

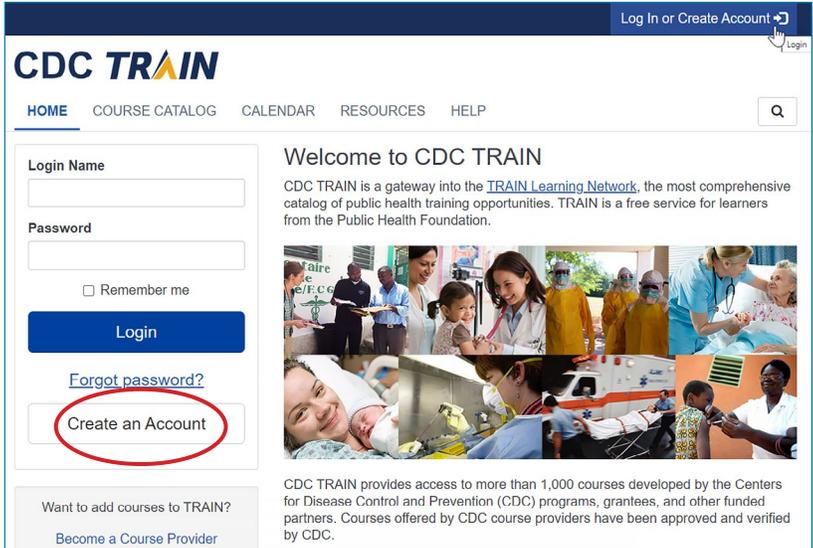
## Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

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.

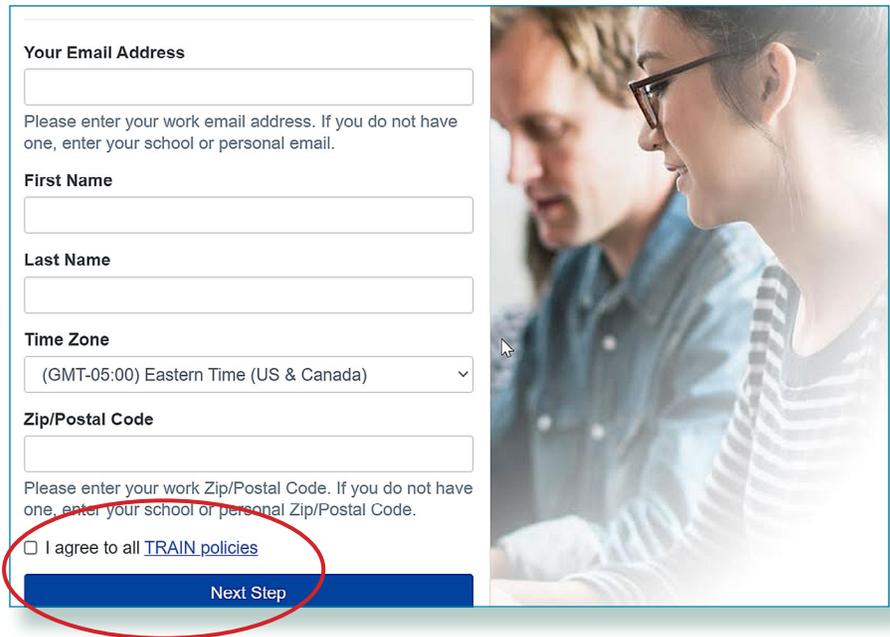


The screenshot shows the CDC TRAIN homepage. At the top right, there is a 'Log In or Create Account' link. Below the navigation bar, there is a 'Login Name' field, a 'Password' field, a 'Remember me' checkbox, a 'Login' button, a 'Forgot password?' link, and a 'Create an Account' link which is circled in red. To the right of the login fields, there is a 'Welcome to CDC TRAIN' section with a description of the platform and a collage of images showing healthcare workers and patients. At the bottom left, there is a link to 'Become a Course Provider'.



