

How to complete your TRAIN profile

Manage and edit your account information

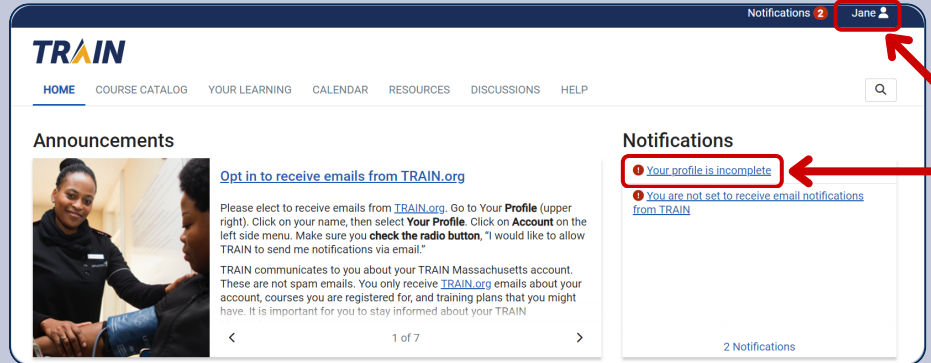
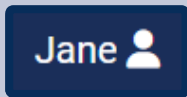
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1 Go to Your Profile

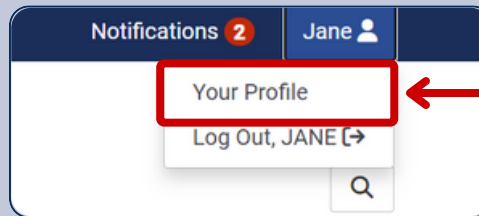
1

Under the Notifications section on the TRAIN homepage, click the link that says **Your Profile is incomplete**.

➤➤ If you do not see the link, click on your name in the upper right hand corner.



➤➤ Click on **Your Profile** in the dropdown menu.



Update Your Profile

2

Fill in the required information for each section. Use the dashboard on the left to click through the sections as you complete your profile.

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

Country

State / Territory

💡 **TIP:** Required fields are marked with a red bar.

💡 **TIP:** If there is a red exclamation icon next to a section in **Your Profile**, it is a required section that you have not yet completed. The icon will disappear once you fill in the required information.

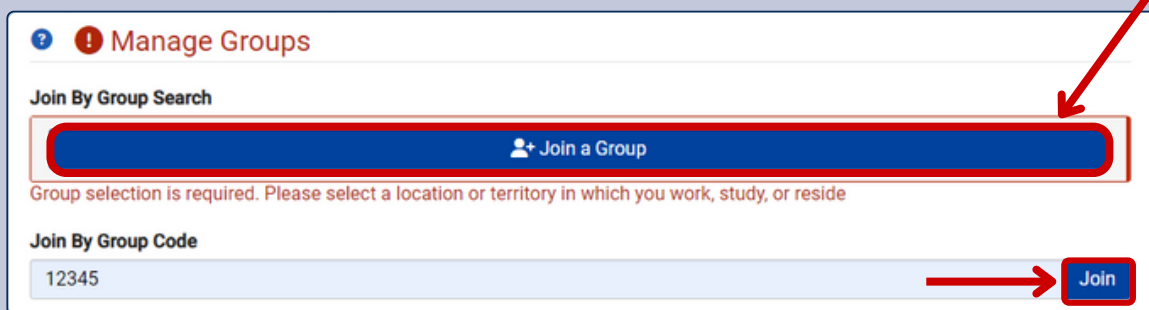
3

Manage Groups

Follow these steps to select your group(s):

(a) Click the blue **Join a Group** button. This will take you to the Group Selection page.

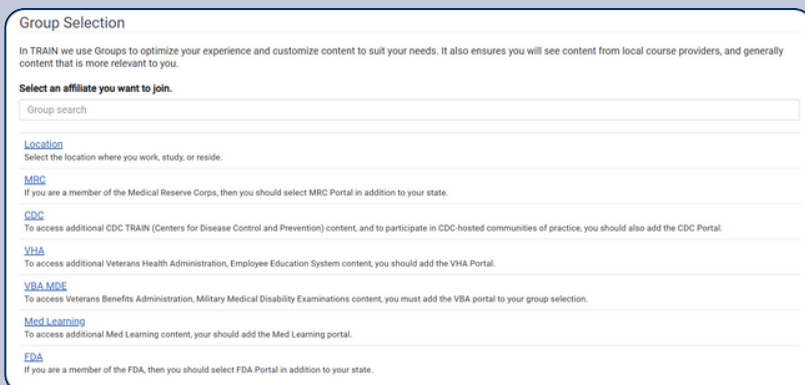
➤➤ If you have been given a group code, enter it in the **Join by Group Code** text field. Click the blue **Join** button.



