

How to create a MI-TRAIN account in TRAIN 3.0

1. Go to <http://www.train.org/mi-train>.

The screenshot shows the MI-TRAIN website interface. At the top, there are links for "Classic TRAIN" and "Log In or Create Account". The MI-TRAIN logo is on the left, and the Michigan Department of Health & Human Services (MDHHS) logo is on the right. Below the logo is a navigation menu with "HOME", "COURSE CATALOG", "CALENDAR", and "HELP". A search bar is located on the right side. The main content area features a "Welcome to MI-TRAIN" message and a "Login" form with fields for "Login Name" and "Password", a "Forgot Your Login Name / Password?" link, and a "Login" button. A "Keep me logged in" checkbox is also present. A blue arrow points from the "Create an Account" link to a callout box that says "Click 'Create Account' to start creating your account." The "Create an Account" link is located at the bottom left of the page.

2. "Click Create an Account".

The screenshot shows the "Create Account" form on the MI-TRAIN website. The form includes the following fields and instructions:

- Create Login Name:** The login name must be unique with any characters except spaces and a minimum of four characters.
- Create a Password:** Passwords must be at least 6 characters in length with at least one capital letter and one number.
- Confirm Password:** A field to confirm the password.
- Your Email Address:** Please enter your work email address. If you do not have one, enter your school or personal email.
- First Name:** A field for the first name.
- Last Name:** A field for the last name.
- Time Zone:** A dropdown menu with "(GMT-05:00) Eastern Time (US & Canada)" selected.
- Zip/Postal Code:** Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.
- Agreement:** A checkbox labeled "I agree to all TRAIN policies".
- Next Step:** A blue button to proceed to the next step.
- Have an account?:** A link to "Log In".

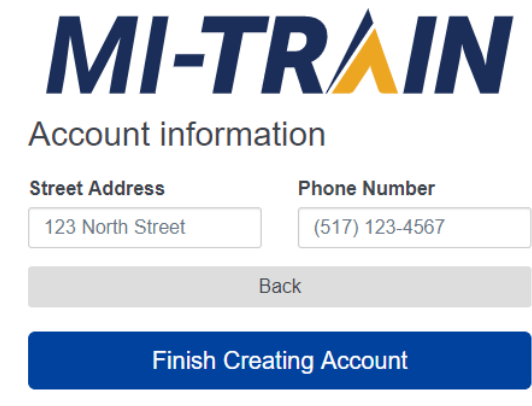
Annotations with blue arrows point to the "Next Step" button, the "I agree to all TRAIN policies" checkbox, and the "Create a Password" field. A callout box says "Click the 'Next Steps' button." Another callout box says "Click the box to agree to all TRAIN policies." A third callout box says "Fill out the form with your information."

3. Complete all of the information, click “I agree to all TRAIN policies” and click “Next Step”.



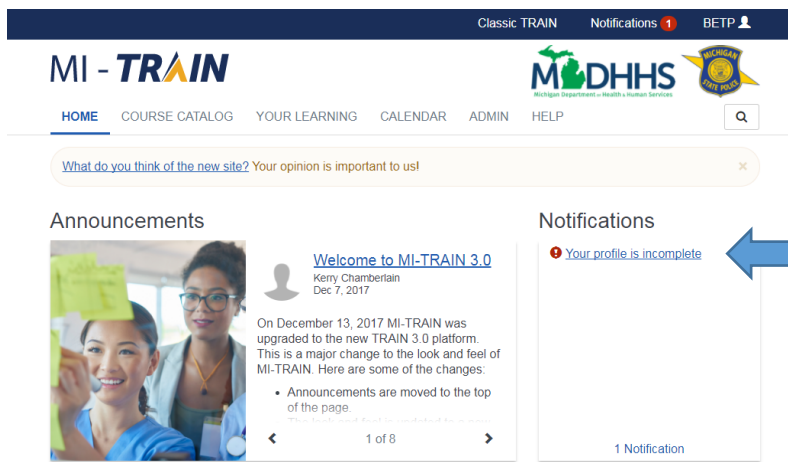
The image shows a mobile-style form for creating an account. At the top is the MI-TRAIN logo. Below it is the heading "Account information". There are two input fields: "Street Address" and "Phone Number". The "Phone Number" field has a dropdown menu for the area code. Below the fields is a "Back" button. At the bottom, there is a "Have an account?" section with a "Log In" link.

4. Fill in your street address and phone number.



The image shows the same account creation form as above, but with the fields filled. The "Street Address" field contains "123 North Street" and the "Phone Number" field contains "(517) 123-4567". The "Back" button is still present. A new blue button labeled "Finish Creating Account" has appeared at the bottom of the form.

5. Once you fill in the required fields, click “Finish Creating Account”. You will not get this button unless you fill in your address and phone number.



The image shows the MI-TRAIN user dashboard. At the top, there is a navigation bar with "Classic TRAIN", "Notifications 1", and "BETP". Below the navigation bar is the MI-TRAIN logo and the MDHHS logo. A search bar is located on the right. Below the navigation bar is a feedback prompt: "What do you think of the new site? Your opinion is important to us!". The main content area is divided into two sections: "Announcements" and "Notifications". The "Announcements" section features a post titled "Welcome to MI-TRAIN 3.0" by Kenny Chamberlain, dated Dec 7, 2017. The "Notifications" section shows a single notification: "Your profile is incomplete". A blue arrow points from a text box on the right to the notification link.

Click the notification link to complete your profile.

6. At this point you have created your account. Login with this information and fill in the rest of your profile. If the rest of your profile is incomplete, you may not be able to sign up for the courses you need.

Close Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups !	Manage Groups ? !
Account	Join By Group Search
Contact	Michigan ✕ ✎
Address !	Join Another Group
Organization !	Group refinement is required. Please edit your current group assignment
Professional Role !	Join By Group Code
Work Settings !	Group Code Join
Demographic Information	
Michigan Volunteer Registry !	
FEMA Student ID Number	
Professional License	

7. If you live/work in Michigan, click the pencil icon and select MSP, then confirm group selection.

Cancel Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups !	Manage Groups ? !
Account	Join By Group Search
Contact	Michigan ✕ ✎
Address !	Join Another Group
Organization !	Group refinement is required. Please edit your current group assignment
Professional Role !	Join By Group Code
Work Settings !	Michigan Join
Demographic Information	
Michigan Volunteer Registry !	

8. If you live/work out of state, you will need to add the Group Code of Michigan and click “Join”.

Close

Save

Save button

Your Profile is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address !

Organization

Professional Role

Work Settings

Demographic Information

Michigan Volunteer Registry

FEMA Student ID Number

Professional License

Address ! (Fields marked below are required)

Country
United States

State / Territory
Michigan

City
Lansing

Zip / Postal Code
48909

Street Address
1001 Terminal Rd

Street Address Cont.

Time Zone
Select a time zone

Incomplete section

9. All incomplete parts of your profile will have an indicator next to each part. Hit the save button once everything is complete.
10. You should now see a message stating that your changes have been saved. Click the “Close” button at the top left.
11. You’re now ready to register for the conference!