

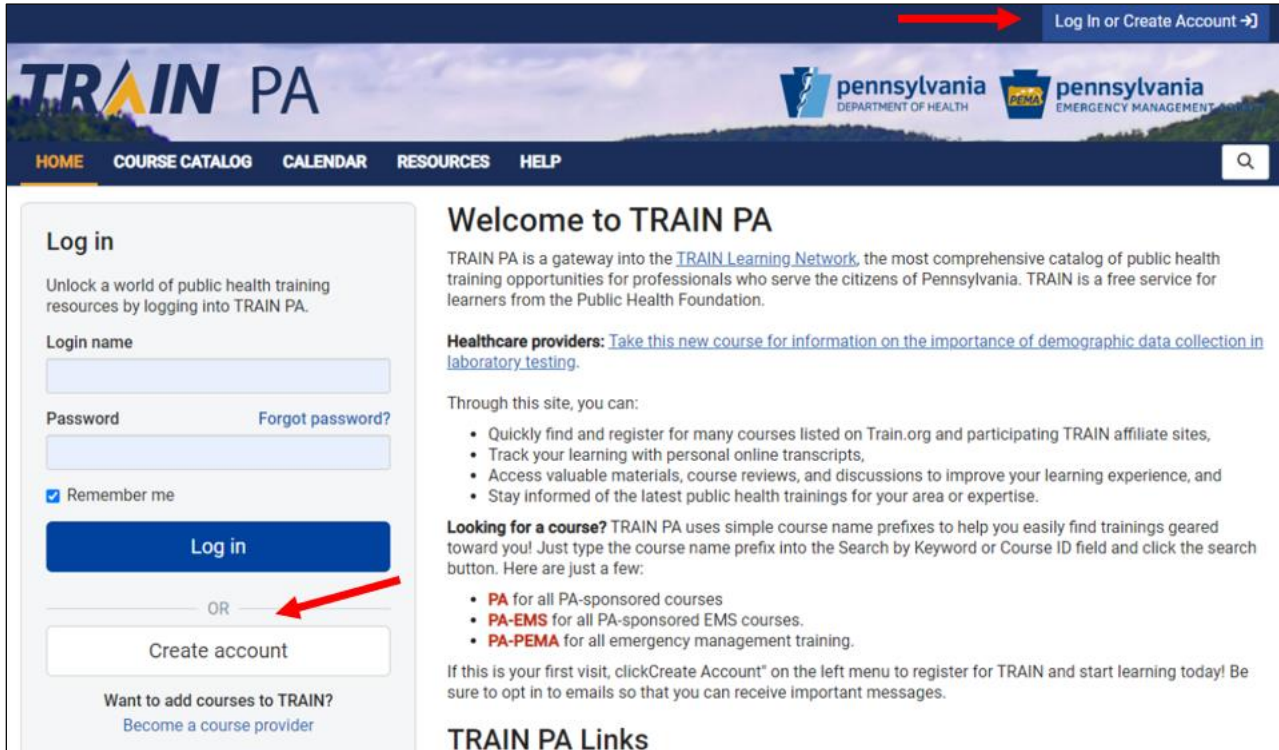
Creating a TrainPA account

Purpose:

To provide Department of Health TrainPA users information needed to create an account on the TrainPA site.

To Create an Account:

1. Navigate to the [TrainPA](#) website.
2. Click the **Create account** button or the **Login or Create Account** in the upper-right corner.



The screenshot shows the TrainPA website interface. At the top right, there is a navigation bar with a red arrow pointing to the "Log In or Create Account" link. Below this is the main header with the "TRAIN PA" logo and logos for the Pennsylvania Department of Health and PEMA. A navigation menu includes "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP". A search icon is also present.

The main content area is divided into two columns. The left column is titled "Log in" and contains a form with fields for "Login name" and "Password", a "Remember me" checkbox, and a "Log in" button. Below the form is a link for "Forgot password?". Below the login form is an "OR" separator and a "Create account" button, with a red arrow pointing to it. At the bottom of the left column is a link: "Want to add courses to TRAIN? Become a course provider".

The right column is titled "Welcome to TRAIN PA" and contains a welcome message, a link for "Healthcare providers", a list of site features, and a section for "Looking for a course?".

Log in

Unlock a world of public health training resources by logging into TRAIN PA.

Login name

Password [Forgot password?](#)

Remember me

Log in

OR

Create account

Want to add courses to TRAIN?
Become a course provider

Welcome to TRAIN PA

TRAIN PA is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities for professionals who serve the citizens of Pennsylvania. TRAIN is a free service for learners from the Public Health Foundation.

Healthcare providers: [Take this new course for information on the importance of demographic data collection in laboratory testing.](#)

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.

Looking for a course? TRAIN PA uses simple course name prefixes to help you easily find trainings geared toward you! Just type the course name prefix into the Search by Keyword or Course ID field and click the search button. Here are just a few:


- **PA** for all PA-sponsored courses
- **PA-EMS** for all PA-sponsored EMS courses.
- **PA-PEMA** for all emergency management training.

