

Step #1 – Go to your “Profile”

Step #2 – Click “Account”. If this is a new account you should see this.

**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.

(Fields marked below are required)

Manage Groups	
<b>Account</b> <span>!</span>	<b>Account</b> <span>!</span>
Contact	
Address <span>!</span>	
Organization	
Professional License Number	
Professional Role	

**Email**

Test@test.com

A user with this email already exists in TRAIN. Please contact your administrator to merge accounts.

**I would like to allow TRAIN Connecticut to send me notifications via email**  
 Yes  No

**I would like to receive annual notifications to keep my account up to date**  
 Yes  No

**First Name** **Login Name**

Step #3 - You will also receive a notice if you haven't enrolled in verifying your email address.

