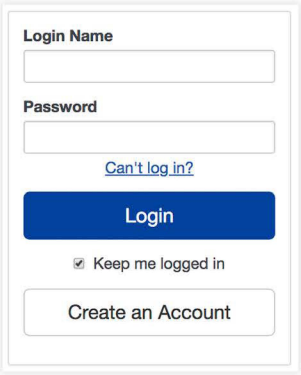
Setting Up Your TRAIN Account

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.

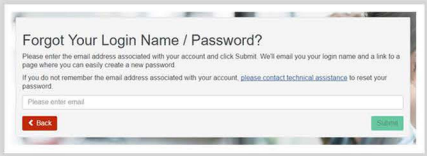


Step 2. ▶ Log In

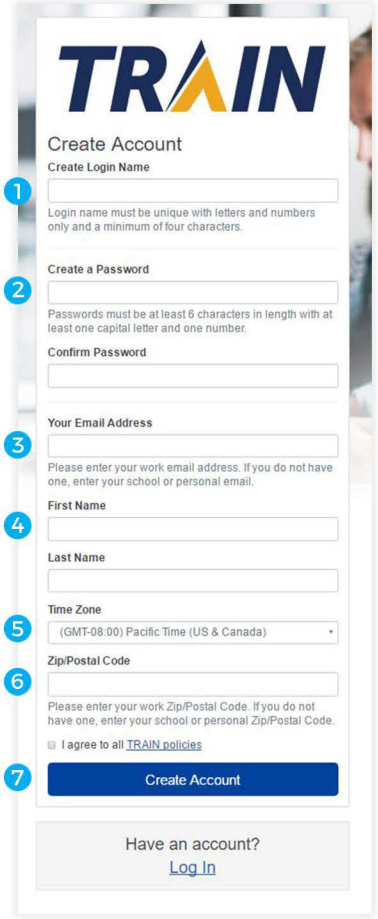
If you already have a TRAIN account, enter your login name and then your password and click "Login".

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

Forgotten Account?



If you've forgotten your login credentials, click the 'Can't log in?' 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.



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!

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.

Once you have an account and are logged in, search "PA-DHS" and "PA-EBH" to find Department of Human Services sponsored training.

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