



## KDHE: Catalyst System Webinars (1064942)

The Catalyst System Webinars are being provided for users to have information on the Aid to Local grant application and reporting platform enhancements. At the conclusion of this training, attendees will be able to:

- Apply for their fiscal year 2018 grants by using the new features in Catalyst
- Be able to complete, edit and submit a fiscal status report (FSR).

### Live Webinar Schedule

Time: 9:00 – 11:00 a.m. (cst)

Dates: December 5, 2016

December 12, 2016

December 19, 2016

### *Steps to Find to Locate Course:*

1. You must be logged into to your KS-TRAIN account to register for a course. <http://ks.train.org>
2. On the right hand side of the homepage add the course number **1064942** to the 'Search by Keyword or Course ID' field. Click the Search (magnifying glass) button.
3. View the 'Course Detail' page for important information.
4. Select the 'Registration' tab and the 'Register' button for the session location you would like to attend.
5. To withdraw from the course please log into TRAIN, click the 'My Learning' link, 'Current Courses' button, and the 'M' to the right of the course title to 'Withdraw'.

Login Name

Password

**LOGIN**

Remember My Login Name and Password

[Forgot your Login Name or Password?](#)

**-OR-**

**CREATE ACCOUNT**

To add your course to TRAIN: [Become a Course Provider](#)

Search by Keyword or Course ID

### **Need your account Login or Password?**

Click the 'Forgot Your Login Name/Password' link on the login page to access your account information OR, contact the Helpdesk at: [helpdesk@kdheks.gov](mailto:helpdesk@kdheks.gov); 785-296-5655.

# Create a KansasTRAIN User Account rev. 12-2015



## How to set up a user/learner account on TRAIN (if you do **not** have an account)

1. Point your browser to <http://ks.train.org> if you are a **Kansas learner**. All **non-Kansas learners** go to [www.train.org](http://www.train.org) to select your appropriate state/location. Use Google Chrome or Internet Explorer as your browser.
2. Click the **“Create Account”** button in the left hand margin. You must have an email address to create an account. The email address can be your business, personal or family email address. →
3. The account creation process will guide you through providing the required information for your TRAIN account. Any field noted with a red asterisk (\*) is required – this will remain true through the site. When you come to a field that asks for a “Department/Division,” and you do not have a department, just add the organization/business name to the field and continue completing the form.
4. Choose a **unique** login ID and password. You will receive an email welcoming you to TRAIN. →
5. Through the **State Portal** click the **‘Select Groups’** button to pick your state, and applicable drop down menu fields.  
↓  
Select the state or territory in which you work, study, or reside  
**State Portal**    Select Groups    Remove Groups
6. Please **OptIN** to receive TRAIN emails so the system can communicate registration information with you.
7. To keep your account information up to date or make edits, go to the **My Account** link on the top right hand corner of the KansasTRAIN homepage. →

**My Account | Logoff**



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[Online Course Navigation Instructions](#)