(b) Use the Group Selection page to choose your group(s). You are able to select any number of groups.

➤➤ Use the **Location** tab to make any additional place-based selections.

➤➤ If you are part of an affiliate group, use the search bar or click on the associated tab.



(c) Once you have made a group selection, click the **Confirm these selections** button.

✓ Confirm these selections

➤➤ To remove a selected group, click the red **x**.



➤➤ To finalize your group selections, click the **Confirm Group Selections** button.

✓ Confirm Group Selections

➤➤ To edit your group selections, click the blue **pencil** icon.



➤➤ To add another group, click the **Join Another Group** button.

+ Join Another Group

? AFFILIATES

An affiliate is any organization that manages a customized TRAIN website.

These organizations include state public health agencies, regional training centers, and professional associations.

? GROUPS

Groups depend on your location and customize your experience so that you see content more relevant to you.

Account

Email **a**
sample@email.com

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

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

First Name **d**
First

Middle Name

Last Name **e**
Last

Login Name
SampleLoginName

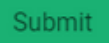
User ID
4181459

Reset Password **f**

Course Provider
Request Role

Fill in the required information.

- (a) Verify that the listed email is correct.
- (b) Select whether you would like to allow TRAIN to send you course-related notifications via email.
- (c) Select whether you would like to receive annual notifications reminding you to update your account information.
- (d) Enter your first name.
- (e) Enter your last name.
- (f) See below.

- If you want to reset your password, click the **(f) Reset Password** button.
- Enter your old password. Then enter and confirm your new password.
- Click the green **Submit** button. 

Change your password

Old password

New password

Confirm new password

Password must:

- 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

Cancel **Submit**

Contact

Enter your phone number.

- (a) Click the blue **Add a Phone Number** button.

Contact (Fields marked below are required)

Phone Numbers

+ Add a Phone Number

- (b) Use the drop down menu to select your phone type.

Input your phone number.

Add a phone number

Is this your work, home or mobile number?

Select phone type

Work
Home
Mobile

Cancel Accept

Add a phone number

Is this your work, home or mobile number?

Select phone type

Phone Number

() - - - - -

Cancel **Accept**

- (c) Click the green **Accept** button. 

! Address (Fields marked below are required)

Country **a**

State / Territory **b**

City **c**

Zip / Postal Code **d**

Street Address **e**

Street Address Cont.

Time Zone **f**

Fill in your address. Use the drop down menus to view more options.

- (a) Select your country.
- (b) Select your state or territory.
- (c) Enter the name of your city.
- (d) Enter your zip code.
- (e) Enter your street address.
- (f) Select your time zone.

Enter your (a) organization name, (b) department / division, and (c) title.

? ORGANIZATION

Examples of organizations include state public health agencies, regional training centers, and professional associations.

! Organization (Fields marked below are required)

Organization Name **a**

Department / Division **b**

Bureau / Section

Title **c**

! Professional Role (Fields marked below are required)

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

Professional Role is not properly filled out! Please choose between 1-3 attributes only.

a Allied Health Professional Primary

Administrator / Director / Manager

Administrative Support Staff

Animal Control Specialist / Veterinarian

Biostatistician

Childcare Provider

b Other (specify)

Scroll through the listed professional roles and select up to three (3) that apply to your position.

- (a) Check the box to the left of your role(s).
- (b) To set a role as your primary one, check the circle under the Primary column to the right of your role.

➔ If you do not see your professional role listed, scroll to the bottom and manually enter it in the **Other** section.

Other (specify)

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Work Settings

Scroll through the listed work settings and select up to three (3) settings that apply to your position.

(a) Check the box to the left of the work settings.

(b) To set a setting as your primary one, check the circle under the Primary column to the right of the listed work settings.

➤ If you do not see your professional role listed, scroll to the bottom and manually enter it in the **Other** section.

Other (specify) _____

Optional sections

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The Professional License Number, Demographic Information, FEMA Student ID Number, and Professional Organization ID Number sections are recommended, but optional unless you are in a specific group that requires them.

➤ Depending on your group, there may be more sections available for you to fill out. These will appear in the same dashboard as the standard sections.

➤ Once you have filled out the necessary information, click the green **Save** button in the upper right hand corner of the screen.

➤ To close out of your profile, click the yellow **Cancel** button.

Manage Groups	
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Professional Organization ID Number	←