

Guide for New User Login

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ATTENTION: Before New User attempts to login to TRAIN, Supervisor must email WIC Service Desk @ WICHD@dhw.idaho.gov the following information:

To: WICHD@dhw.idaho.gov

Subject: New TRAIN Account Request for (Local Agency Name)

- First Name: _____
- Last Name: _____
- Active Directory Username: _____
- Email Address: _____
- Local Agency: _____
- Phone Number: _____
- Supervisor/Trainer: (Include All Possible Supervisor/Trainer's) _____
- Additional Supervisors: _____
- Job Title: _____
- Start Date: _____

SECTION 1 – ACCOUNT LOGIN

TRAIN LMS: This document will take you step by step through the process of logging into TRAIN for the first time through our New LMS – TRAIN. If you have any issues registering or accessing TRAIN, please contact the **WIC Service Desk** by Email: WICHD@dhw.idaho.gov or Phone Number: 1-800-942-5811

GO TO: <http://id.train.org> – Welcome to the TRAIN Login Page

TRAIN Idaho
IDAHO DEPARTMENT OF HEALTH & WELFARE
Friday, February 06, 2015 Welcome Guest! | Login

Home Calendar Competencies About Help

Search by Keyword or Course ID [Advanced Search](#)

Welcome to TRAIN Idaho

Need Assistance?
For assistance with TRAIN-Idaho, such as login/password questions, contact the help desk at: trainidaho@dhw.idaho.gov

IMPORTANT to RECEIVE EMAILS from TRAIN:

Please elect to receive emails from TRAIN.org when asked by the system. TRAIN communicates to you about your TRAIN-Idaho account. These are not spam emails.
You only receive TRAIN emails about your account, courses you are registered for and training plans that you might have. It is important for you to stay informed about your TRAIN-Idaho account. Any questions? Email trainidaho@dhw.idaho.gov

Welcome to TRAIN, the premier learning resource for professionals who protect the public's health. A free service of the [Public Health Foundation](#), www.train.org is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN).

If this is your first visit, click "Create Account" on the left menu to register for TRAIN and start learning today!

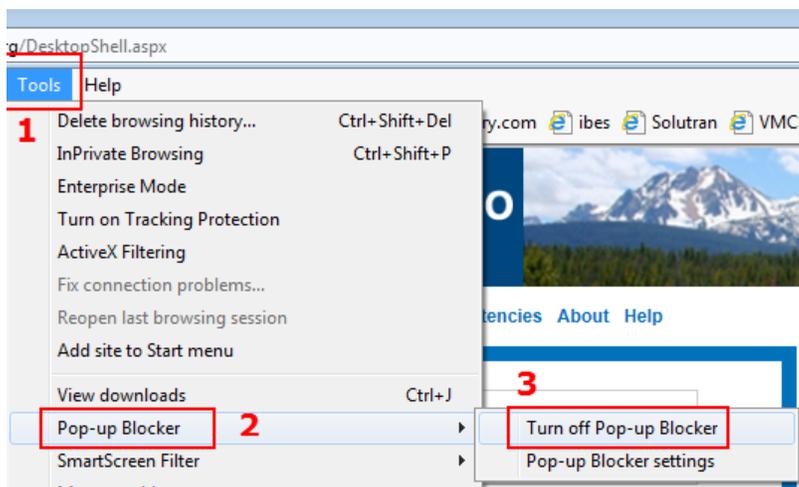
If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click "Login".

Through this site, you can:

- Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites,
- Track your learning with personal online transcripts,
- Access valuable materials, course reviews, and discussions to improve your learning experience, and
- Stay informed of the latest public health trainings for your area or expertise.

© PHF 2003-2015 - [Confidentiality Statement](#)
TRAIN Idaho - LMS Software by KMI Learning

****NOTE: Before you login, please make sure that your Pop-up Blocker is turned off. You will not be able access the course's without turning this functionality off****



SECTION 1 – ACCOUNT LOGIN

1) Log into the TRAIN System using your Username* and Password**

*User Name: Work email

Example of username: `doej@dhw.idaho.gov`

**Password:

- If you forget your password at any time, click on the “Forgot Your Password?” Link and your password will be sent to you via email.

The image shows a login form for the TRAIN System. It features two input fields: "Login Name" and "Password". Below these fields is a blue "LOGIN" button. Underneath the button is a checkbox labeled "Remember My Login Name and Password" and a blue link "Forgot Your Login Name/Password?". Below this is a blue "CREATE ACCOUNT" button. At the bottom, there is a link "To add your course to TRAIN: Become a Course Provider". Red arrows and text provide instructions: "Type in the email address you use for work" points to the Login Name field; "Password" points to the Password field; and "Click" points to the LOGIN button.

