

## How to login to Wisconsin TRAIN

1. Type **http://wi.train.org** into the address field of your browser.
2. Enter your Login Name and Password and click the “Login” button.
3. Once logged in, you will be taken to the TRAIN member home page.

**NOTE: If you are a new user, you will need to register - please see the “Creating Your Account” section.**

## Creating Your Account

1. On the TRAIN home page, click the “Create Account” button.
2. On the following page, please read the linked TRAIN Policies and check the box adjacent to “I agree to these TRAIN policies” before clicking the “Next” button.  
**NOTE: Do not hit your browser’s “Back” button at any time during the registration process. Instead, use the “Back” and “Next” buttons provided at the bottom of each page.**
3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk\*. 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 prompted during the password retrieval process. Select “Next” to continue.

4. You will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click “Next”.

**NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions. Contact information: [mrcsupport@train.org](mailto:mrcsupport@train.org) or (202) 218-4426.**

5. Choose a county (and possibly a city) for your location. Click “Next.”
6. Select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent dropdown menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when ready to proceed.
7. Select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent dropdown menu. If you select “Other,” please type your answer in the space provided. Click “Next” to continue.
8. Optional demographic information is requested and assists in creating reports and statistics. Click “Next” to continue.

**NOTE: Your Learner profile information can be edited at any time following registration.**

## What if You Forget Your Password

1. Click on “Forgot Your Password?” on your TRAIN home page.
2. Enter your login name in the appropriate field.

**NOTE: If you do not remember your login name, leave the field blank and click “Next.” You will be prompted to enter your email address, first name, and last name.**

3. You will be prompted to respond to the secret question previously answered when registering for TRAIN. If you cannot recall the answer to your secret question, select “I don’t remember the answer” and you will be prompted for your street address.

**NOTE: Do not guess! Incorrect guesses can lock your account. Please attempt one of the other routes for obtaining your login or password information or contact your affiliate administrator. (Shirley Bostock, Primary Administrator, at (608) 266-3451 or [shirley.bostock@dhs.wi.gov](mailto:shirley.bostock@dhs.wi.gov); or Yiwu Zhang, Secondary Administrator, at (608) 267-0334 or [yiwu.zhang@dhs.wi.gov](mailto:yiwu.zhang@dhs.wi.gov))**

## How to Register for the Weapons of Mass Destruction Course

1. Once logged in, on the Home Page, go to the blue box below the My Learning Record box. In the Search by Course ID, enter 1022611 and click go.
2. Click on the title of the course.
3. Course details, competencies, audience, and subject matter information appear on the cover page.
4. Contact information is available by clicking the “Contacts” tab. You may view course reviews by clicking the “Reviews” tab.
5. To register for the course, click the “Registration” tab.
6. Select the Credit Type from the dropdown arrow. The page will automatically refresh.
7. Answer (in the box) yes or no to the licensure question.
8. Click Launch.
9. It will say you are registered, and click the Launch button again.
10. At this point minimize the TRAIN screen with the dash in the upper right corner. This should bring up the course and it will begin automatically.
11. When you are done with the course, exit out of it and open your TRAIN home page again.
12. From the Home page, click on “My Learning” in the “My Learning Record” box located on the right side of the page.
13. To change the status of a course, click on the M (Manage) icon.
14. Click on the “Completed” button to mark the course completed. (Select OK)
15. Answer the question in the box on the page that appears stating you must take the post-assessment before the course will be complete. Click Assessment.
16. Then click on Start Assessment.
17. You have 20 minutes to complete the 10 questions. A screen will appear that tells you your score and if you passed. (If you do not pass the assessment, you may go back
18. Click Close.
19. On the TRAIN Home Page, click on Certificates in the My Learning Record.
20. To the right of the course title, click on the EMS link.
20. You may open (to print certificate), or save.
21. You have now completed the course.

## How to Post a Course Review

1. Login to TRAIN.
2. To review a course that you are currently enrolled in or have completed, you may do so from the “My Learning” page located in the “My Learning Record” box on the right side of the page.
3. Click on the M (manage) icon located to the right of the course.
4. Click on the course title located at the top of the page.
5. Click on the “Reviews” tab on the following page and then click on the “Add” button.
6. Fill out the rating, description accuracy, comments, and title fields of the form.

**NOTE: If you want your review to be posted anonymously, simply uncheck the “Show my name on the review” box.**

## Where to Find Help

- For additional help or information on TRAIN, please contact one of your state TRAIN administrators. Contact information can be found by clicking the “Help” tab at the top of the Home page and then clicking on “Contacts” on the left side.

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