The screenshot shows the 'Create Account' page. It features the CDC TRAIN logo at the top. Below the logo, there is a 'Create Login Name' section with a text input field and a note: 'The login name must be unique with any characters except spaces and a minimum of four characters.' Below that is a 'Create a Password' section with a password input field and a list of requirements: 'Password must:' followed by radio button options: 'Contain at least one lower case letter', 'Contain at least one upper case letter', 'Contain at least one number', 'Be at least 8 characters', and 'Be different from the user's LoginName, FirstName, LastName, and Email'. At the bottom, there is a 'Confirm Password' section with a text input field. On the right side of the page, there is a large image of two people, a man and a woman, looking at a screen together.

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  
(GMT-05:00) Eastern Time (US & Canada) ▾

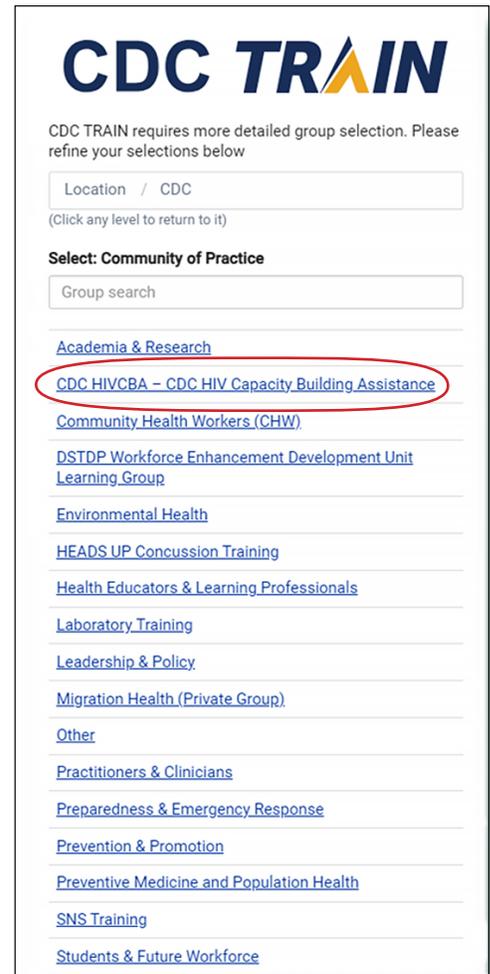
Zip/Postal Code

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 \(CHW\)](#)
- [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](#)

