

**TRAIN AFFILIATE CONTACT
INFORMATION IS ACCESSIBLE
WITHIN TRAIN:**

- > Log on to TRAIN
- > Click the “Help” tab
- > Click “Contacts” on the left-hand menu
- > Click “Affiliate Contacts”

CONTACTING PHF:

- > E-mail training@phf.org with questions and/or requests for support.

CONTACTING KMI, Inc.

- > E-mail support@kmionline.com with questions and/or requests for support.



Public Health Foundation

1300 L Street, NW, Suite 800

Washington, DC 20005

Phone: 202.218.4400

Fax: 202.218.4409

Email: training@phf.org

Knowledge Management Interactive, Inc.

330 West Spring Street, Suite 110

Columbus, Ohio 43215

Phone: 614.224.0664

Email: support@kmionline.com

<https://www.train.org>

INTRODUCING

TRAIN

Prepared. On track. Online.



<https://www.train.org>



Public Health Foundation

WHAT IS TRAIN?

TRAIN is the nation's premier learning resource for professionals who protect the public's health. TRAIN is comprised of the national <https://www.train.org> site and participating TRAIN affiliate sites. Affiliate sites are managed by many state public health agencies, academic partners, and others. TRAIN serves a large portion of the U.S. public health and safety workforce.

Because all TRAIN sites are connected, TRAIN users can access information about state, local, national, or international training available to them through any participating TRAIN site.

Learners can use TRAIN to:

- > Search or browse the nationwide database for on-site or distance learning courses
- > Sign up for e-mails about new courses
- > Create a personal learning record of competency-based training
- > Provide and view feedback about courses listed on the site
- > Register online for many courses

TRAIN is a project of the Public Health Foundation with funding from participating affiliates and the Centers for Disease Control and Prevention as well as a grant from The Robert Wood Johnson Foundation.

REGISTERING ON TRAIN

1. Log onto TRAIN: <https://www.train.org>.
2. Select your desired location from the dropdown menu, which appears underneath the login box on the left-hand side of the page.
3. Click the "Create Account" button.
4. You will first need to agree to the TRAIN policies. You may access each policy by clicking on it. You must agree with these policies before you may proceed with registration.
5. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*).

Note: Do not hit the "Back" button at any time during the registration process.

6. Answer the secret question with an easily-recallable, one-word answer. If you forget your password, you will be asked to answer this question as a security measure during the password retrieval process.
7. If you would like to get email updates about TRAIN, click the "Notification" checkbox.
8. You will be asked to provide your location, job role, and additional professional information. Select between 1 and 3 professional roles that best match your job description.

If you select "Other," please type your specialization in the space provided.

9. Next, select between 1 and 3 settings that best fit your work environment.

Finally, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

WHAT TO DO IF YOU FORGET YOUR PASSWORD

1. Go to your TRAIN login page.
2. Click on the "Forgot Password" link, below the "Login" button.
3. Enter your email address and click "Send me my password."

Your password will be sent to the email address you have entered. Please check your inbox. If you do not see the reminder email within a few minutes, please also check your spam filters.

If TRAIN cannot retrieve your account information, you will be instructed to contact your TRAIN Administrator or support@train.org.