Type in the email address you use for work → Login Name

→ Password ← Password

Click → **LOGIN**

Remember My Login Name and Password
[Forgot Your Login Name/Password?](#)

-OR-

CREATE ACCOUNT

To add your course to TRAIN: [Become a Course Provider](#)

SECTION 1 – FIRST TIME ACCOUNT LOGIN

2) When you login for the first time you will be asked a few set-up questions:

- a) Click the Check Box for **“I agree to these TRAIN Policies”**
- b) Select a **“Password Questions”** and **“Provide an Answer”**
(NOTE: This information is only viewable to the User)
- c) Click **“NEXT”**

Please complete the following information regarding your account.

*** = required fields.**

TRAIN Policies

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

1. [General Policies and Liability Terms](#)
2. [Confidentiality Statement](#)
3. [Learner Rights and Responsibilities](#)
4. [Course Provider Rights and Responsibilities](#)
5. [Definitions](#)

Click

I agree to these TRAIN policies*

Password Questions

Please choose your secret question and provide a ONE WORD answer.

Question:*

Select Question. ▼

← Select Question

Answer:*

← Provide Answer

SECTION 1 – FIRST TIME ACCOUNT LOGIN

3) Ensure that all of your User Information is correct and all **fields** which have a **Red Star (*)** by them **MUST BE** filled in.

Notice: in this example **“Title”** has not been filled in – All Fields must be filled in order to move forward.

You are required to enter some information about yourself at first logon.

* = required fields.

Login Name:	bjorki		
First Name:*	Jamie	Notice: Possible answers include: Mr, Ms., Mrs., Dr., Miss	e:
Last Name:*	Doe		doej@dhw.idaho.gov
Title:*			Organization name:*
Department / Division:*	WIC		WIC
Address 1:*	123 Sesame St		Bureau/ Section:
City / Township / Town:*	Boise		Address 2:
Country:*	United States		State / Territory:*
County:*	Ada		Idaho
Telephone (daytime):*	208-123-4567		Zip code / Postal code:*
Telephone (evening):			83716
	i.e. 123-456-7890		Extension:
Fax:			Mobile:
			Pager:

Next Cancel

****Once All Fields are Correct Click “NEXT”****

You are required to enter some information about yourself at first logon.

* = required fields.

Login Name:	bjorki		
First Name:*	Jamie	Middle Name:	
Last Name:*	Doe	Email:*	doej@dhw.idaho.gov
Title:*	Ms	Organization name:*	WIC
Department / Division:*	WIC	Bureau/ Section:	
Address 1:*	123 Sesame St	Address 2:	
City / Township / Town:*	Boise		
Country:*	United States	State / Territory:*	Idaho
County:*	Ada	Zip code / Postal code:*	83716
Telephone (daytime):*	208-123-4567	Extension:	
Telephone (evening):		Mobile:	
	i.e. 123-456-7890	Pager:	
Fax:			

Next Cancel

Click

SECTION 1 – FIRST TIME ACCOUNT LOGIN

4) Select “Public Health Official” and click “NEXT”.

Please complete the following information regarding your account.

* = required fields.

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	Value
<input type="checkbox"/> Allied Health Professional	Select <input type="text"/>
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	
<input type="checkbox"/> Childcare Provider	
<input type="checkbox"/> Communicable Disease / Infection Control Staff	
<input type="checkbox"/> Computer / Information Systems Specialist	
<input type="checkbox"/> Dental Professional	Select <input type="text"/>
<input type="checkbox"/> Emergency Responder	Select <input type="text"/>
<input type="checkbox"/> Environmental Health Professional	Select <input type="text"/>
<input type="checkbox"/> Epidemiologist / Surveillance Staff	
<input type="checkbox"/> Finance and Budget Staff	
<input type="checkbox"/> Food Services / Facilities Management Staff / Housekeeper	
<input type="checkbox"/> Government Official	Select <input type="text"/>
<input type="checkbox"/> Health Educator	
<input type="checkbox"/> Human Services Personnel	
<input type="checkbox"/> Laboratory Professional / Technician	
<input type="checkbox"/> Law Enforcement	
<input type="checkbox"/> Legal Professional	
<input type="checkbox"/> Librarian / Information Specialist	
<input type="checkbox"/> Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/> Medicaid Personnel	
<input type="checkbox"/> Medical Examiner / Coroner	
<input type="checkbox"/> Mental and Behavioral Health Professional	Select <input type="text"/>
<input type="checkbox"/> Nurse	Select <input type="text"/>
<input type="checkbox"/> Occupational Health and Safety Personnel	
<input type="checkbox"/> Outreach / Field Worker	
<input type="checkbox"/> Pharmacy Professional	Select <input type="text"/>
<input type="checkbox"/> Physician	Select <input type="text"/>
<input type="checkbox"/> Non-Physician Clinician	Select <input type="text"/>
<input type="checkbox"/> Policy / Planner	
<input type="checkbox"/> Program Specialist	
<input type="checkbox"/> Public Health Official	
<input type="checkbox"/> Public Relations / Media Specialist	
<input type="checkbox"/> Researcher / Analyst	
<input type="checkbox"/> Student	
<input type="checkbox"/> Teacher / Faculty	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Other (specify) _____	<input type="text"/>

Select

Click

SECTION 1 – FIRST TIME ACCOUNT LOGIN

5) Click **“OTHER”** type **“WIC”** into the open box and click **“NEXT”**:

Please complete the following information regarding your account.
* = required fields.

