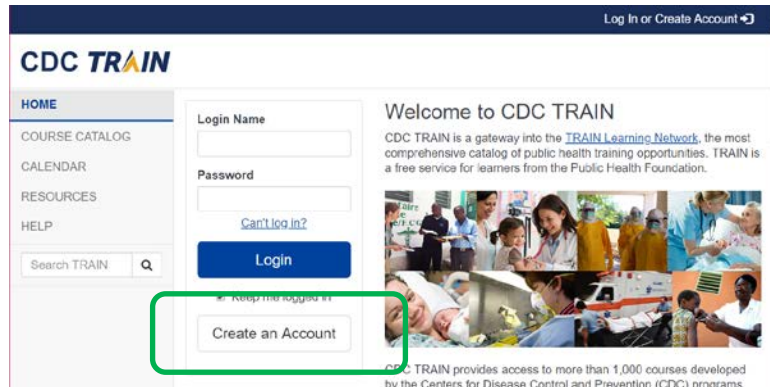


Create a New Account in CDC TRAIN and Join the Opioid Rapid Response Teams

Note: If you already have an existing TRAIN account (from any affiliate), log in and skip down to #9.

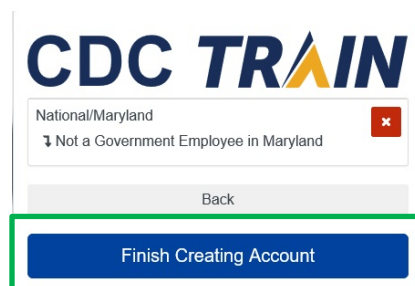
1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. Select the **Create an Account** link.



The screenshot shows the CDC TRAIN website's login and account creation interface. On the left is a navigation menu with links for HOME, COURSE CATALOG, CALENDAR, RESOURCES, and HELP, along with a search bar. The main content area features a login form with fields for 'Login Name' and 'Password', a 'Login' button, and a 'Can't log in?' link. Below the login form is a 'Create an Account' button, which is highlighted with a green rectangular box. To the right of the login form is a 'Welcome to CDC TRAIN' message and a collage of images showing healthcare professionals. At the bottom of the page, there is a small text block stating: 'CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC) programs.'

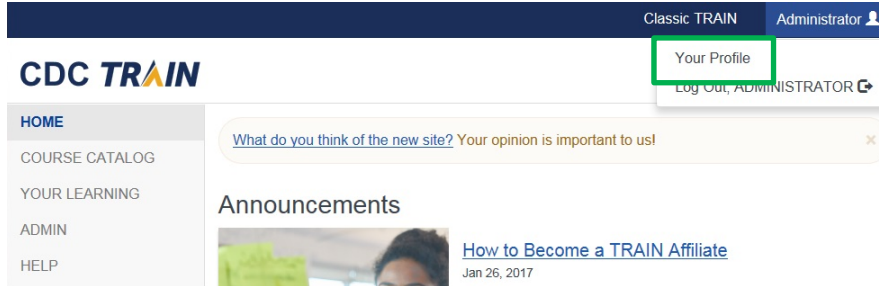
Account Creation

- Create your login name. Must be unique (with letters and numbers only), and 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.
 - Enter your first and last name.
 - Select your time zone.
 - Enter your work 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.
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 **Continue**.
 4. You will be asked to confirm your selection. Select the green button to confirm.
 5. *If you are in a TRAIN state, you may be asked to select a group for the state.* Make the best selection from the given choices and then select the **Confirm** button.
 6. Once the selection is confirmed, select the **Finish Creating Account** button.

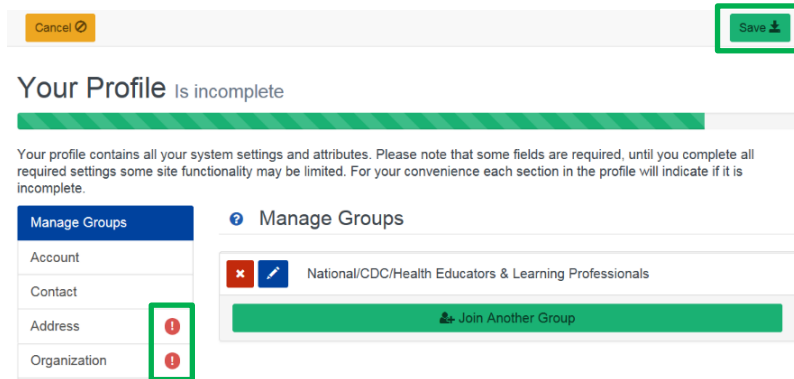


The screenshot shows a confirmation screen for the CDC TRAIN account creation process. At the top is the CDC TRAIN logo. Below it is a dropdown menu currently set to 'National/Maryland' with a red 'x' icon to its right. Underneath the dropdown is the text 'Not a Government Employee in Maryland'. At the bottom of the screen, there is a 'Back' button and a large blue 'Finish Creating Account' button, which is highlighted with a green rectangular box.

