

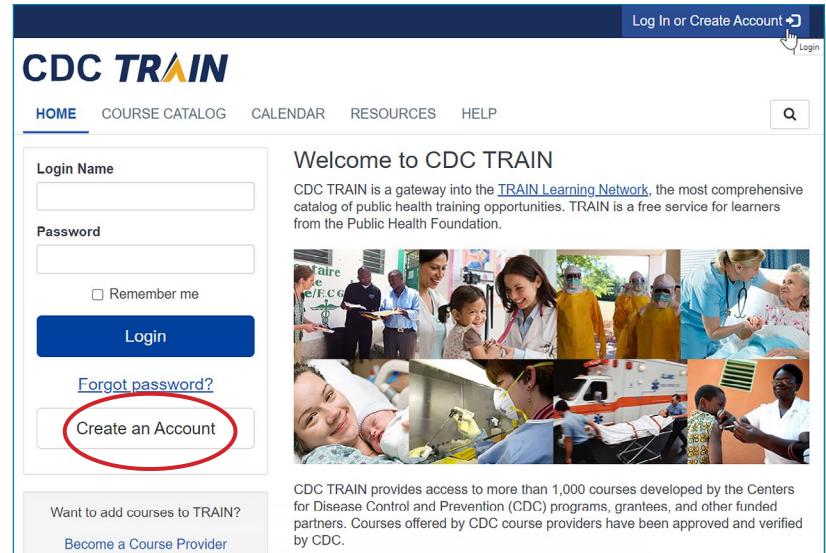
Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down to Step 3.

Step 1: Create CDC TRAIN Account

Go to <https://www.train.org/cdctrain/>

1. Select the **Create an Account** link and follow the prompts to create an account:
2. Create login name
 - » Letters and numbers only.
 - » Minimum of four characters.
3. Create Password
 - » Must contain at least six characters with at least one capital letter and one number.



The screenshot shows the CDC TRAIN homepage. At the top right, there's a "Log In or Create Account" button with a user icon. Below it is a search bar with a magnifying glass icon. The main navigation menu includes "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP". A search bar is also located in the top right corner. The central area features a "Welcome to CDC TRAIN" message and a brief description of the service. To the right is a collage of five images related to healthcare and training. At the bottom left, there are links for "Want to add courses to TRAIN?" and "Become a Course Provider". The "Create an Account" button is circled in red.



The screenshot shows the "Create Account" page. It has a header with the CDC TRAIN logo and a sub-header "Create Account". Below that is a "Create Login Name" field with a note: "The login name must be unique with any characters except spaces and a minimum of four characters." Then there's a "Create a Password" section with a "Password" field and a note: "Password must:". It lists several requirements with radio buttons:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

At the bottom is a "Confirm Password" field.

CDC TRAIN

4. Enter your work email address.
5. Enter your first and last name.
6. Select your time zone.
7. Enter your work zip/postal code.
8. Read and agree to all CDC TRAIN policies.
9. Select the **Next Step** button.



Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

Time Zone

Zip/Postal Code

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all TRAIN policies

Next Step

10. You will be prompted to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group for **CDC HIVCBA - CDC HIV Capacity Building Assistance**. Select **Continue**.
11. You will be asked to confirm your selection. Select the green button to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.
12. Make the best selection from the given choices and then select the **Confirm** button.
13. Once the selections are confirmed, select the blue **Finish Creating Account** button.

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](#)

[CDC HIVCBA – CDC HIV Capacity Building Assistance](#)

[Community Health Workers \(CHW\)](#)

[DSTD 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](#)

