

**Training Finder Integrated Affiliate Network (TRAIN)
A Learning Management System for Professionals Who Protect the Public's Health**

User QuickGuide

TRAIN is not a Course Provider. Course questions should be directed to the course contact listed in the “Contacts” tab in the course description or to the Session Contact, if one is listed. If there are issues or you have problems with the system, please contact DHSWiTrain@dhs.wi.gov. Nearly all postings are free of charge.

How to login to the Wisconsin TRAIN

1. Type <https://wi.train.org> into your browser. (Internet Explorer or Google Chrome works the best, as TRAIN does not support Firefox, Safari, etc.)
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.

How to Create an Account

1. On the TRAIN home page, click on the “Create Account” button.
2. On the following page, please review the linked TRAIN Policies and check the box that is adjacent to “I agree to these TRAIN policies” before clicking the “Next” button.
3. Be aware that TRAIN is not case sensitive and you should never have to change your password. Also, be aware that your name will appear on your certificates, etc., the exact way you enter it when you create your account.
4. Do not hit your browser’s “Back” arrow at any time during the registration process. Instead, use the “Next” and “Back” buttons provided at the bottom of each screen.
5. Fill out all of the information on each of the subsequent screens. 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. In the column to the right on this same screen there is a choice for “I would like to receive emails from TRAIN.” You should check this box. If you do not, you will not receive any registration, confirmation, changes in a course session, etc., automatic emails from train.org. You will receive an email to click on to confirm that you wish to “opt in” to receive emails from train.org. This will complete the process to “opt in” to receive emails from train.org. Select “Next” to continue.
6. You will be given a choice of groups to join. You must pick the State Group first. You can also choose the Medical Reserve Corps (MRC), the Health Resources Services Administration (HRSA), the Centers for Disease Control and Prevention (CDC), or the Veterans Health Administration (VHA) group in order to see all their information and postings when you log into WI TRAIN.
7. When the Wisconsin map appears, choose a county (and possibly a city) for your location from the dropdown menu to the left of the state map. Click “Submit” at the bottom of the screen to continue. You are NOT finished with creating your account at this point.

8. Select one to three professional roles that best match your job description. You will have to choose a primary role at a later login. Some choices may require you to select a specialization from an adjacent dropdown menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when ready to proceed.
9. Select one to three work settings that best describe 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.
10. On the right side of this page is optional demographic information that assists the Division of Public Health in creating anonymous reports and statistics. You will notice at the bottom of this screen that you have two options with respect to receiving emails from train.org. Please opt in for emails. A box should appear for you to confirm you are opting in to receive emails. You must complete this box to have your email address registered correctly. Your email will not be given to anyone, and the only unsolicited email you should receive from TRAIN is the annual notification to update your profile to keep it current. The emails you should receive from TRAIN are responses to your registration, withdrawal, or other confirmation information in TRAIN.
11. If you would like to print a copy of the User Handbook (it is a 43-page PDF file), you can find it on your home page under the Resources tab, TRAIN References, Learners.

If You Forget Your Password

1. Click on “Forgot Your Login Name/Password” on the TRAIN home page.
2. Enter your email address and select “Send Password and Login Name.” This is another reason that you should “opt in” to receive emails from train.org.
3. You will receive an email within 15 minutes giving you your Login ID and Password. (Once you have these items, delete the email.)
4. If your email is associated with more than one account, you should send your request to DHSWiTrain@dhs.wi.gov.

How to Edit “My Account”

1. Click “My Account” in the upper right-hand corner on your home page.
2. Be sure to save when you are finished making any changes.

How to Request Course Provider Role

1. Click “My Account” in the upper right-hand corner on your Home page.
2. At the bottom of the Details tab in your profile, click on “Request Course Provider Role.”
3. Answer the four questions at the bottom of the screen and then it will come to the administrator to approve. The administrator will approve your request and give you the roles you need to post a course(s) on TRAIN. You will receive an email confirming that you have been approved.
4. An electronic copy of the Course Provider Reference Guide is located on your home page under the Resources tab, TRAIN References, Course Providers.

How to Search for Courses

1. If you know the Course ID number, you can enter that in the “Search by Keyword or Course ID” in the right corner of the home page.
2. If you do not have the Course ID, click on “Course Search” in the navigation bar at the top of the screen.
3. You have multiple choices for searching for a specific course.
4. You can choose the appropriate criteria for your search from the menu that appears on the left side of the page.

5. Or you can click “Search” in the main body. You may select multiple variables by holding down the Control key while making your selections. By putting the query words within quote marks, it will look for that phrase exactly. You can save the search criteria for future use by clicking the “Save Criteria” button. You can also request email notification of any new courses that meet your criteria by checking the box “Notify me about courses satisfying this search criteria.” (Another reason to “opt in” to receive emails from train.org.)

