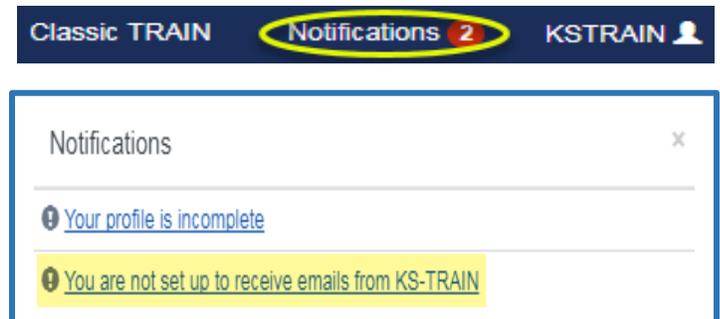


## New Users-How to Receive TRAIN Notices

1. Log in to your KansasTRAIN account at <https://train.org/ks/>
2. Select the 'Notifications' button on the top right-hand side of the page.
3. Select the line that has information on receiving KansasTRAIN emails.
4. You will receive a follow up confirmation email. **You must click the link** located in the body of the confirmation notice to receive TRAIN emails.



## Existing Users-How to Receive TRAIN Notices

1. Log in to you KansasTRAIN Account at <https://www.train.org/ks/>
2. Select the 'Your Profile' link on the upper right-hand side of the homepage under your name.
3. Through the 'Account' section, check the two boxes with the receive email options.
4. You will receive a follow up confirmation email. **You must click the link** located in the body of the confirmation notice to receive TRAIN emails.

