



A Learning Management System for Public Health

NOTE: Before you begin: TRAIN Works only with Windows PC and Internet Explorer 6

[How to Create Your Own Learner Record](#)

Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www).

1. Click on "Create Account" which appears underneath the login on the left hand side of the screen. **CREATE ONLY ONE ACCOUNT.** Do not create another account if you change jobs or forgot your login or password, please contact KYTRAIN support at (502) 564- 4990 or by email at kytrainsupport@ky.gov for assistance.
2. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a **red asterisk (*)**. Select, "I would like to receive emails from TRAIN." This is how TRAIN manages courses you register for. **Do not hit the back button at any time during registration process.** Answer the secret question at the bottom of the page because in the event you forget your password, this question will be posed as a security measure during the password retrieval process. Click next.
4. On this page you should see a "Group Selection" this is where you will select a portal in which you determine what TRAIN content you can access, **Select State.** Once you select which group you are in click on Select groups, the State (KY) will be grayed out, select county, select which county you work in, select Organization, select which organization or worksite then click submit. Click Next.
5. On the resulting page, you will be asked to select up to three (3) "Professional Roles" that best matches your job description. Some roles may require you to select a Specialization from the adjacent drop down menu. If you select other, please type your specialization in the space provided. Click Next.
6. Again on the resulting page, you will be asked to select up to three (3) "Work Settings" that best matches your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select other, please type your specialization in the space provided. Click Next.
7. Then the "Demographic Information" pages is optional. Click Next.
8. On the resulting page, you are asked "Do you hold a Professional License Number". If you hold a professional license (RN, Doctor, Sanitarian, Environmentalist, etc.) please click yes and license type. Click Next. After this you should receive a Welcome page.

Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

[How to Edit Your Learner Account](#)

1. Log on to the TRAIN site.
2. From the home page, click “My Account from the “My Learning Record” box located on the right hand side of the page.
3. On the resulting pages, update work demographic information as needed (including your password, if desired) by click on either the “Details” or My Profile” tab.



[Register For A Course Using a Course ID Number](#)

1. Login to: ky.train.org (remove the http:// and/or the www)
2. Enter the Login Name and Password that you established when you registered as a TRAIN learner. (If you have not registered as a TRAIN learner click the “Create Account” and follow the directions on “How to Create Your Own Learner Record”).
3. Click the Login button
4. Enter the Course ID number in the “Search By Course ID” box on the right side of the homepage under “My Learning Record” box.
5. Click the title of the course/offering.
6. Click the Registration Tab.
7. Select from the Credit Type dropdown the appropriate credit type (Do not choose “None).
8. Click on the Register button to the right of the session location. (Screen will refresh).
9. Click on the Home Tab.
10. Click on My Learning under the “My Learning Record” to confirm that registration went through. (Course (s) you are currently registered for will appear in center of the page)

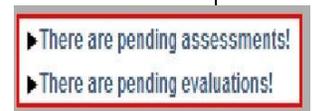


[How to Launch an Assessment](#)

To Launch an assessment, you have a variety of access points:

1. On the “Course Details” page, where you originally registered for the course, under the Registration tab, there will be an assessment button.
2. If you click the “My Learning” link on the TRAIN Home page, you will see which courses have assessments that need to be completed. Clicking on the Assessment Pending link there will also launch the assessment.
3. On the TRAIN Home page, if you have an assessment pending, a small alert notice will appear just above the “My Learning Record” assessment.

Please note there may not always be an assessment attached to a course. But there will always be an evaluation.



[Register For A Course Using the Training Plan](#)

1. Login to: ky.train.org (remove the http:// and/or the www)
2. Enter the Login Name and Password
3. Click the Login button
4. In the blue “My Learning Box” click on the “Training Plan” line.
5. Click the title of the course/offering in the training plan you would like to register for.
6. Click the Registration Tab.
7. Select from the Credit Type dropdown the appropriate credit type (Do not choose “None).
8. Click on the Register button to the right of the session location. (To view the number of seats available for a session, or other session details, click the details tab).
9. Click on the Home Tab.
10. Click on My Learning under the “My Learning Record” to confirm that registration went through and your TRAIN status should read “In Progress”.



[To Mark Course as Complete and Complete Evaluation](#)

After completion of course/offering return to your TRAIN account.

1. Click on “My Learning” under the “My Learning Folder”.
2. Click on the  to the right of the course title that you completed.
3. Click on “Completed”
4. Click “Start Evaluation “ to complete it.
5. Return to the Homepage.
6. Click on the “Certificate” folder.
7. Click on the title of the course and you may view/print the Certificate

If course provider verified your attendance before you mark yourself complete there will be the text “There Are Pending Evaluations” above the “My Learning Record”, click on it to access the evaluation.

[To Withdraw from a Course](#)

Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.

Click on the  beside of the course that you wish to withdraw, click “Withdraw”, OK and Back.

[Adding TRAIN as a Trusted Site](#)

To add *.TRAIN.org to trusted sites:

Open the Internet Explorer **Tools** menu and select **Internet Options**. Go to the **Security** tab and click the **Trusted Sites** icon. Then, click the **Sites** button. This will open a new window. In this window, there is a check box at the bottom. Please make sure this box, **Require server verification (https :)** for all sites in this zone, is *unchecked*. Then, in the **Add this Web site to the zone** field, please enter *.train.org (this includes the asterisk at the beginning of the address). Next, click the **Add** button. Lastly, click **OK** to exit out of all settings windows and restart your browser.

[If a Module is not working, Try These Steps](#)

1. TURN THE POP-UP BLOCKER OFF.

When the module will not launch or does not launch with the navigation buttons; ensure the computer’s pop-up blocker is off.

2. TESTING THE ENVIRONMENT ON TRAIN

Periodically you will need to test the environment on TRAIN. This will also assist with the on-line functioning smoother. The Procedures is listed below:

1. Go to your TRAIN account
2. Click “Help tab”
3. Click “Test Your Environment” Click “Run Test”
4. Click on the test “Run User Initiated Popup blocker Test.

NOTE: Items listed under “Automated Tests” and “Manual Tests” should show “Passed” at the end of them and you should have green circles with white checks in them.

[If a Webcast is not working try these steps](#)

Downloads

To access a Live Webcast your computer must have the following applications installed prior to your event. **The Webcast will not work properly if you do not have these installed.**

Silverlight

<http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx>

Java

<http://www.java.com/en/>

Internet Explorer 6 or higher

<http://www.discover.msn.com/get/download-ie8-optimized-for-bing-and-msn-3/indexB.html>

Accessing the Webcast

If you are asked to choose a time zone, please pick the one closest to your time zone.

Your webcast should automatically play.

If you have any questions please contact the EWB Branch at (502) 564-4990.

YOU WILL NOT BE ABLE TO SUCCESSFULLY ACCESS AND VIEW A DPH WEBCAST UNLESS YOU FOLLOW THE STEPS ABOVE. IF YOU DO NOT HAVE ADMINISTRATIVE RIGHTS TO YOUR COMPUTER, YOU MAY NEED TO HAVE A PERSON FROM YOUR TECHNOLOGY DEPARTMENT DO THIS FOR YOU.

For assistance contact the Training Branch staff at: 502-564-4990 x.3575 or x 3630 or by E-Mail:

kytrainsupport@ky.gov

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