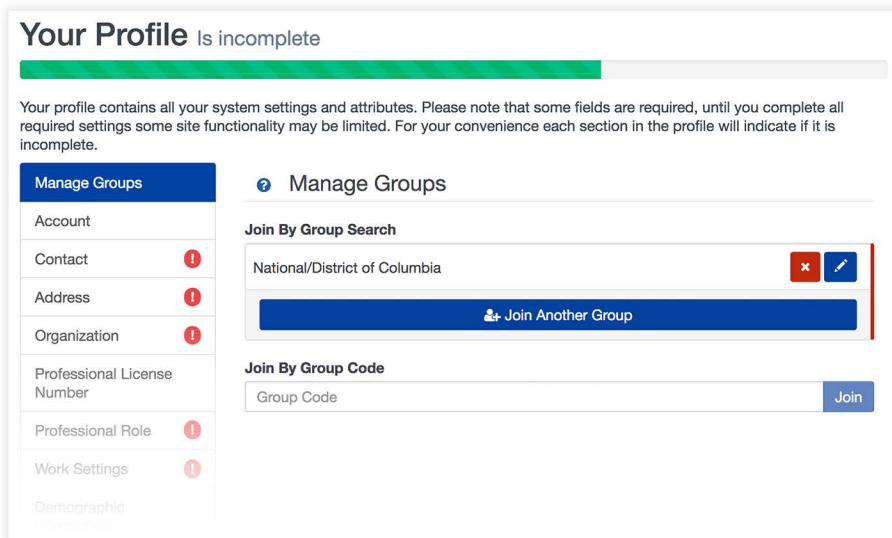# Managing Your TRAIN Account

Notifications

▶ Once you have logged into TRAIN for the first time, you will see a notification that your profile is incomplete. This is shown because there remain unanswered fields in your profile. It is important to note that this profile status indication will display each time you log into TRAIN until your profile is completed. Additionally, you will be unable to register for courses until your profile is completed.
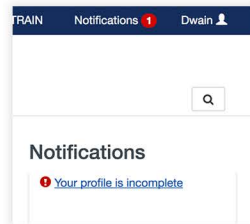
To access your profile, click the 'Your Profile is Incomplete' notification link or click on your name in the top right corner and select "Your Profile."

The 'Your Profile' Page

▶ Your Profile contains all your system settings and attributes. On the 'Your Profile' page, some fields are required and until you complete all required fields, some site functionality may be limited, such as registering for courses. For your convenience, each section on the 'Your Profile' page will indicate if it is incomplete.

The 'Your Profile' page is organized by Manage Groups, Account, Contact, Address, Organization, Professional License Number, Professional Role, Work Settings, Demographic Information, FEMA Student ID, and Professional License.
If at least one required field is empty, it will be indicated by an icon displayed next to the corresponding section name. If all required fields in the section are filled in, the icon will go away. Simply click each incomplete section and fill in each required field within the section to manage your account.

The 'Manage Group' Section

▶ Within this section, you will select the group(s) that determine what courses and/or content are made available to you.

You are required to have at least one group selection. You will select the group(s) within the location that is relevant to you, and you are also able to add national groups to see additional courses. If you ever move, you are able to edit your group selection here. To move to a new state group, delete your current state selection, then select "Join Another Group" to make your new state group selection. When going through the group selection, you will be shown lists of groups to select from. When you see "Confirm these selections," you are able to finish your group selection, but we highly recommend selecting the appropriate groups until there are no group selections remaining.

Group Selection

In TRAIN we use Groups to optimize your experience and customize content to suit your needs. It also ensures you will see content from local course providers, and generally content that is more relevant to you.

Select an affiliate you want to join.

✔ Location
Select the location where you work, study, or reside.

MRC
If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

CDC
To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice,

Join By Group Code

▶ If your administrator provides you with one or more group codes, you can enter them in the 'Join By Group Code' text field.

Join By Group Code

Group Code	Join

The 'Account' Section

▶ The account section includes your email address and name. Please use the email most relevant to your professional association (work, school, etc.). You may enter your personal information if you wish. It also displays your login name. From the account section, you are able to sign up for TRAIN emails, which allows you to receive emails from TRAIN regarding course notifications and other communications from TRAIN. We highly recommend signing up to receive emails from TRAIN. You are also able to reset your password using the "Reset Password" button.

Account   (Fields marked below are required)

Email
dwainstarks@gmail.com

☐ I would like to receive emails from TRAIN.
☐ I would like to receive annual notifications to keep my account up to date.
☐ I would like to receive notifications about the site updates by email.

First Name   **Login Name**
Dwain   demouser2

Middle Name
                        Reset Password

Last Name
Starks

The 'Contact' Section

▶ If you selected the United States, the telephone number text field will be automatically formatted for a 10-digit telephone number, which contains your area code. If you selected a country other than the United States, you may type in an international phone number in the provided 'Telephone Number' text field. Please enter the phone number most relevant to your professional association (work, school, etc.). You may enter your personal information if you wish.

The 'Address' Section

▶ In the 'Address' section, under the 'State/Territory' field, the appropriate State/Territory will be displayed in the drop-down list based on the Country selection. If no State/Territory is associated with your selected country, you may manually enter in the name of your location in the 'State/Territory' text field. Please enter the address most relevant to your professional association (work, school, etc.). You may enter your personal information if you wish.

The 'Organization' Section

▶ When entering in your "Organization," a list based on your entry will display beneath the field. Please find your organization in the list provided. If you cannot find your organization within the list you can fill out the full name.

❗ Organization   (Fields marked below are required)

Organization Name   **Department / Division**

Public Health

Public Health - City of Hamilton
Public Health - Columbia, SC
Public Health - Dayton and Montgomery County
Public Health - Dayton Montgomery County
Public Health - Dayton& Montgomery County
Public Health - Delta & Menominee Counties
Public Health - Fresno County

Additional Sections

▶ Additional sections include Professional License Number, Professional Role, Work Settings, Demographic Information, FEMA Student ID, and Professional License. Professional License and other attributes are based upon your group selections. Professional Role and Work Settings require at least one selection and up to three total selections. Other fields are optional; however, some may be required based upon your group selection.

Manage Groups	
Account	
Contact	❗
Address	❗
Organization	❗
Professional License Number	
Professional Role	❗
Work Settings	❗
Demographic Information	
FEMA Student ID Number	
Professional License	

The 'Professional Role' Section

▶ The Professional Role section allows you to select up to 3 professional roles that best match your profession and specialization, where applicable. Scroll through the listing of professional roles, and click the checkbox on the left of the role title to select it.

If you select 2 or more roles, one role needs to be identified as your primary role. To do this, simply click your primary role first, and it will be indicated by a filled in radio button on the right of the role title, underneath the 'Primary' column.

If your professional role is not listed, you may manually enter it in the 'Other (specify)' field at the bottom of the listing. If your role includes a specialization, you may click the provided dropdown menu to view and select your specialization.

The 'Work Settings' Section

▶ The Work Settings section works much like the Professional Roles section. You may select up to 3 work settings that best fit your work environment. You may also choose subcategories where applicable via a provided dropdown menu.

If your work setting is not listed, you may manually enter it in the 'Other (specify)' field at the bottom of the listing. To further specify your work setting, click the provided dropdown menu to view and select additional work setting information.

Once all of the required fields are entered, click 'Save' to save your changes, then click 'Close' to return to TRAIN.