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](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.

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.

Direct course questions to Stephen Tierce:
stierce@kdheks.gov
785-291-3713

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.