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

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	Select <input type="text"/>
<input type="checkbox"/> Official Public Health Agencies	Select <input type="text"/>
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	Select <input type="text"/>
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	<input type="text"/>

Select → Click →

Type 'WIC' in this space

6) Click **“Yes”** if you hold a Professional License Number. Select a license type from both dropdowns and click next.

Please complete the following information regarding your account.
* = required fields.

Do you hold a Professional License Number?*

Yes
 No

Select license type from dropdowns

License Type 1: *

License Number 1: *

Enter license number

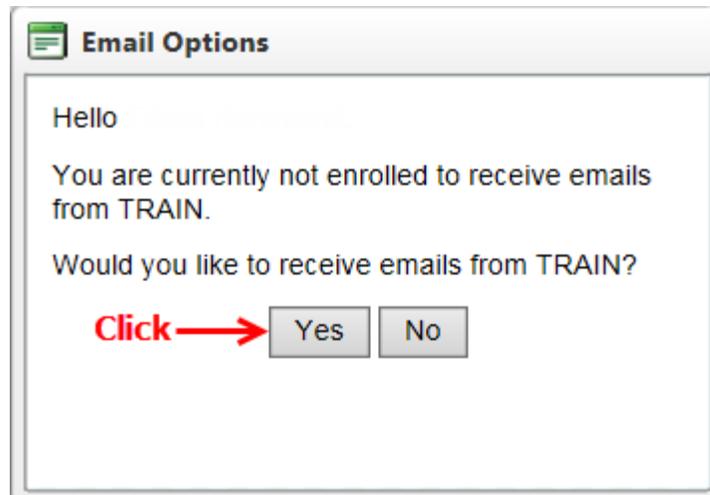
License Type 2:

License Number 2:

Click →

SECTION 1 – FIRST TIME ACCOUNT LOGIN

7) Click **“YES”** when asked about emails from TRAIN



8) Confirm your **“Email Address”** then click **“OK”**.

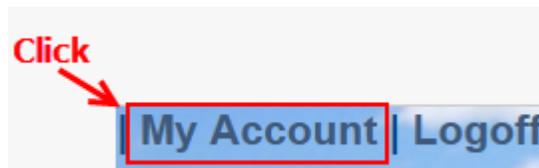


SECTION 2 – FIRST TIME ACCOUNT UPDATE

CONGRATULATIONS! You are Now Logged into the TRAIN system. This is the landing page where you will see any announcements or updates moving forward. Notice the “Dashboard” and “My Account” section, this will be the area we are focusing on.

The screenshot shows the TRAIN Idaho dashboard. At the top right, the text "Welcome Jamie!" is followed by a red box around the "My Account" link, with a red arrow pointing to it and the word "Notice" above. The dashboard includes a navigation menu with "Home", "Calendar", "Competency Assessment", "Resources", "Discussions", and "Help". There is a search bar and an "Advanced Search" link. The main content area is divided into "Announcements" and "Jamie's Dashboard". The "Announcements" section has "Back", "Pause", and "Next" buttons, and a red box around the "Upcoming Events" link with a "Click to Expand" button. The "Jamie's Dashboard" section has a "Click to Expand" button and a table with columns "Course Name", "Status", and "Format". The table contains one row: "WIC 101", "In Progress", and "Web-based Training - Self-study". Below the table are buttons for "TRAIN Transcript", "Current Courses", and "Archived Courses". Other dashboard items include "My Action Items", "My Learning", "My Certificates", "My Training Plans", "My Surveys", and "My Links".

- 1) First – You will need to finish updating your User Account. On the top right corner of the screen, Click “My Account”.



- 2) CLICK “My Profile”:



SECTION 2 – ACCOUNT UPDATE

3) Click the **Drop Down Menu**:

Details Groups My Profile

Please choose a category of additional user attributes: Professional Role ← Click

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.

**Select "Demographic Information"

Details Groups My Profile

Please choose a category of additional user attributes: Professional Role
Work Settings
Demographic Information ← Select
Idaho User Attributes

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.

4) Fill out all fields in "Demographic Information" then click "Save and Back".

My Account

Details Groups My Profile

Please choose a category of additional user attributes: Demographic Information

Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	Select <input type="button" value="v"/>
Sex	Select <input type="button" value="v"/>
Ethnicity	Select <input type="button" value="v"/>
Race	Select <input type="button" value="v"/>
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	Select <input type="button" value="v"/>
Secondary Language	Select <input type="button" value="v"/>

Please Complete these questions

Save and Back ← Click