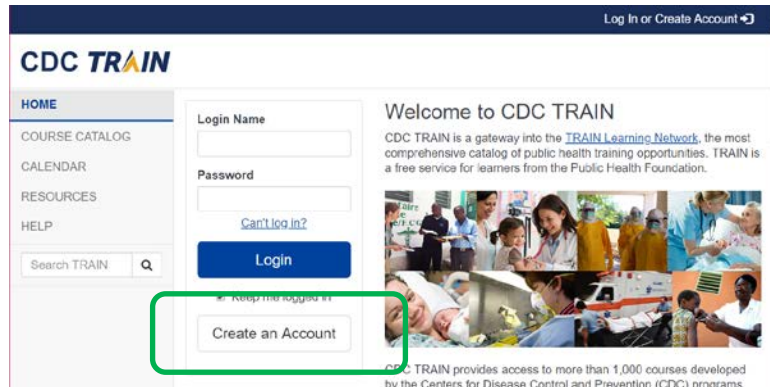## Create a New Account in CDC TRAIN and Join the Opioid Rapid Response Teams

Note: If you already have an existing TRAIN account (from any affiliate), log in and skip down to #9.
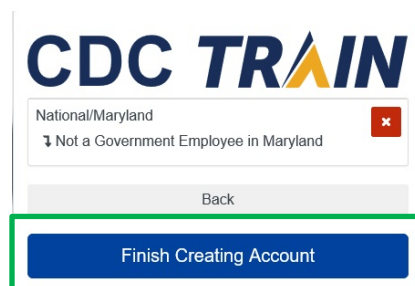
1. Use your preferred internet browser and go to https://www.train.org/cdctrain/.
2. Select the **Create an Account** link.

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.

7. *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.
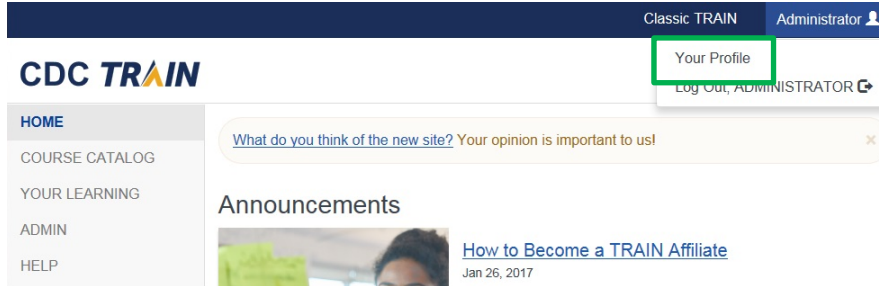
8. Any required area of your profile that still needs to be completed will have a red exclamation mark next to it. Select the exclamation mark to update that field. Once you have completed a field, save the entry by selecting the **Save** button on the top right corner of the page. Repeat these actions until all fields have been updated.
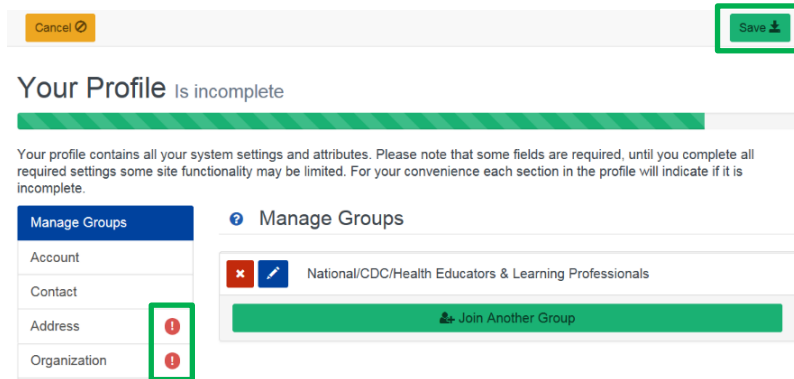
9. To join an Opioid Rapid Response Teams learning group, locate **Manage Groups** in the left navigation of **Your Profile** (click on your name in the top right corner of the CDC TRAIN homepage to access **Your Profile**).
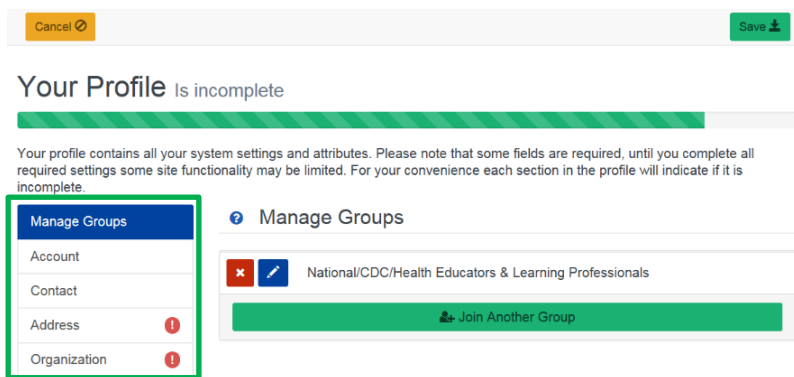
10. Locate the **Join By Group Code** text box. Enter your group code listed below and select the **Join** button. The Clinician version of the training plan includes all sections of the Non-Clinician version as well as two additional sections that cover clinical topics in greater depth.

    Clinician: ORRT398C

    Non-Clinician: ORRT398NC

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.
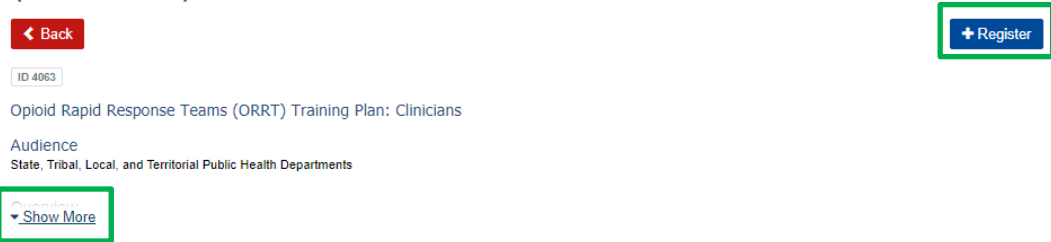
3. <mark>You must register for the training plan by selecting the blue **Register** button.</mark>

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. <mark>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.</mark> 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.