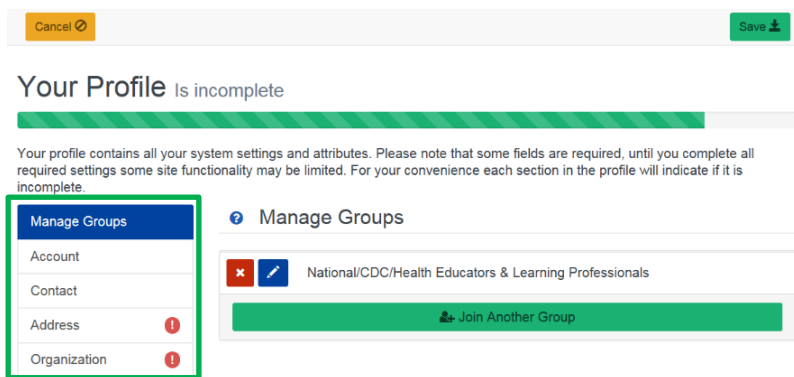
- The system will automatically log you in. Click your name in the top right corner and select **Your Profile** to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register for and take a course, you will need to complete your profile.



- Any required area of your profile that still needs to be completed will have a red exclamation mark next to it. Select the exclamation mark to update that field. Once you have completed a field, save the entry by selecting the **Save** button on the top right corner of the page. Repeat these actions until all fields have been updated.



- To join an Opioid Rapid Response Teams learning group, locate **Manage Groups** in the left navigation of **Your Profile** (click on your name in the top right corner of the CDC TRAIN homepage to access **Your Profile**).



10. Locate the **Join By Group Code** text box. Enter your group code listed below and select the **Join** button. The Clinician version of the training plan includes all sections of the Non-Clinician version as well as two additional sections that cover clinical topics in greater depth.

Clinician: ORRT398C

Non-Clinician: ORRT398NC

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.

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

Join By Group Search

Georgia

National/CDC

↳ CDC.INFO (Private Group)

↳ Migration Health (Private Group)/External Learning Groups

↳ Health Educators & Learning Professionals

↳ Laboratory Training

↳ Leadership & Policy

↳ Technology & Informatics

Join By Group Code

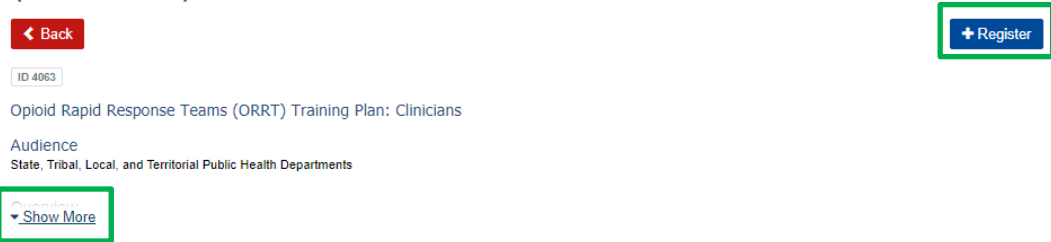
Group Code

11. Select the **Save** button on the top right corner of the page to record your group code.
12. *Continue to the next page to select and register for an Opioid Rapid Response Teams Training Plan.*

Access the Opioid Rapid Response Teams Training Plans

1. Go to the training plan for the group you selected in step 10 (Clinician or Non-Clinician):
Clinician: https://www.train.org/cdctrain/training_plan/4063
Non-Clinician: https://www.train.org/cdctrain/training_plan/4064
2. Once the training plan details load, select **Show More**. Read the information and instructions carefully.

Opioid Rapid Response Teams (ORRT) Training Plan (Clinicians) - External



3. You must register for the training plan by selecting the blue **Register** button.
4. To start a section, select the section name link.
5. Select the **Launch** button to confirm registration and begin the section.
6. If you need to leave a section prior to completing it, TRAIN will mark your status as **In Progress** and bookmark your progress in the module.
 - a. Return to the section by logging back into CDC TRAIN and selecting **Your Learning** on the left navigation of the homepage.
 - b. Select the **Training Plan** tab and then select the training plan link.
 - c. Select the section name link to return to the section. TRAIN will ask if you would like to return to where you left off or to the beginning of the section.
7. When you complete a section, select the light blue **Exit Course** button on the last page (this page may be quiz results) and the section will move to a **Completed** status. A green **Completed** notation should appear next to the section name in the training plan.
8. To return to the training plan for the next section, select the red **Back** button at the top left of the section listing.
9. You can complete sections in any order, and you can take only what you need. If you would like to obtain a training plan certificate, you must complete all core sections and the quizzes. Launch the **Training Plan Completion and Certificate Information** section and follow the instructions to access the certificate.

Please contact TRAIN@cdc.gov if you have any technical issues creating an account or accessing the training plans.

Please contact ORRT@cdc.gov if you have any content-related questions.