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)

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

1. Point your browser to **http://ks.train.org if you are a Kansas learner**. All **non-Kansas learners** go to **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.

Required Fields

Login Name * [   ]
    Login Name is required

Password * [   ]
    Password is required

Confirm Password * [   ]
    Confirm Password field is required

First Name * [   ]
    First Name is required

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.

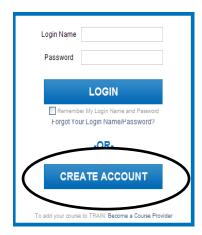Select the state or territory in which you work, study, or reside

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

KANSAS
Department of Health and Environment

Need your account Login or Password?

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

Online Course Navigation Instructions