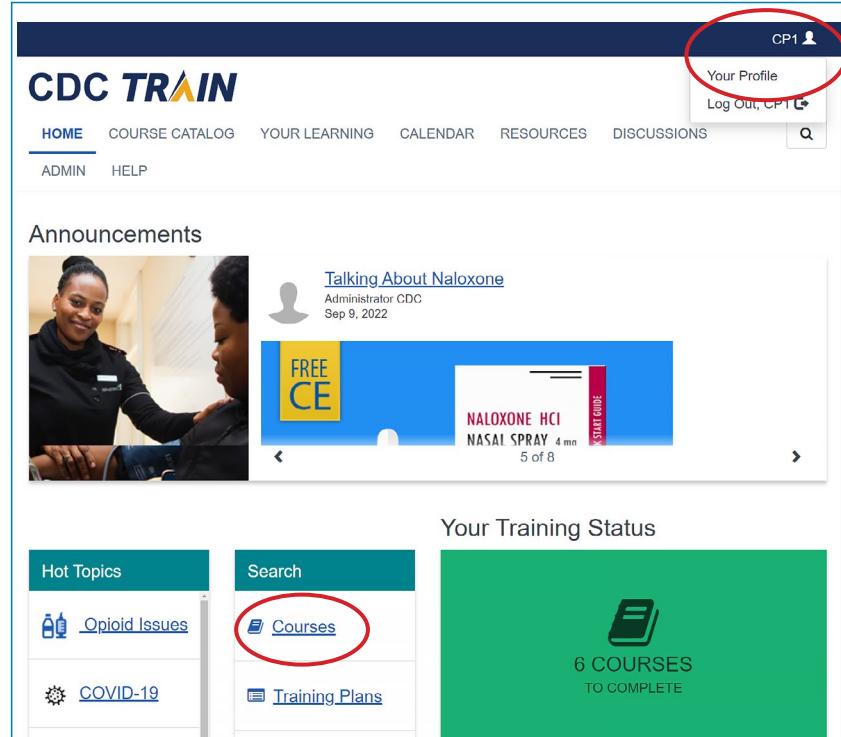
[Preventive Medicine and Population Health](#)

[SNS Training](#)

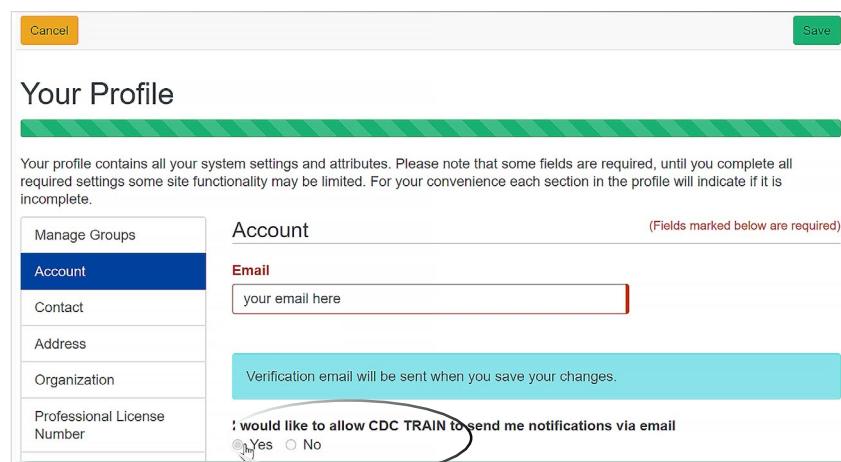
[Students & Future Workforce](#)

Step 2: Complete User Profile

1. Select your name in the top right corner.
2. Select Your Profile link in the top right corner to complete any required account information.
3. Any required area of your profile to be completed will have a red exclamation mark next to it.
4. Select the exclamation mark to update each field. All fields must be completed before you can register for courses.
5. Once you have completed each field, save the entry by selecting the **Save** button on the top right corner of the page.
6. Continue this action until all fields have been updated.
7. 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.
8. Remember to OPT IN to receive emails from CDC TRAIN.
9. You will be asked to confirm your selection. Select the **green button** to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.



The screenshot shows the CDC TRAIN homepage. In the top right corner, there is a user profile icon labeled "CP1". A red circle highlights this icon. Below it, a dropdown menu is open with options "Your Profile", "Log Out, CPTC", and a magnifying glass icon. The main content area includes sections for "Announcements" (with a thumbnail of two people and the text "Talking About Naloxone"), "Hot Topics" (listing "Opioid Issues" and "COVID-19"), "Search" (with a red circle around the "Courses" link), and "Your Training Status" (showing "6 COURSES TO COMPLETE").



The screenshot shows the "Your Profile" edit page. On the left, a sidebar lists "Manage Groups" with "Account" selected (highlighted in blue). Other options include "Contact", "Address", "Organization", and "Professional License Number". On the right, there is an "Account" section with an "Email" field containing "your email here". A note below says "Verification email will be sent when you save your changes." At the bottom, there is a checkbox for "I would like to allow CDC TRAIN to send me notifications via email" with options "Yes" and "No". A green "Save" button is located at the top right of the form.

