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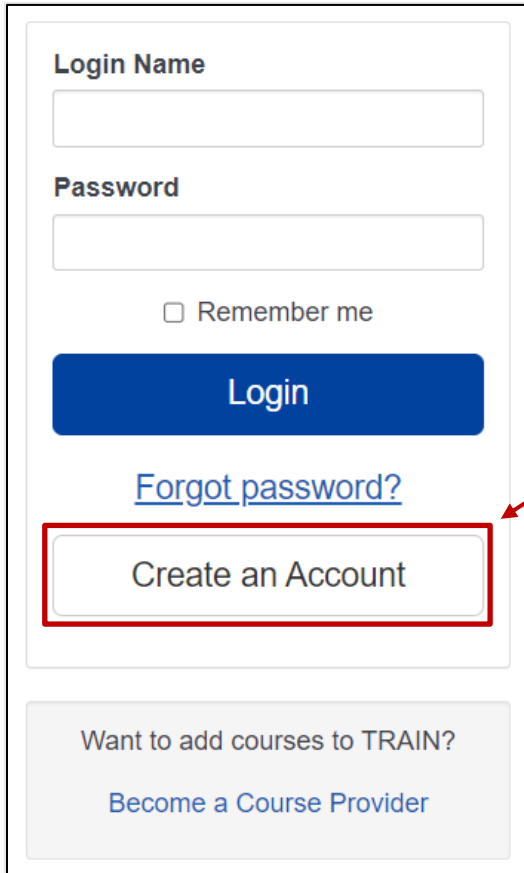
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Create a Learner Account in CDC TRAIN

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**.

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:

   o   Contain at least one lower case letter

   o   Contain at least one upper case letter

   o   Contain at least one number

   o   Be at least eight characters

   o   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.**

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.

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

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.

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.

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.

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

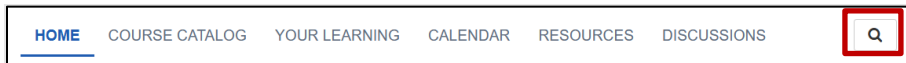Cancel   Save →

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**.
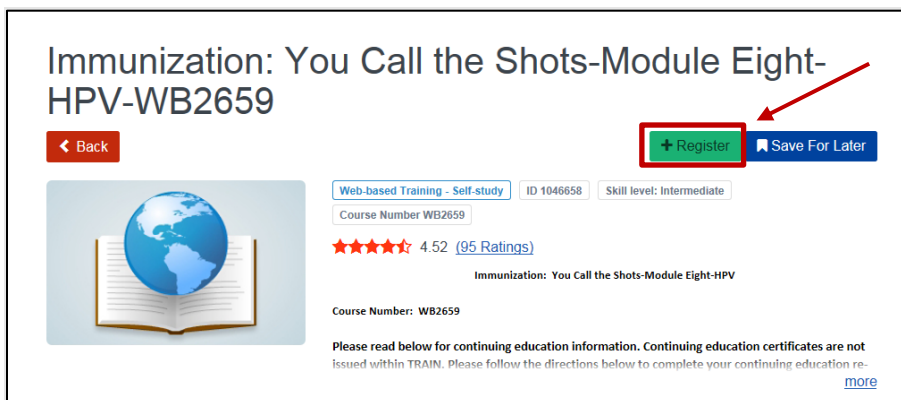