If this is your first visit, click "Create Account" on the left menu to register for TRAIN and start learning today! Be sure to opt in to emails so that you can receive important messages.

TRAIN PA Links

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3. On the Create Account page complete the following:
 - a. Create Login Name
 - b. Create and Confirm Password
 - c. Email Address
 - d. First and Last Name
 - e. Time Zone
 - f. Zip Code



Create Account

Create login name *

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a password *

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password *

Email *

Please enter your work email address. If you do not have one, enter your school or personal email.

First name *

Last name *

Time zone *

Zip code *

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

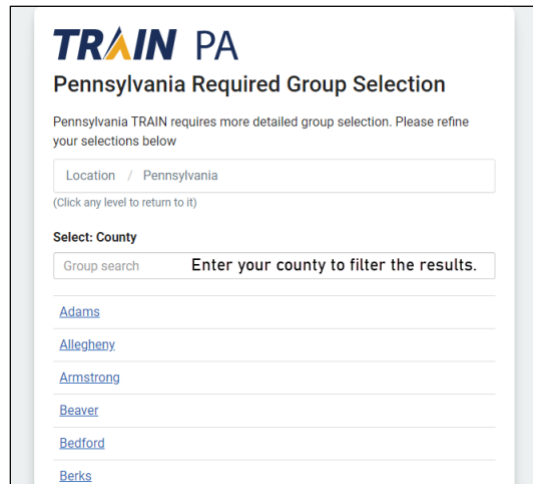
I agree to all [TRAIN policies](#) *

Next Step

4. Select the checkbox to agree to TRAIN policies.
5. Click the **Next Step** button to continue.

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6. Enter the county in which you reside to filter the results.



TRAIN PA
Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

Location / Pennsylvania
(Click any level to return to it)

Select: County

Group search

[Adams](#)

[Allegheny](#)

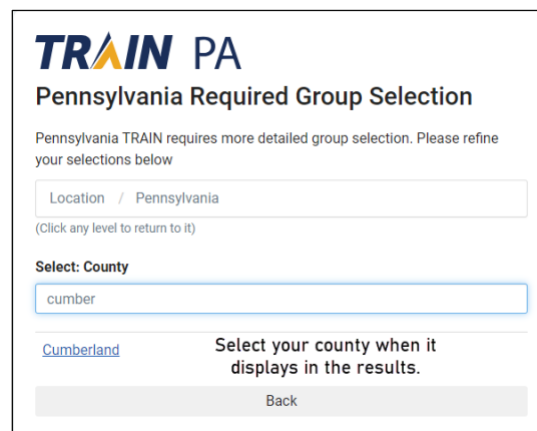
[Armstrong](#)

[Beaver](#)

[Bedford](#)

[Berks](#)

7. Select your county when it displays in the results.



TRAIN PA
Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

Location / Pennsylvania
(Click any level to return to it)

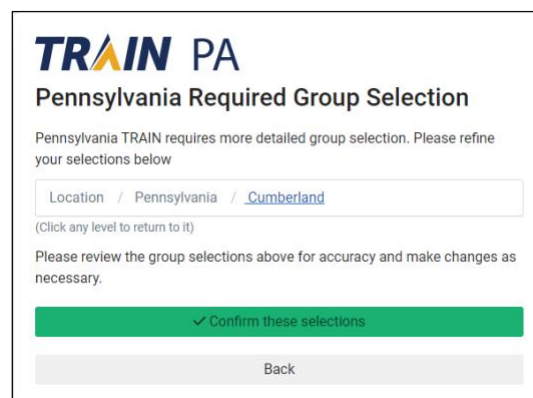
Select: County

[Cumberland](#)

Select your county when it displays in the results.

Back

8. Click the green button to confirm your selection.



TRAIN PA
Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

Location / Pennsylvania / [Cumberland](#)
(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

Back

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9. Enter *Other* for your Functional Role. The results will filter to *Other public health professional (my functional role isn't listed)*

TRAIN PA

Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

National/Pennsylvania
↓ Cumberland

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania

(Click any level to return to it)

Select: Functional Role

other **Select *Other public health professional* when it displays in the results.**

[Other public health professional \(my functional role isn't listed\)](#)

Back

10. Click the green button to confirm your selection.

TRAIN PA

Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

National/Pennsylvania
↓ Cumberland

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania
/ [Other public health professional \(my functional role isn't listed\)](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

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11. Next, select *Other (my organization isn't listed)* in the results list.

