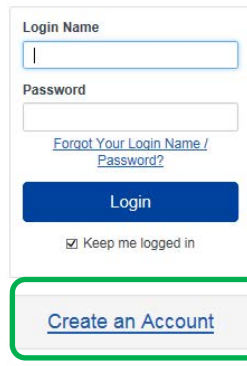


Create a New Account in CDC TRAIN and

Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down to #10.

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



Login Name
|
Password
[Forgot Your Login Name / Password?](#)
Login
 Keep me logged in
Create an Account

Welcome to CDC TRAIN

CDC TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.



CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC) programs, grantees, and other funded

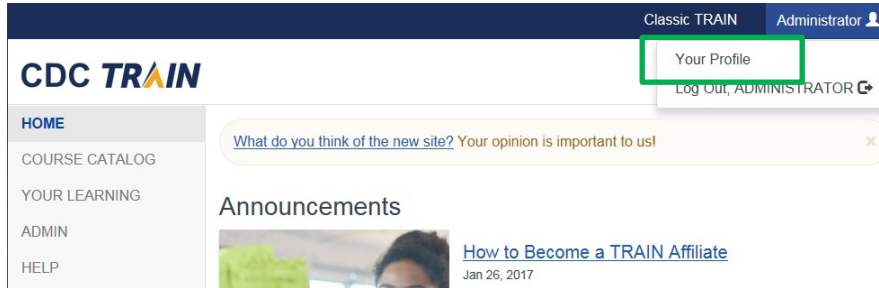
Account Creation

- 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 selections is confirmed, select the blue **Finish Creating Account** button.

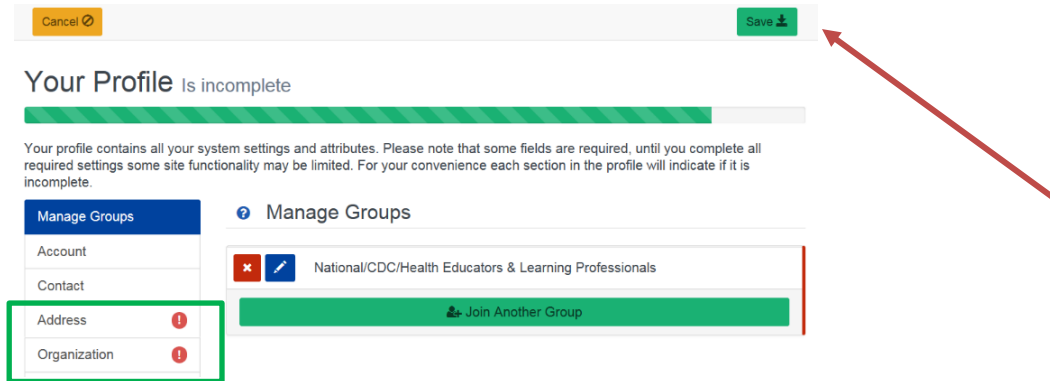


CDC TRAIN
National/Maryland ✖
⌵ Not a Government Employee in Maryland
Back
Finish Creating Account

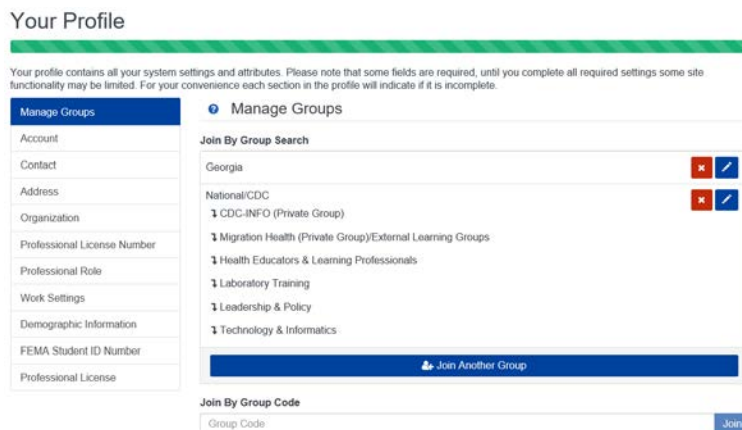
- The system will automatically log you in. Use the **Your Profile** link in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register and take a course, you will need to complete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



- Any required area of your profile to be completed will have a red exclamation mark next to it.
- Select the exclamation mark to update each field. Once you have completed each field, 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.

