How to create a MI-TRAIN account in TRAIN 3.0

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

Click "Create Account" to start creating your account.

2. Click **Create an Account**.

Fill out the form with your information.

Click the box to agree to all TRAIN policies.

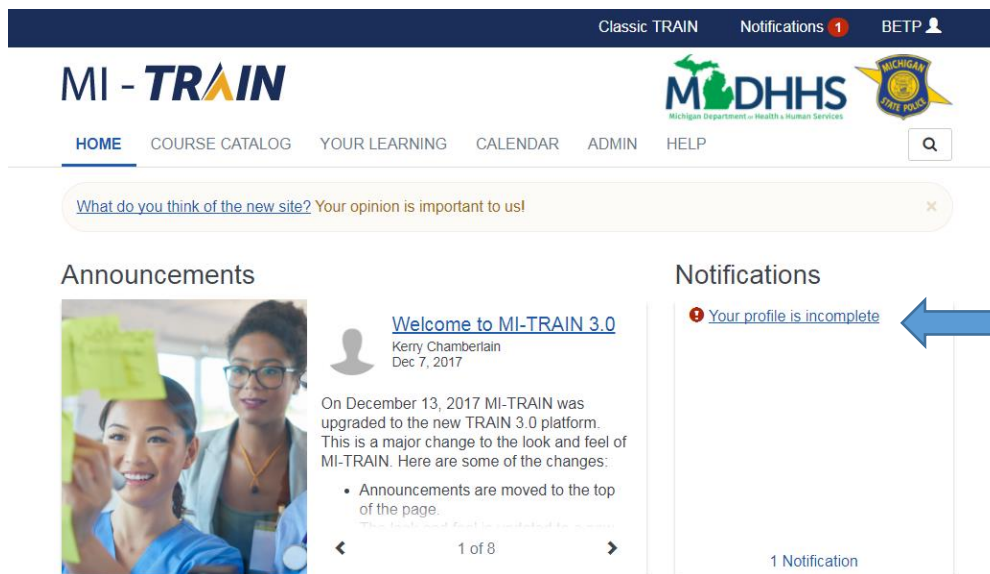Click the "Next Steps" button.

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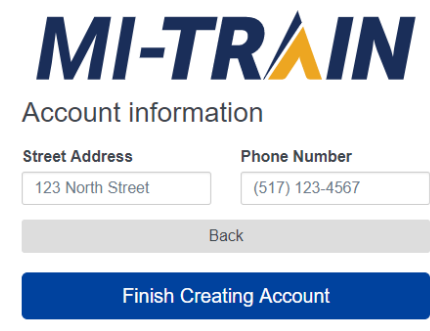
5. Once you fill in the required fields, click **Finish Creating Account**. You will not get this button unless you fill in your address and phone number.

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.

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

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

Save button

Incomplete section

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 ▼

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!