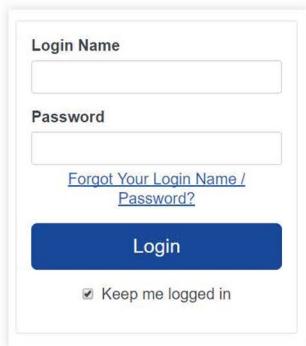


# Setting Up Your TRAIN Account

Your ability work within TRAIN depends on you having a TRAIN account. Here we'll take a look at how you must set up your account.

## Step 1. ▶ Access the TRAIN Learning Network

It's obvious, of course, but before you can get started with TRAIN, you first have to access it! Use your preferred internet browser and enter <https://www.train.org> into the URL address bar. Press 'Enter' on your keyboard and you will be directed to the TRAIN Learning Network.

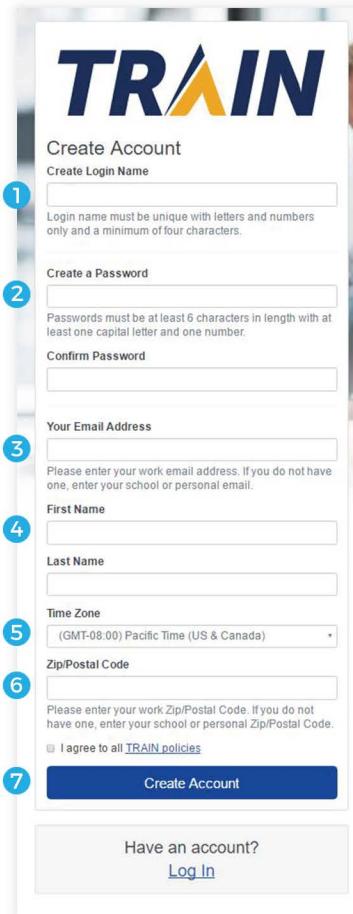


The image shows a login form with the following fields: 'Login Name' (text input), 'Password' (text input), 'Forgot Your Login Name / Password?' (link), 'Login' (blue button), and 'Keep me logged in' (checkbox). The 'Forgot Your Login Name / Password?' link is underlined.

## Step 2. ▶ Log In

If you already have a TRAIN account, enter your login name and then your password and click "Login".

If you do not have a TRAIN account, click the 'Create an Account' link to create one.



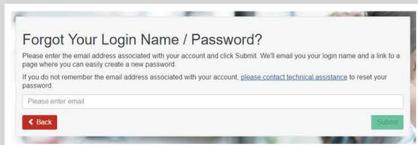
The image shows a 'Create Account' form with the following steps numbered 1 through 7:

1. Create Login Name: A text input field with a note: "Login name must be unique with letters and numbers only and a minimum of four characters."
2. Create a Password: A text input field with a note: "Passwords must be at least 6 characters in length with at least one capital letter and one number."
3. Confirm Password: A text input field.
4. Your Email Address: A text input field with a note: "Please enter your work email address. If you do not have one, enter your school or personal email."
5. First Name: A text input field.
6. Last Name: A text input field.
7. Time Zone: A dropdown menu set to "(GMT-08:00) Pacific Time (US & Canada)".
8. Zip/Postal Code: A text input field with a note: "Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code."
9. I agree to all TRAIN policies: A checkbox with the text "I agree to all TRAIN policies".
10. Create Account: A blue button.

Below the form, there is a link "Have an account? [Log In](#)".

## Forgotten Account?

If you've forgotten your login credentials, click the 'Forgot Your Login Name/Password' link and you will be directed to TRAIN's account recovery page. On this page, you will enter your email address and click the 'Submit button.' Your login name, along with a link to a page for you to create a new password, will be emailed to you.



The image shows a 'Forgot Your Login Name / Password?' form with the following fields: 'Forgot Your Login Name / Password?' (link), 'Please enter email' (text input), 'Back' (button), and 'Submit' (button). The 'Forgot Your Login Name / Password?' link is underlined.

## Affiliate Site

Upon logging into TRAIN, you may be presented with a message that you are being redirected to another portal. This prompt appears because your account is associated with a different TRAIN Affiliate group. If you are associated with more than one TRAIN Affiliate group, you can choose which site to enter by selecting the drop-down menu. Once you have selected a TRAIN Affiliate group, click the 'Go' button to be directed to your desired TRAIN Affiliate site.

## Step 3. ▶ Account Creation

1. Create your login name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.
2. Your password must contain at least six characters with at least one capital letter and one number.
3. Now enter your work email address. If you don't have one, enter your school or personal email address.
4. Next, enter your first and last name.
5. Now select your time zone.
6. Enter your work zip/postal code. If you don't have one, enter your school or personal zip/postal code instead.
7. The final process is to agree to all TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use TRAIN until you agree to the policies.

After agreeing, click the 'Create Account' button to log into the TRAIN Learning Network!