TRAIN PA
Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

National/Pennsylvania ✕
┆ Cumberland
┆ Other public health professional (my functional role isn't listed)

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania
(Click any level to return to it)

Select: Organization

Group search

[Other \(my organization isnt listed\)](#)

[Allegheny County Health Department employees](#)

[Allentown Bureau of Health employees](#)

12. Click the green button to confirm your selection.

TRAIN PA
Pennsylvania Required Group Selection

Pennsylvania TRAIN requires more detailed group selection. Please refine your selections below

National/Pennsylvania ✕
┆ Cumberland
┆ Other public health professional (my functional role isn't listed)

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania / [Other \(my organization isnt listed\)](#)
(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

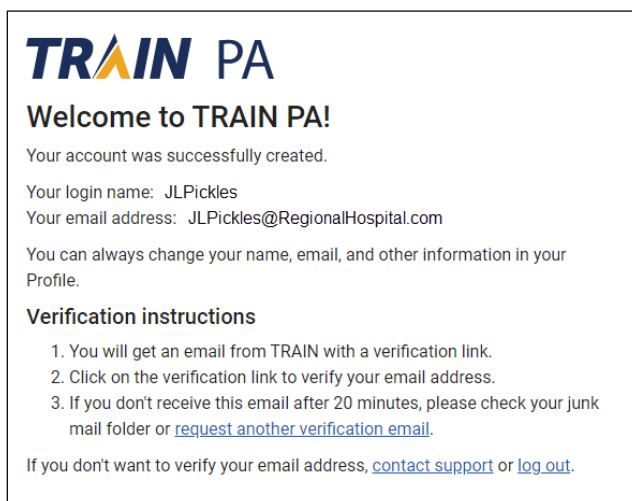
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13. Click the blue button to finish creating your account.



The screenshot shows the 'Train PA' logo at the top left. Below it is the heading 'Pennsylvania Required Group Selection'. A dropdown menu is open, showing 'National/Pennsylvania' as the selected option, with a red 'x' button to its right. Below the dropdown are three other options: 'Other (my organization isnt listed)', 'Cumberland', and 'Other public health professional (my functional role isn't listed)'. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Finish Creating Account' button.

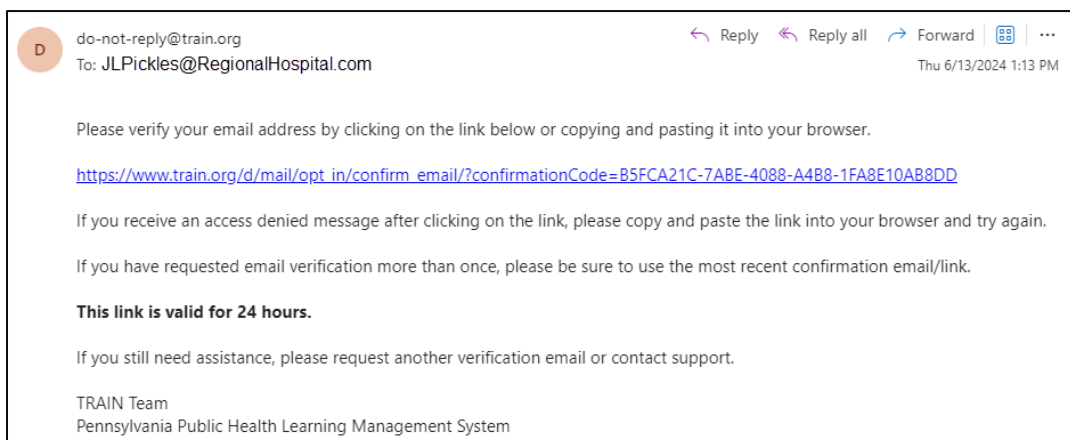
14. A welcome message displays that your account was successfully created. It contains the verification instructions which includes an email with a verification link.



The screenshot shows the 'Train PA' logo at the top left. Below it is the heading 'Welcome to TRAIN PA!'. The message states: 'Your account was successfully created.' It then provides login details: 'Your login name: JLPickles' and 'Your email address: JLPickles@RegionalHospital.com'. It also notes: 'You can always change your name, email, and other information in your Profile.' Under the heading 'Verification instructions', there are three numbered steps: 1. You will get an email from TRAIN with a verification link. 2. Click on the verification link to verify your email address. 3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#). At the bottom, it says: 'If you don't want to verify your email address, [contact support](#) or [log out](#).'

Email Verification

Below is an example of the email with the verification link you will receive. If you do not receive this email within 20 minutes of creating your TrainPA account, please check your spam/junk mail folder.



The screenshot shows an email interface. The sender is 'do-not-reply@train.org' and the recipient is 'JLPickles@RegionalHospital.com'. The email body contains the following text: 'Please verify your email address by clicking on the link below or copying and pasting it into your browser.' followed by the verification link: https://www.train.org/d/mail/opt_in/confirm_email/?confirmationCode=B5FCA21C-7ABE-4088-A488-1FA8E10AB8DD. It then says: 'If you receive an access denied message after clicking on the link, please copy and paste the link into your browser and try again.' and 'If you have requested email verification more than once, please be sure to use the most recent confirmation email/link.' Below this is the bolded text: 'This link is valid for 24 hours.' It concludes with: 'If you still need assistance, please request another verification email or contact support.' The footer of the email reads: 'TRAIN Team' and 'Pennsylvania Public Health Learning Management System'. The email header shows 'Thu 6/13/2024 1:13 PM' and action buttons for 'Reply', 'Reply all', and 'Forward'.