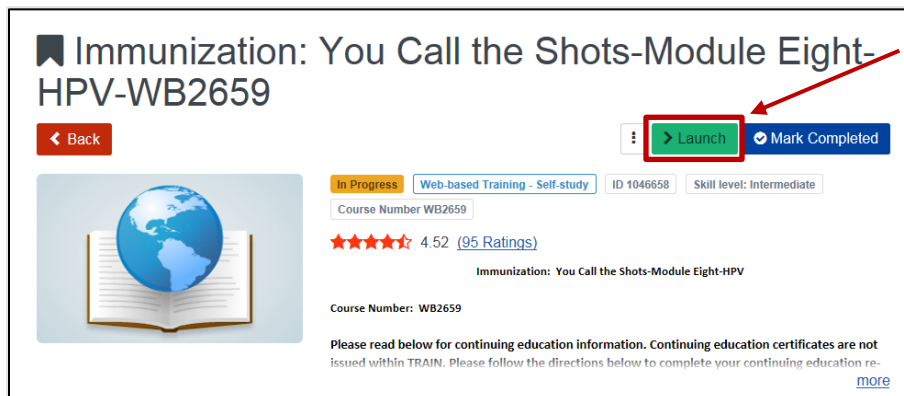
- 3.1. Some courses offer continuing education (CE) and will require you to select your CE option before launching. Select **OK** to confirm your selection.



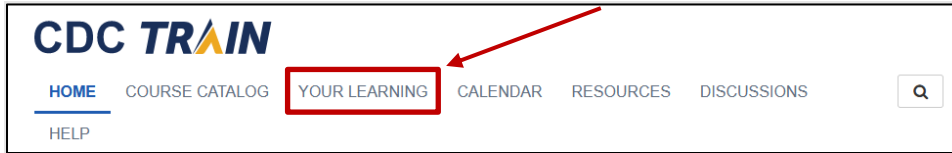
- 3.2. Some courses have a registration code. You will be prompted to enter the code before confirming your registration.
- 3.3. If the course is a live event, click the **blue + button** under the Sessions tab to register for your preferred session.



4. Click **Launch** to start the course.



4.1 If you need to leave a course that is not a live event before completing it, your TRAIN status will remain In Progress. To return to the course, log back into CDC TRAIN and click **Your Learning** on the homepage.



4.1.1. Your course will be listed under **Your Current Courses**. If you have not completed the course, click the course title to open the course details page and re-launch the course.

