

How to create a MI-TRAIN account in TRAIN 3.0

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

Classic TRAIN Log In or Create Account

MI - TRAIN MDHHS MICHIGAN STATE POLICE

HOME COURSE CATALOG CALENDAR HELP

Login Name
Password

[Forgot Your Login Name / Password?](#)

Login

Keep me logged in

[Create an Account](#)

Welcome to MI-TRAIN

MI-TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the [Public Health Foundation](#).

Click "Create Account" to start creating your account.

2. Click **Create an Account**.

MI - TRAIN

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

Your Email Address

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

First Name

Last Name

Time Zone

(GMT-05:00) Eastern Time (US & Canada)

Zip/Postal Code

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

I agree to all [TRAIN policies](#)

Next Step

Have an account? [Log In](#)

Fill out the form with your information.

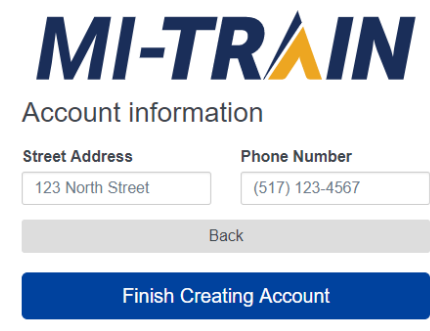
Click the "Next Steps" button.

Click the box to agree to all TRAIN policies.

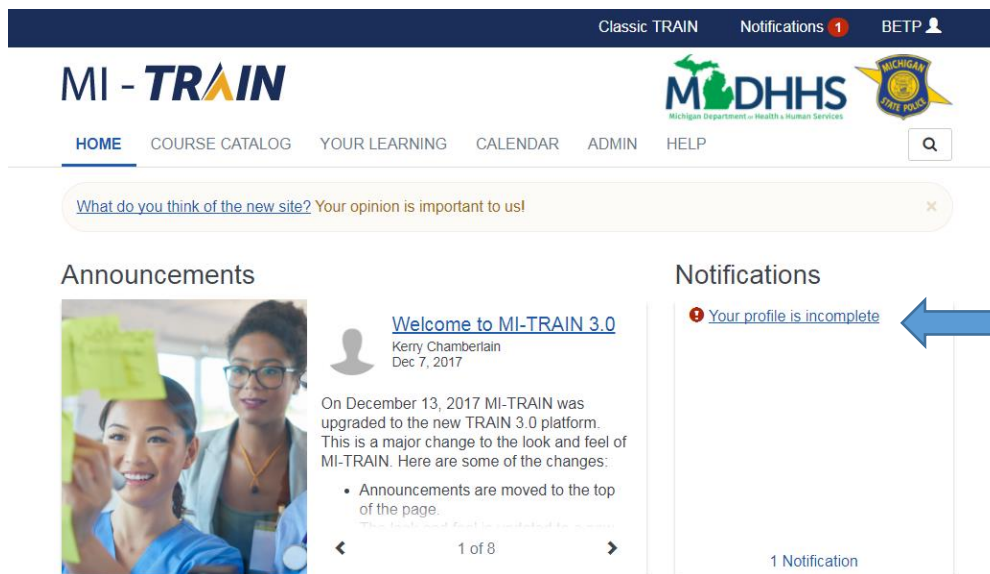
3. Complete all the information, click **I agree to all TRAIN policies** and click **Next Step**.



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.

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 !

Manage Groups

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

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.

Address (Fields marked below are required)

Country
United States

Street Address
1001 Terminal Rd

State / Territory
Michigan

Street Address Cont.

City
Lansing

Time Zone
Select a time zone

Zip / Postal Code
48909

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!