    3.1.   Some courses offer continuing education (CE) and will require you to select your CE option before launching. Select **OK** to confirm your selection.
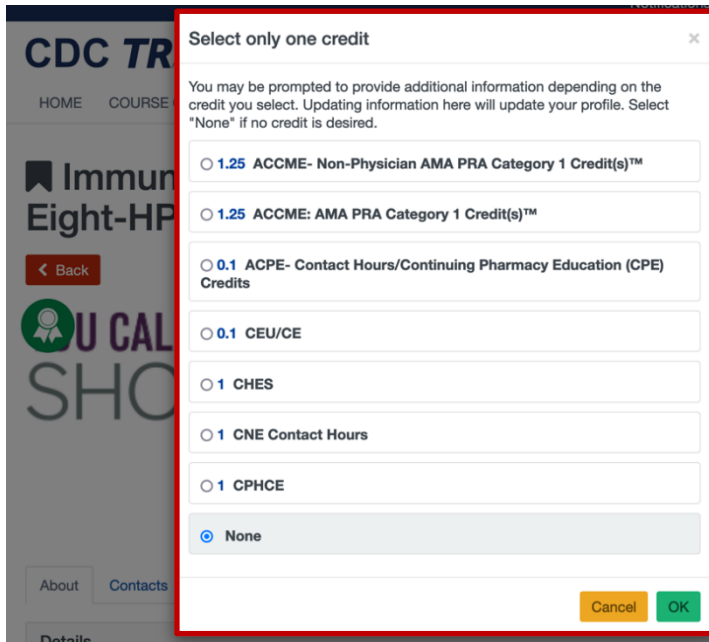
3.2. Some courses have a registration code. You will be prompted to enter the code before confirming your registration.

3.3. If the course is a live event, click the **blue + button** under the Sessions tab to register for your preferred session.
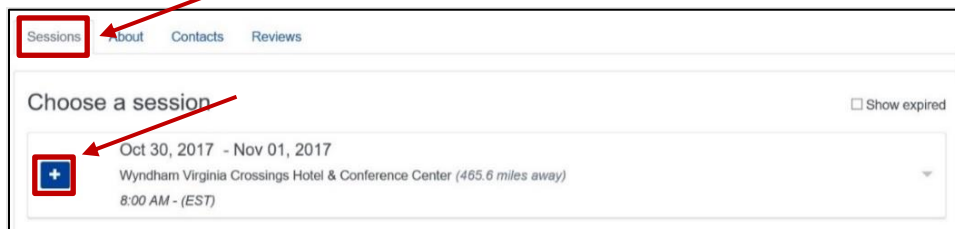
4. Click **Launch** to start the course.
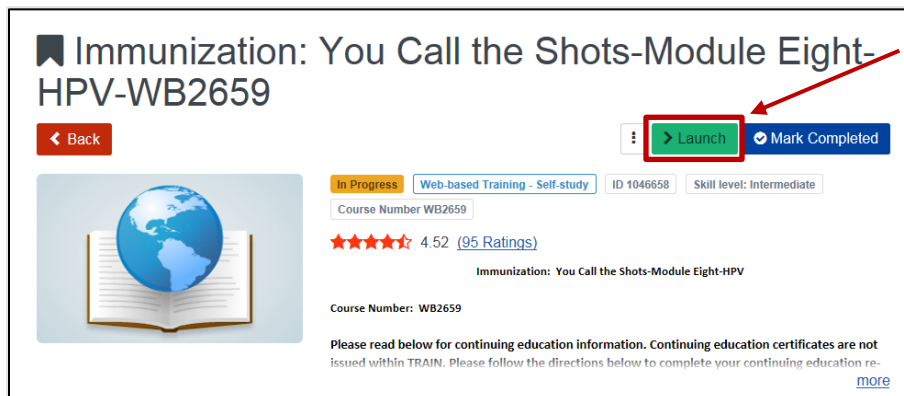
4.1 If you need to leave a course that is not a live event before completing it, your TRAIN status will remain In Progress. To return to the course, log back into CDC TRAIN and click **Your Learning** on the homepage.
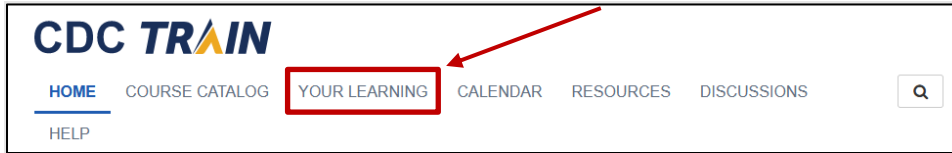
4.1.1. Your course will be listed under **Your Current Courses**. If you have not completed the course, click the course title to open the course details page and re-launch the course.