How to Register for Courses

1. Locate your desired course by: (1) using the listing in Upcoming Events on the home page (live courses are only posted in this section two months prior to the actual session(s); web-based courses are not listed in Upcoming Events); (2) using the method outlined in “How to Search for Courses;” or (3) clicking any of the “Browse...” buttons in the Search Options to get an alphabetic listing of available courses. You can select “Browse Wisconsin” to narrow the search.
2. Click on the title of the course for which you wish to register.
3. In the “Course Details” tab you will see the criteria used for this posting and any specific instructions that may need to be followed. Please read this completely and/or print it out for future reference in completing the course.
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. If there are multiple sessions listed, click “Register” to the right of the session for which you wish to register. There may be further instructions to register for the course; for instance, the provider wishes you to register through a specific website. However, even if you are referred to another website, your registration through TRAIN will now be in your “Current Courses” as “In Progress.”
6. Some courses may require a pre-evaluation or pre-assessment before you actually register for the course. Click on the instruction to the right of the title of the course in your “Current Courses.” Once the pre-evaluation or pre-assessment is completed, your course will be labeled “In Progress.”
7. Some courses may require a post-evaluation or post-assessment before the course is finally completed. If such a process is mandatory, see [How to Mark Your Course Completed](#) below, and upon your completion of this requirement, the course will automatically be transferred to your “TRAIN Transcript,” and it will be verified automatically.
8. Some courses/conferences require additional registration steps or registration outside of TRAIN. Please follow the instructions regarding the registration process. It will normally say, “Go to Step 2 of Registration.” If you have questions about external registration, please use the contact information in the “Contacts” tab. You will, however, receive a registration confirmation email from TRAIN and can complete your registration by clicking on “Current Courses” in “My Learning” located on your home page – the course will be listed as “In Progress.”

How to Launch a Course for Which You Have Already Registered

1. On your home page, open “My Learning” and “Current Courses.”
2. You will see a listing of all the courses for which you are registered. To launch a course, click on the title.

How to Mark Your Course Completed, Archived, or Withdrawn

1. In “Current Courses” click on the M (Manage) icon to the right of the course title.
2. You can click on the “Completed” button to mark the course completed, sending it to your transcript. Also, on the management page you will be able to enter a score, if applicable. You may also select the “Archive” button to archive a course to resume later.

3. If you realize that you are unable to attend a course after registering for it, please log into TRAIN. Click on My Learning, Current Courses, the “M” to the right of the title, and then select Withdraw. This will withdraw you from the course. This will automatically allow others to register if the course session is full, and will remove you from the roster. This helps in making the final count for the session correct.
4. At this point you may have to complete a post-evaluation or post-assessment before the course is marked verified. Follow the necessary prompts.
5. An evaluation is not a pass/fail, so once the evaluation is completed you will be verified, and if there is a certificate involved, it will be visible in “My Certificates.”
6. An assessment does have a pass/fail, so if you pass the assessment, you will be verified, and if a certificate is involved, it will be visible in “My Certificates.” If you do not pass the assessment, you will be able to re-take it at least once in order to receive your certificate.

How to Add Non-TRAIN Courses to Your Course Record

1. Once logged in, click on “TRAIN Transcript” in “My Learning” on the home page.
2. In order to remove any courses permanently from your transcript, click on the “R” button to the right of the course title.
3. To add a Non-TRAIN course that you have taken through other means, click on the “Add” button located to the right of the “Non-TRAIN Courses” banner BELOW your transcript list.
4. Fill in the necessary information and click the “Save” button.
5. Click on “Upload External Certificate.” It will not upload as a Word.doc. It must be a gif, jpeg, jpg, bmp, pdf, or png. Title it and then browse your computer for it. Select “Upload.” You can then see the document uploaded, and you can upload another if you wish. If you are finished, click “Close.”
6. When you upload a certificate, you can email DHSWiTrain@dhs.wi.gov to that effect and an administrator will view the certificate and mark the course verified.

How to Post or see a Course Review

1. To see any posted reviews of the course you are presently taking, click on the “Reviews” tab.
2. If you wish to add a review of a course you have completed, click on “TRAIN Transcript,” click on the course title and then the “Reviews” tab. Click “Add.”

How to Find Help

For additional assistance or information on TRAIN, the preferred option is to email DHSWiTrain@dhs.wisconsin.gov. Contact information can also be found by clicking “Help” in the navigation bar at the top of the Home page and then clicking on “Contacts.”

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