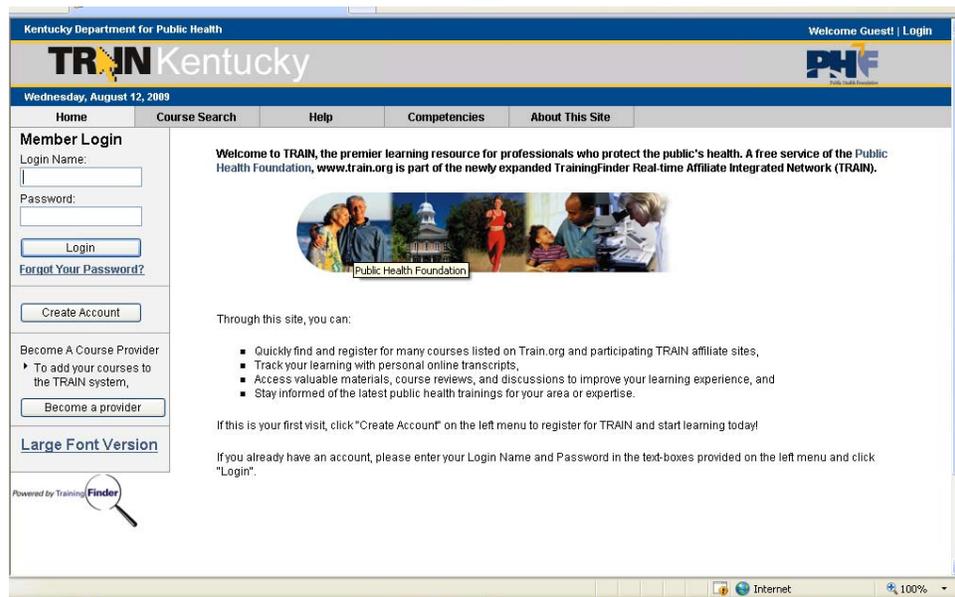# How to Register for a Course on TRAIN

Welcome to the Governmental Services Center's e-Learning Program. To register and participate in a GSC e-Learning course you will need to register for the class through your training liaison after obtaining your supervisor's permission.

Once you have been enrolled in the course via Pathlore you will receive an email confirmation with the Course ID number and Registration code listed. You will need to follow the instructions below using these two numbers to self-enroll in the course.

If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use the course code and registration code information found in your email confirmation for the class that you have enrolled in through your agency training liaison to register for your GSC e-Learning course. If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

How to Register Initially in TRAIN

- Type "ky.train.org " into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)

- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.

- Agree to the TRAIN Policies.

Kentucky Department for Public Health
Welcome Guest! | Login

TRAIN Kentucky

PHF
Public Health Foundation

Wednesday, August 12, 2009

| Home | Course Search | Help | Competencies | About This Site |

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

I.   General Policies and Liability Terms
II. Confidentiality Statement
III. Learner Rights and Responsibilities
IV. Course Provider Rights and Responsibilities
V.   Definitions

☑ **I agree to these TRAIN policies** *

[Next] [Cancel]

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Internet   100%

- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

| Home | Course Search | Help | Competencies | About This Site |

Required Fields:

Login Name:*
Password:*
Confirm Password:*
First Name:*
Last Name:*
Title: *
Telephone (daytime):*
Example: (777)777-7777
Email:*
Confirm Email:*
Organization name: *
Department / Division: *
Address 1: *
City / Township / Town:*
Zip code / Postal code:*
Country:*   United States
State / Territory:*   -- Select --
County: *

Please choose your secret question and provide a ONE WORD
answer. You will be asked this question if you forget your password.

Optional Fields:

Middle Name:
Telephone (evening):
Daytime Extension:
Pager:
Fax:
Mobile:
Bureau/ Section:
Address 2:

☐ I would like to receive notifications about the site updates by email.

Internet   100%

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information.

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

☐ Law Enforcement	
☐ Legal Professional	
☐ Librarian / Information Specialist	
☐ Licensure / Inspection / Regulatory Specialist	
☐ Medical Examiner / Coroner	
☐ Mental and Behavioral Health Professional	--Select-- ▾
☐ Nurse	--Select-- ▾
☐ Occupational Health and Safety Personnel	
☐ Outreach / Field Worker	
☐ Pharmacy Professional	--Select-- ▾
☐ Physician	--Select-- ▾
☐ Non-Physician Clinician	--Select-- ▾
☐ Policy / Planner	
☐ Program Specialist	
☐ Public Health Official	
☐ Public Relations / Media Specialist	
☐ Researcher / Analyst	
☑ Student	
☐ Teacher / Faculty	
☐ Volunteer	
☑ Other (specify)_____	State Employee Required attribute.

Back   Next

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- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
☐ Academic / Educational Institution	--Select-- ▾
☐ Official Public Health Agencies	--Select-- ▾
☐ Military	
☑ Other Government Agencies (except Military)	
☐ Healthcare Services	--Select-- ▾
☐ Indian Health Service	
☐ Tribal Health Sites	
☐ Non-Profit Organization (except Healthcare)	
☐ Private Industry (except Healthcare)	
☑ Other (specify)	

Back   Next

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Done   Internet   🔍 100% ▾

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

- Click on the "Course Search" tab.

- Now, click on "By Course ID" in the left navigation column.

- Click the title of the course/offering.

- Click the Registration Tab.

- Type in the Registration Code if one is required

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- **After completion of course/offering return to your TRAIN account. Click on "Home" to get there.**
- **Click on "My Learning" under the "My Learning Link".**

- **Click on the** [M] **to the right of the course title that you have completed.**

- **Click " Evaluation "**

- **Click "Start Evaluation " to complete it**

- **Return to the "Homepage"**

- **Click on the "Certificate" link**

- **Click on the title of the course and you may view/print the Certificate**

- **You may view/print the Certificate for yur records.**

How to Withdraw from a Course

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.

- Click on the M beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about this course, contact Tim Anderson at 502-564-7455 ext. 247 or by email at tim.anderson@ky.gov.

For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: hardin.stevens@ky.gov.