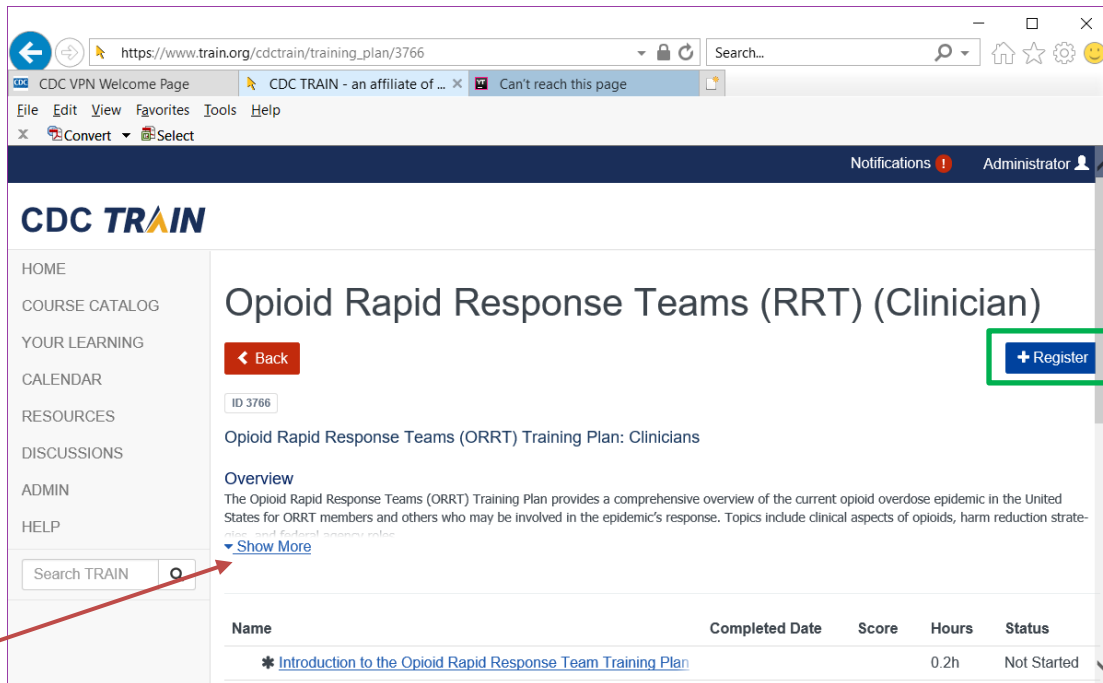


- To join the **CDC HIV Capacity Building Assistance (CBA)** learning group, locate **Manage Groups** in the left navigation of **Your Profile** (click on your name in the top right corner of the CDC TRAIN homepage to access **Your Profile**). Locate the **Join By Group Code** text box.
- Enter your group code (HIVCBA) and select the **Join** button.
- Select **Save** to record your group code.



Accessing Training Plans

1. Click on the training plan link that has been provided to you, or copy and paste the link into your browser URL text box and select Enter.
2. Once the training plan details load, select **Show More**. Read the information and instructions carefully.
3. To register for the training plan, select the blue **Register** tab.



4. To start a course, select the course link.
5. Select the green **Launch** button to confirm registration and begin the course.
6. If you need to leave a course prior to completing it, TRAIN will mark your status as **In Progress** and bookmark your progress.
 - a. Return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the homepage.
 - b. Select the **Training Plan** tab and then select the training plan link.
 - c. Select the course link to return to the course. TRAIN will ask if you would like to return to where you left off or to the beginning of the course.
7. When you complete a course, select the **Exit Course** button at the end of the module and the course will move to a **Completed** status. It should show a green **Completed** notation next to the course name in the training plan.
8. To return to the training plan for the next course, select the red **Back** button at the top left of the course listing.

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