



Using KS-TRAIN for WIC Training

How to Set Up a Learner Account on KS-TRAIN
(If you already have a KS-TRAIN account, use the same account for WIC. Do not start another.)

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.

USDA WIC Courses Posted to TRAIN

In a cooperative effort between Virginia TRAIN and the United States Department of Agriculture several online courses for educating the WIC workforce have been posted to TRAIN. Refer to specific titles and course ID numbers in Kansas WIC employee training, such as the WIC Training Completion Sheets.

1. Login to your KS-TRAIN account.
2. On the right hand side of the homepage add the course number **XXXXXX** 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 a 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.



Do you need to **edit** your account information (change name or email, add an RN or RD license #, etc.)? Log into your TRAIN site and click on “My Account” in the upper right corner. On that window you can edit any personal details including your password.



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.

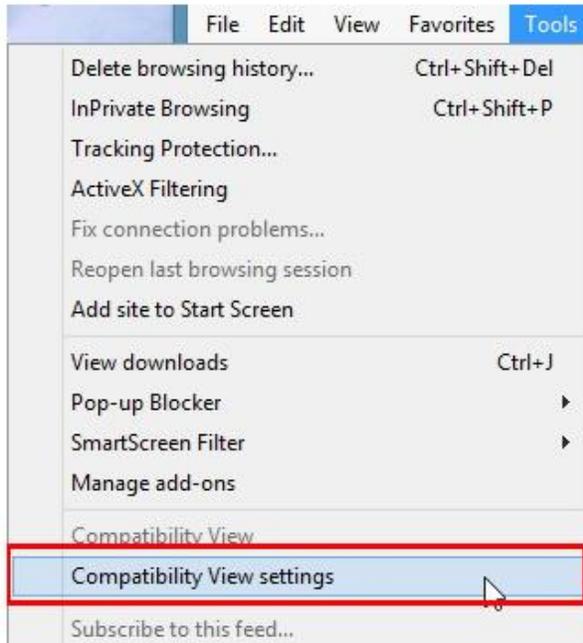
Computer Helptool! Click the link to download. The tool is located on the homepage of TRAIN in the Announcements section.

Direct WIC training questions to **Patrice Thomsen**
pthomsen@kdheks.gov 785-296-1189

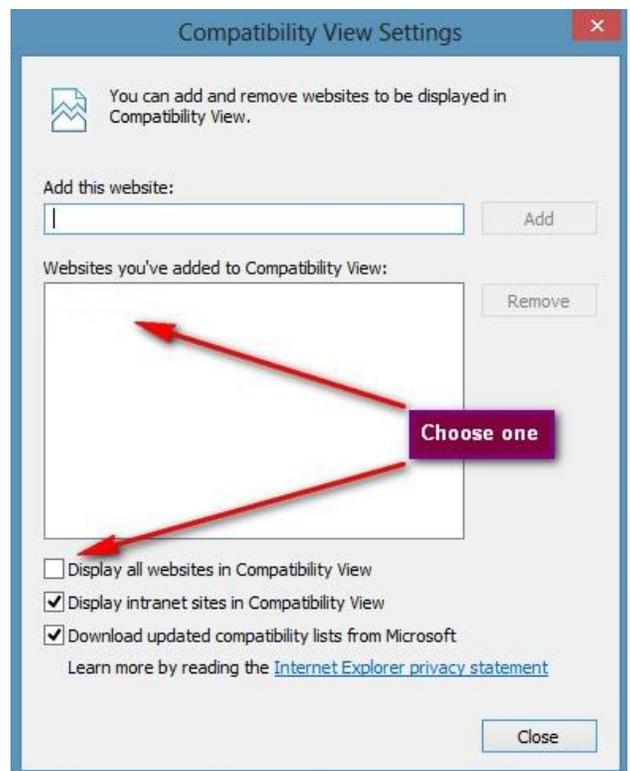
Internet Explorer – enabling websites to be viewed in “Compatibility Mode”

 Note: If you have Internet Explorer 9 or below, click the little broken page icon to the right of the web address box to run the site in “Compatibility Mode”
(If you do not see the broken page icon, follow steps 2-5 below.)

1. Open Internet Explorer 10 or 11 and then press the “Alt key” to bring up the top menu bar (if it isn’t already visible) on the web page.
2. Locate & click “Tools” on the top menu.
3. Click Compatibility View settings.



4. Do one of the following (a. or b. below):
 - a) If you were already on the <http://ks.train.org> website, you will see train.org filled in the “Add this website” box. Click “Add” button.
If you are not on the TRAIN website, you can type [train.org](http://ks.train.org) and click “Add” button.
 - b) Or – check the box that says:
“Display all websites in Compatibility View.”
5. Click the “Close button” in the bottom right of the Compatibility View Settings box.



KS-TRAIN Online Course Navigation Instructions

KS-TRAIN at <http://ks.train.org>

1. Use high speed internet service and Internet Explorer or Google Chrome as your browser.
2. Be sure you sound is turned up, if applicable.
3. Turn **OFF** your Pop-Up blockers.
4. This course may include handouts, audio, video, pre/post assessments, evaluation and a certificate.
5. Be sure that your computer has the latest version of Adobe Reader, Flash and Java by clicking on the images below.



6. **Important!** Check the compatibility of your computer with this online course!
 - a. Click **Help** in the TRAIN navigation taskbar on the homepage
 - b. In the left-hand menu, click '**Test Your Environment**' **RUN TEST**
 - c. All of the checkmark buttons must be **Green**.
 - d. If any of the links are **RED**, click the link and follow the prompts.
8. To exit, or 'Quit', any web-based/on-line course posted to TRAIN click the '**Quit**' button located in the KansasTrain banner above the course.
9. To return to the course, login to TRAIN at, <http://ks.train.org>
 - a. Click '**My Learning**' on the right hand side of the homepage, **Current Courses** button.
 - b. Select the **course title**
 - c. When returning to the course there will be a popup box with the following language: **You have previously been in this lesson. Would you like to return to the last visited location in the lesson? You must click OK.** This will ensure that the previous information you completed is recorded.
10. After completion of the course evaluation a certificate of completion (if applicable) will be available via the 'Certificate' link on the right hand side of the home page.
11. **Click the links below to access TRAIN and computer helptools:**
 - [Computer Helptool](#)
 - [TRAIN User Handbook](#)
 - [Opt IN](#) to receive KS-TRAIN emails

Navigational Difficulties Contact Information:
KS-TRAIN Administrator
785-291-3457 or
kstrain@kdheks.gov