

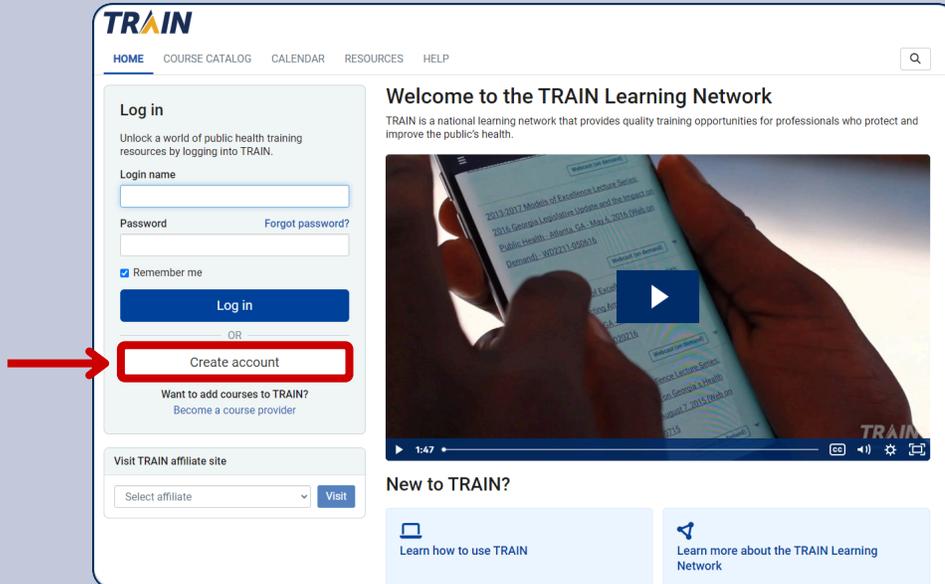
How to create a TRAIN account

Begin your TRAIN journey here.

1

Go to www.train.org

Click the **Create Account** button.



Fill in your information

2

TRAIN

Create Account

Create login name *

Login name a

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a password *

Password b

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password *

Confirm password c

Email *

Email d

Please enter your work email address. If you do not have one, enter your school or personal email.

(a) Create your login name. (b) Create a password and (c) confirm it. (d) Provide your email address.



TIP: Follow the guidelines listed below each text entry box when creating your account.



TIP: Be sure to provide an email that you can access for transactional and account communications.

2

Fill in your information (continued)

Provide your **(e)** First and Last name, **(f)** Time zone, and **(g)** Zip/Postal code.

First name *
 e

Last name *

Time zone *
 f

Zip code *
 g

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

h I agree to all [TRAIN policies](#) *

i

? WHY ZIP CODE?
 Your zip code determines which regional courses you can access on your TRAIN account.

Once you have filled in all your account information, review all [TRAIN policies](#) and check the **(h)** box to signal your agreement. Then, click the **(i)** **Create Account** button.

TRAIN

You are being redirected to your TRAIN Affiliate's site. If you are trying to login to another state or federal TRAIN Affiliate's site, you must add at least one Group from that Affiliate within the "Your Profile" page under "Manage Groups".

→

! AFFILIATE SITES
 You may be directed to another page depending on your location. Click the red **Go** button to continue to TRAIN. If you see more than one option, use the drop down menu to select your desired site.

Already have an account but forgot your login? Follow these steps:

➤ If you receive a notification that your email already exists in TRAIN, click the **Forgot password?** link.

Email *

This email address already exists as a user account. Please enter a new email address or retrieve your password for the existing account.

[Sign in Forgot password?](#) ←

➤ Type your login name or email into the text box. Click the blue **Recover Password** button.

TRAIN

Forgot your login name or password?

Enter your login name or email

If you don't remember your login name or email please contact [support](#)

→

➤ Check your email for instructions about resetting your password. Click the blue **OK** button.

TRAIN

Check your email

If the login name or email you entered is associated with a user account in our records, you will receive an email from us with instructions for resetting your password.

If you don't receive this email after 15 minutes, please check your junk mail folder, other email addresses, or contact [support](#) for further assistance.

→

Once you have created your account, check your email and click on the verification link. If you do not receive an email after 20 minutes, check your junk mail folder.



Welcome to TRAIN!

Your account was successfully created.

Your login name: MyLoginName123

Your email address: abc123@email.com

You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).



WHY VERIFY?

Verifying your email enhances identity confirmation, security, and protection from fraud and spam.



TIP: TRAIN will send annual re-verification emails to keep your information updated so you can receive necessary transactional and account communications.



Email address is confirmed.

You can now receive emails from TRAIN. To ensure the privacy of our users and to avoid being labeled as SPAM, TRAIN will automatically ask you to re-verify your account every one year.

Continue



After you have verified your email, click the blue **Continue** button.
Enjoy exploring the **TRAIN Learning Network!**