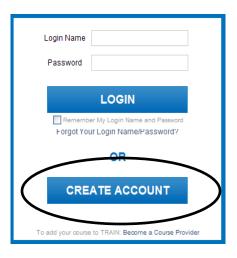


How to set up a learner account on KS-TRAIN (if you do not have an account)

- 1. Point your browser to http://ks.train.org
- Click on the "Create Account" button in the left hand margin.
- Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.
- 4. You must *OptIN* in order to receive TRAIN registration emails.



Online Courses Approved by KDHE for Child Care Providers:

Safe Slumber: Creating a Safe Sleep Environment 2012 (1033033)

Healthy Futures-Medication Administration in Early Education and Child Care Settings-Child Care Providers (1025817)

JOCO: Breastfeeding Friendly Child Care (1033520)

ABC's of Asthma for Child Care Workers (1047617)

- 1. Login to your KS-TRAIN account.
- 2. On the right hand side of the homepage add the **course number** to the 'Search by Keyword or Course ID' field. Click the Search (magnifying glass) button.
- 3. Click the course title to view the 'Course Detail' page for course information including checking the compatibility of your computer for taking this online course. (see below instructions)
- 4. Select the Registration tab, applicable credit type and the Launch button.
- 5. To withdraw from the course please log into TRAIN, click the 'My Learning' link, Current Courses button, the 'M' to the right of the course title and then Withdraw.



KS-TRAIN login/password questions to: helpdesk@kdheks.gov Or call, 785-296-5655

Check the compatibility of your computer for taking online courses; select the **Help** button in the TRAIN Navigation Taskbar; in the left hand menu click the **Test Your Environment** link, **Run Test** Button. All of the checkmarks must be **green**. If there are any **red** links, click the link and follow the prompts.