Step 3: Join CDC HIV Capacity Building Assistance (CBA) learning group

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 |  |

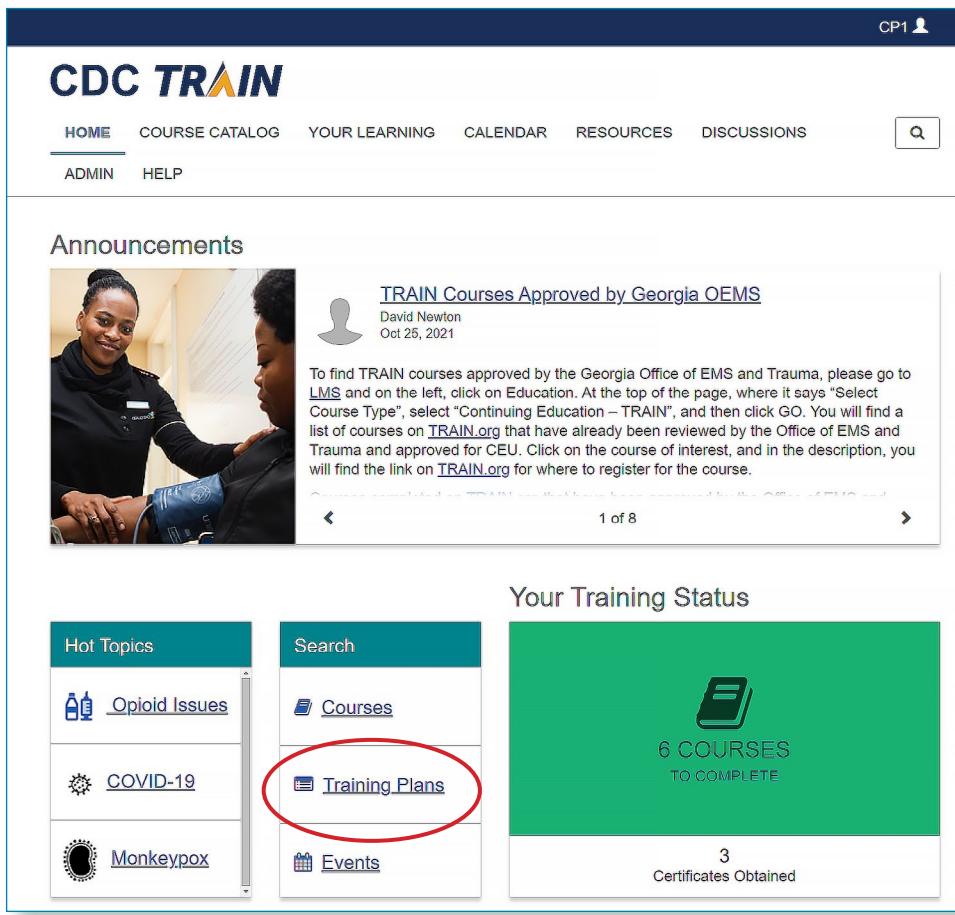
Manage Groups

  National/CDC/Health Educators & Learning Professionals

 Join Another Group

1. 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.
2. Enter group code HIVCBA (no space) and select the **Join** button.
3. Select **Save** to record your group code.
4. Remember to OPT IN to receive emails from CDC TRAIN.

Step 4: Access the CDC HIV Capacity Building Assistance (CBA) Training Plan



The screenshot shows the CDC TRAIN website homepage. At the top, there's a navigation bar with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, and DISCUSSIONS. Below the navigation is a search bar. On the left, there's a sidebar with sections for ADMIN and HELP. The main content area features an "Announcements" section with a photo of two healthcare professionals and a link to "TRAIN Courses Approved by Georgia OEMS". To the right of the announcements is a "Your Training Status" section. This section includes a "Hot Topics" sidebar with links to Opioid Issues, COVID-19, and Monkeypox. The "Search" sidebar has links for Courses, Training Plans (which is circled in red), and Events. The main status area is green and displays "6 COURSES TO COMPLETE" with a notepad icon, and "3 Certificates Obtained".