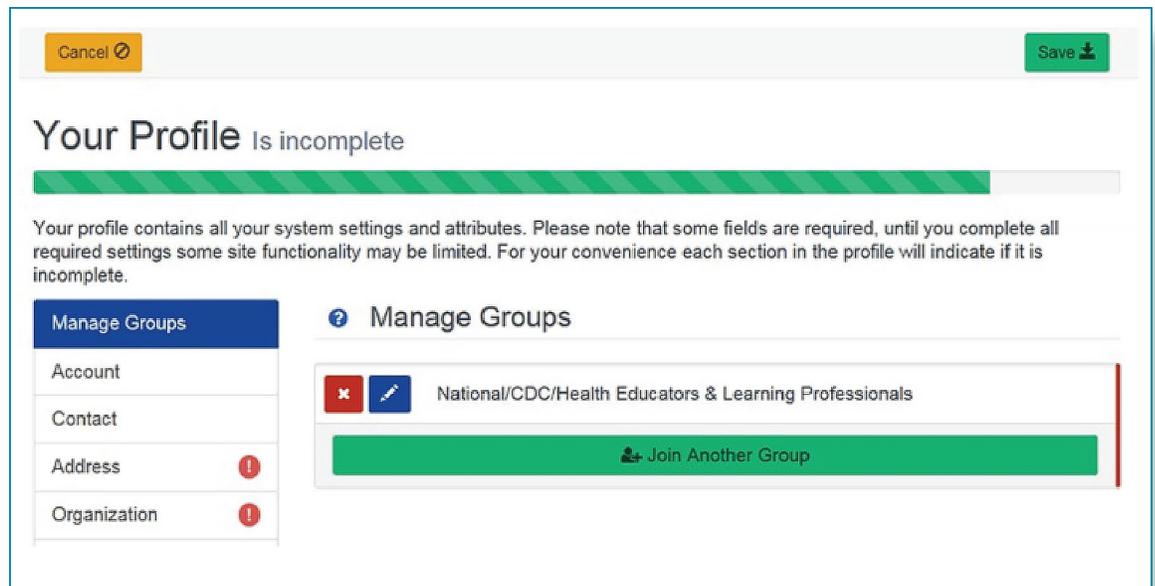
## Step 2: Complete User Profile

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, the user's name 'CP1' is displayed next to a profile icon. A dropdown menu is open, showing 'Your Profile' (circled in red), 'Log Out, CP1', and a search icon. Below the navigation bar, there are links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. The main content area features an 'Announcements' section with a video thumbnail for 'Talking About Naloxone' and a 'FREE CE' badge. Below this is a 'Your Training Status' section with a green background and a document icon, indicating '6 COURSES TO COMPLETE'. On the left, there are 'Hot Topics' (Opioid Issues, COVID-19) and a 'Search' bar with 'Courses' (circled in red) and 'Training Plans' as search options.

The screenshot shows the 'Your Profile' form. At the top, there are 'Cancel' and 'Save' buttons. The form title is 'Your Profile'. Below the title, a message states: '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.' The form is divided into sections: 'Manage Groups', 'Account', 'Contact', 'Address', 'Organization', and 'Professional License Number'. The 'Account' section is active and contains an 'Email' field with the placeholder text 'your email here'. A red exclamation mark is next to the email field, indicating it is required. Below the email field, a message states: 'Verification email will be sent when you save your changes.' At the bottom of the form, there is a checkbox labeled 'I would like to allow CDC TRAIN to send me notifications via email' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected and circled in red.

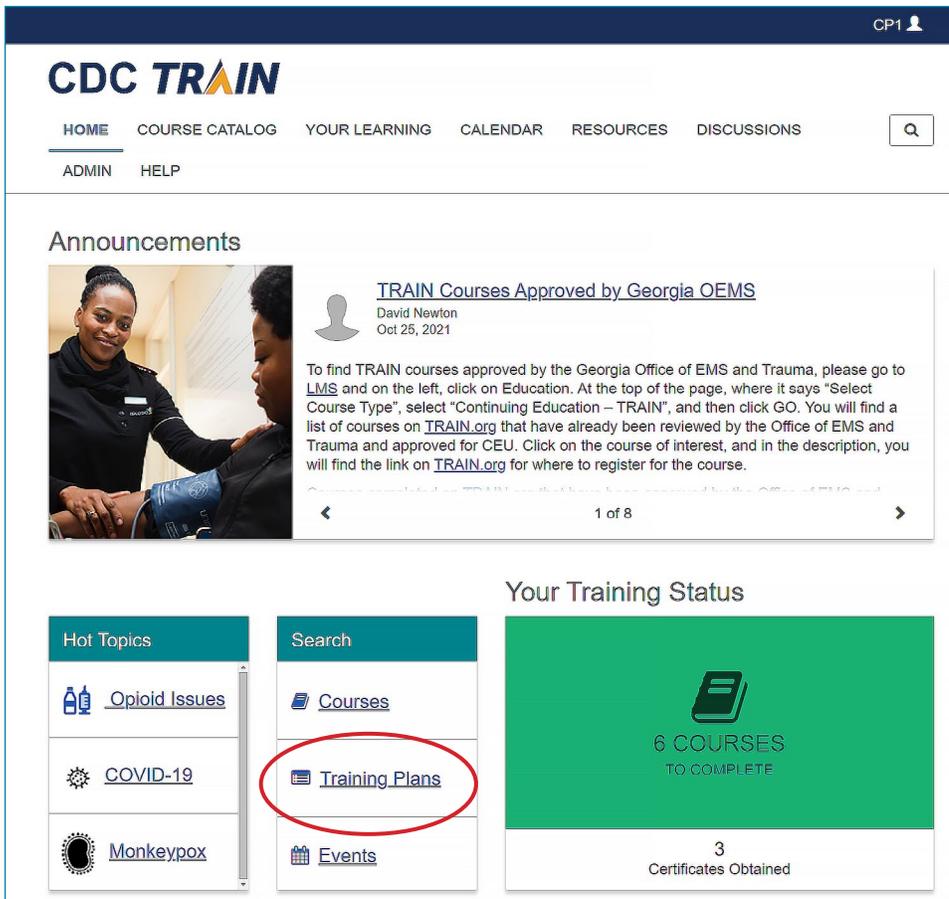
## Step 3: > Join CDC HIV Capacity Building Assistance (CBA) learning group



