How to Create an Account in CDC TRAIN

1. Use your preferred internet browser and go to https://www.train.org/cdctrain/.
2. If you already have a TRAIN account (TRAIN National, or state TRAIN account), enter your login name and your password and select **Login**. *If you do not have a CDC TRAIN account, click the **Create an Account** link.*

Account Creation

- Create your login name. Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.
- Your password must contain at least six characters with at least one capital letter and one number.
- Enter your work email address. If you don't have one, enter your school or personal email address.
- Enter your first and last name.
- Select your time zone. Your time zone should be the same area your zip code is located in.
- Enter your work zip/postal code, or if preferred, enter your school or personal zip code instead.
- You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Be mindful that you cannot use CDC TRAIN until you agree to the policies.
- After agreeing, click the **Next Step** button.

3. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select **Other**, and then **Other Public Health Interests.**
4. You will be asked to confirm your selection. Select the green button to confirm.

5. Pennsylvania is a TRAIN state:
   a. You will be asked to select your county. Select the green confirm button.
   b. Select the "Other public health professional (my functional role is not listed)" option. Select the green confirm button.
   c. Select "Other (my organization isn't listed)" option. Select the green confirm button.
6. Select the blue **Finish Creating Account** button.
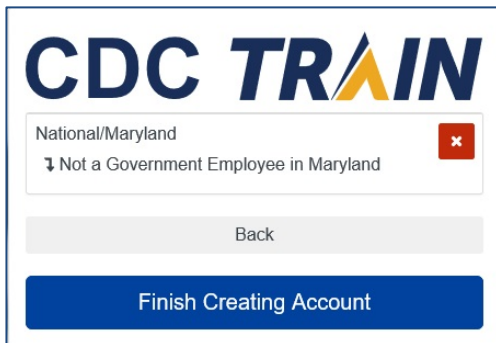
7. *The system will automatically log you in.* Please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to complete required account information. (You can search CDC TRAIN for courses without a complete profile, but in order to register/take a course it will need to be completed.)
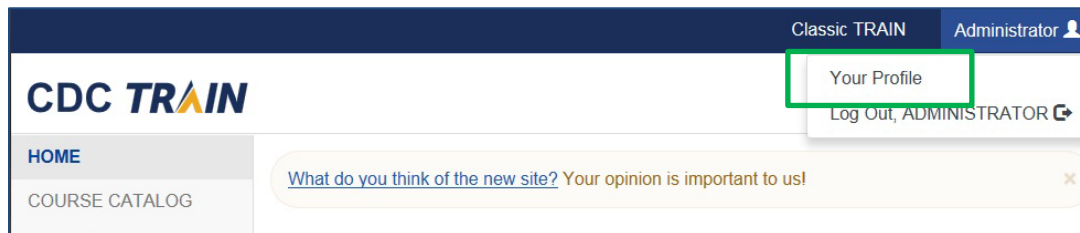
8. Areas of your profile that need to be updated will have a red exclamation mark. Select each area to update.
   a. For the Organization section:
      i. Organization Name: please enter your coaching or sports organization name
      ii. Department or Division: please enter N/A
      iii. Title: please enter Coach, Assistant Coach, etc.
   b. For Professional Role *and* Work Setting, if none of the categories apply to you, please select *Other* and indicate Youth Sport Coach/Parent, School Official, etc.
9. Save your updates by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.
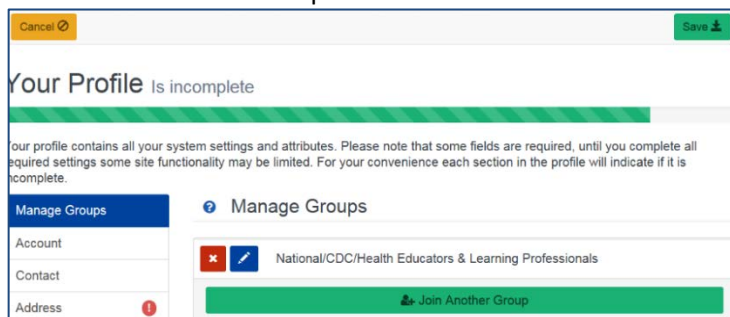
Select **Save** and your account is set up! Close this section and register for your course (see links below).

Registering for a HEADS UP to Youth Sports Course:

1. Click on a link below to open the course details page to the course (if you have this document printed out, type the link in the web address bar):
    a. Coaches version: https://www.train.org/cdctrain/course/1089818/
    b. Parents version: https://www.train.org/cdctrain/course/1089862/
    c. Sports Officials and Athletic Trainers version: https://www.train.org/cdctrain/course/1089861/
    d. All others: https://www.train.org/cdctrain/course/1089855/
2. The course details will load for the course. Please read carefully for any instructions.
3. To register, select the green **Pre-Assessment** tab.

4. The pretest will load in a new tab. Please select the **Start Assessment** button.
5. When you have completed the pre-assessment, please exit the tab. CDC TRAIN will still be open in another tab. Please select the **Launch** course button to begin the course.
6. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the home page. Your course will be listed here. Click on the **In Progress** link to re-launch the course.
7. Once you have completed the course, select the course exit button to close the course.
8. CDC TRAIN will still be open in the browser. Please select the **Assessment Pending** button to begin the post assessment.
9. One you have completed the post assessment, close the tab to return to CDC TRAIN. If you passed the post assessment with 80 pojnts or higher, a certificate will be placed in your certificates in CDC TRAIN (**Your Learning/Your Certificates**).
10. If you fail, you may retake the post-assessment.