

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 login page. 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) and Michigan State Police logos are on the right. Below the logos are navigation links: HOME, COURSE CATALOG, CALENDAR, and HELP. A search bar is also present. On the left side, there is a login form with fields for "Login Name" and "Password", a "Login" button, and a "Keep me logged in" checkbox. Below the login form is a "Create an Account" link. A blue arrow points from the "Create an Account" link to a text box that says "Click 'Create Account' to start creating your account." To the right of the login form, there is a "Welcome to MI-TRAIN" message and a video player showing a person using a smartphone.

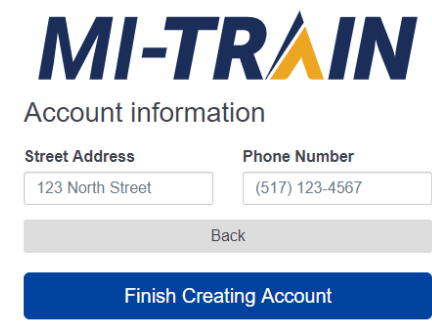
2. Click **Create an Account**.

The screenshot shows the MI-TRAIN account creation form. The form has the MI-TRAIN logo at the top. Below the logo are several fields: "Create Login Name" (with a note that the name must be unique and at least 4 characters), "Create a Password" (with a note that passwords must be at least 6 characters long with one capital letter and one number), "Confirm Password", "Your Email Address" (with a note to enter work, school, or personal email), "First Name", "Last Name", "Time Zone" (a dropdown menu set to "(GMT-05:00) Eastern Time (US & Canada)"), and "Zip/Postal Code" (with a note to enter work, school, or personal zip code). At the bottom of the form, there is a checkbox for "I agree to all TRAIN policies" and a blue "Next Step" button. A text box on the left says "Click the box to agree to all TRAIN policies." with an arrow pointing to the checkbox. A text box on the right says "Click the 'Next Steps' button." with an arrow pointing to the "Next Step" button. Another text box on the right says "Fill out the form with your information." with an arrow pointing to the password fields. Below the form, there is a "Have an account? Log In" link.

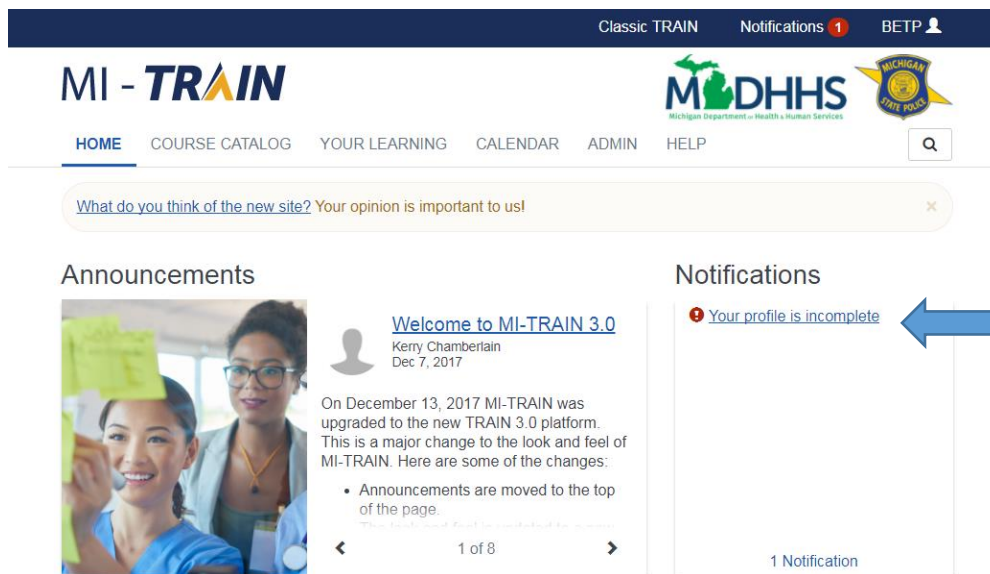
3. Complete all the information, click **I agree to all TRAIN policies** and click **Next Step**.



4. Fill in your street address and phone number.



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.



Click the notification link to complete your profile.

6. At this point you have your account created. 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/conferences you need.

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

Manage Groups ⓘ

Join By Group Search

Michigan ✕ ✎

Join Another Group

Group refinement is required. Please edit your current group assignment

Join By Group Code

Group Code Join

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

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Manage Groups ⓘ

Account

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Join By Group Search

Michigan ✕ ✎

Join Another Group

Group refinement is required. Please edit your current group assignment

Join By Group Code

Michigan Join

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

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Address (Fields marked below are required)

Country

Street Address

State / Territory

Street Address Cont.

City

Time Zone

Zip / Postal Code

Manage Groups

Account

Contact

Address !

Organization

Professional Role

Work Settings

Demographic Information

Michigan Volunteer Registry

FEMA Student ID Number

Professional License

Incomplete section

9. All incomplete parts of your profile will have an indicator next to each part. Click 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!