CP1

CDC TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Announcements

 [TRAIN Courses Approved by Georgia OEMS](#)
David Newton
Oct 25, 2021

To find TRAIN courses approved by the Georgia Office of EMS and Trauma, please go to [LMS](#) and on the left, click on Education. At the top of the page, where it says "Select Course Type", select "Continuing Education – TRAIN", and then click GO. You will find a list of courses on [TRAIN.org](#) that have already been reviewed by the Office of EMS and Trauma and approved for CEU. Click on the course of interest, and in the description, you will find the link on [TRAIN.org](#) for where to register for the course.

1 of 8

Your Training Status

Hot Topics

- Opioid Issues
- COVID-19
- Monkeypox

Search

- Courses
- Training Plans**
- Events

6 COURSES TO COMPLETE

3 Certificates Obtained

- From the Home page, select Training Plans.

CDC TRAIN

2. Scroll down to HIV Capacity Building Assistance (CBA) and select.

The screenshot shows the CDC TRAIN website's main navigation bar at the top with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. Below the navigation is a search bar. The main content area displays a list of training bundles, each with a "Training Plan" button. The "HIV Capacity Building Assistance (CBA)" item is circled in red.

| Training Bundle | Action |
|--|----------------------|
| Environmental Public Health Online Courses (EPHOC) | Training Plan |
| Foodborne Introductory Training Module | Training Plan |
| FOTC: QBHSB Training Plan | Training Plan |
| Foundational Training for COVID-19 Responders | Training Plan |
| Foundations of Public Health Preparedness | Training Plan |
| GIS in Public Health | Training Plan |
| Health Equity Learning Bundle | Training Plan |
| Hepatitis C Online | Training Plan |
| HIPAA Learning Bundle | Training Plan |
| HIV Capacity Building Assistance (CBA) | Training Plan |
| Immunization and Effective Communication Learning Bundle | Training Plan |
| Integrating Racial Equity into Practice Learning Bundle | Training Plan |

3. The Capacity Building Assistance (CBA) training plan is where you will find all the Capacity Building Assistance eLearning, classroom, and virtual, instructor-led trainings.

The screenshot shows the "HIV Capacity Building Assistance (CBA)" training plan page. At the top, there are "Back" and "Register" buttons. Below that, a section titled "To view and register for scheduled virtual, instructor-led trainings:" lists steps 1-3 for registration. A note below states that courses listed provide training on how to implement CDC-supported HIV prevention interventions and public health strategies. A "Show Less" link is present. The "Components" section shows a table of training items with columns for Name, Completed Date, Score, Hours, and Status. All items are marked as "Not Started".

| Name | Completed Date | Score | Hours | Status |
|--|----------------|-------|-------------|--------|
| #2 of 2 ARTAS Strengths-Based Case Management Online Pre... | 1h | | Not Started | |
| #2 of 2 ARTAS para el manejo de casos basado en las fortalezas | 1h | | Not Started | |
| #1 of 2 ARTAS Online Pre-Course Training Module | 1h | | Not Started | |
| ARTAS (Virtual Training) | 11h | | Not Started | |
| ARTAS Classroom Training | 16h | | Not Started | |
| ARTAS Training of Trainers (TOT) Classroom Training | 16h | | Not Started | |
| ARTAS Training of Trainers (TOT) Virtual Training | 10h | | Not Started | |

Step 5: Register for courses on the Training Plan

Once logged onto CDC TRAIN and a member of the learning group with completed Learning Group Registration form, learners will be able to register for courses on the Training Plan.

- » eLearning, classroom, and virtual, instructor-led courses are available.
 - » To view and register for scheduled virtual, instructor-led or classroom trainings:
 1. Access the National HIV Classroom Learning Center training calendar hosted on Cicatelli Associates, Inc.'s (CAI's) website.
 2. Pre-register for your selected course via the link provided in the training calendar.
 3. Complete your registration on CDC TRAIN as directed when you receive an email from the National HIV Classroom Learning Center.
 - You must join the HIV CBA Learning Group and locate the HIV CBA Training Plan in order to complete your CDC TRAIN registration for a specific classroom session.
- eLearning courses can be completed at your own pace and are immediately approved upon registration.
- All current courses and training plans will appear in section **Your Learning**. Completed courses will appear in section **My Transcript**.
- Certificates will appear in **My Transcript** for courses that have been successfully completed. Course completion may include post-test(s) and evaluation(s).