



How to set up a learner account on KS-TRAIN (if you do not have an account)

1. Point your browser to <http://ks.train.org>
2. Click on the “**Create Account**” button in the left hand margin.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.
4. You must **OptIN** in order to receive TRAIN registration emails.

Login Name

Password

LOGIN

Remember My Login Name and Password

[Forgot Your Login Name/Password?](#)

-OR-

CREATE ACCOUNT

To add your course to TRAIN: Become a Course Provider

[KDHE-BCHS: KSERV Local Administration Training 2013 \(1043355\)](#)

1. Login to your KS-TRAIN account.
2. On the right hand side of the homepage add the course number **1043355** to the ‘Keyword or Course ID’ field. Click the Search (magnifying glass) button.
3. Click the course title to view the ‘Course Detail’ page for course information including checking the compatibility of your computer for taking this online course.
4. Select the Registration tab and click the Launch button.
5. To withdraw from the course please log into TRAIN, click the ‘My Learning’ link, Current Courses button, the ‘M’ to the right of the course title and then Withdraw.

Keyword or Course ID



[Sources](#) [Discussions](#) [Library](#) [Help](#)

Direct course questions to Emily Nickel:

enickel@kdheks.gov

785-296-5201

KS-TRAIN login/password questions to:

helpdesk@kdheks.gov

Or call, 785-296-5655

Check the compatibility of your computer for taking online courses; select the **Help** button in the TRAIN Navigation Taskbar; in the left hand menu click the **Test Your Environment** link, **Run Test** Button. All of the checkmarks must be **green**. If there are any **red** links, click the link and follow the prompts.