The screenshot shows the 'Your Profile' page in the CDC TRAIN system. At the top, there are 'Cancel' and 'Save' buttons. The main heading is 'Your Profile Is incomplete' with a progress bar. Below this, a message states: '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.' On the left, a navigation menu includes 'Manage Groups', 'Account', 'Contact', 'Address' (with a red exclamation mark), and 'Organization' (with a red exclamation mark). The 'Manage Groups' section is active, showing a list of groups with a red 'x' icon and a blue pencil icon. The first group is 'National/CDC/Health Educators & Learning Professionals'. Below the list is a green button labeled '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



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

6 COURSES  
TO COMPLETE

3  
Certificates Obtained

#### Hot Topics

-  [Opioid Issues](#)
-  [COVID-19](#)
-  [Monkeypox](#)

#### Search

-  [Courses](#)
-  [Training Plans](#)
-  [Events](#)

1. From the Home page, select Training Plans.

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

The screenshot shows the CDC TRAIN website's course catalog. The navigation menu includes HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search bar is located in the top right. The main content area lists several training options, each with a 'Training Plan' button. The 'HIV Capacity Building Assistance (CBA)' link is circled in red.

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

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)' page. It features a 'Back' button and a '+ Register' button. Below the navigation, there is a section for 'To view and register for scheduled virtual, instructor-led trainings:' with three numbered steps. A paragraph of text provides additional context about the courses. A 'Show Less' link is also present. The main content is a table of components.

## HIV Capacity Building Assistance (CBA)

[← Back](#) [+ Register](#)

ID 3966

**To view and register for scheduled virtual, instructor-led trainings:**

1. Access the National HIV Classroom Learning Center [training calendar](#) hosted on Cikatelli 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 virtual, instructor-led session.

The courses listed below provide training on how to implement CDC-supported HIV prevention interventions and public health strategies. These are primarily geared towards U.S.-based HIV prevention providers in health departments, community-based organizations and healthcare organizations. Courses marked with an asterisk (\*) indicate trainings on interventions and best practices that are listed in the *Compendium of Evidence-Based Interventions and Best Practices for HIV Prevention*.

[▲ Show Less](#)

Components

Name	Completed Date	Score	Hours	Status
<b>ARTAS* <span># courses required</span></b>				
<a href="#">#2 of 2 ARTAS Strengths-Based Case Management Online Pre...</a>			1h	Not Started
<a href="#">#2 of 2 ARTAS para el manejo de casos basado en las fortalezas</a>			1h	Not Started
<a href="#">#1 of 2 ARTAS Online Pre-Course Training Module</a>			1h	Not Started
<a href="#">ARTAS (Virtual Training)</a>			11h	Not Started
<a href="#">ARTAS Classroom Training</a>			16h	Not Started
<a href="#">ARTAS Training of Trainers (TOT) Classroom Training</a>			16h	Not Started
<a href="#">ARTAS Training of Trainers (TOT) Virtual Training</a>			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 Ciatelli 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).