



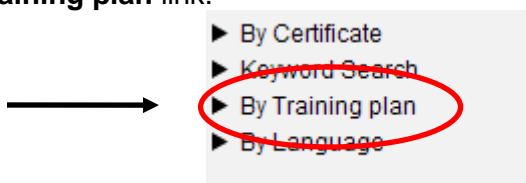
## How to set up a learner account on KS-TRAIN (if you do not have an account)

1. Point your browser to <http://ks.train.org>.
2. Click on the “**Create Account**” button in the left hand margin.
3. 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. **Opt IN** to receive TRAIN emails such as registration notifications.



## To locate and enroll in the Epidemiology online Module 1 Training Plan:

5. Go to <http://ks.train.org>, login to your account.
6. Check your computer compatibility for taking online courses.
  - a. Go to the **Help** button on the TRAIN homepage, navigation taskbar.
  - b. Click the **Test Your Environment** link in the lower left hand menu and **Run Test** button. All the checkmark buttons should be green. Follow the prompts to correct any problems.
7. Click the **Course Search** button below the Kansas TRAIN logo.
8. In the Search Options, lower left menu select the **By Training plan** link.

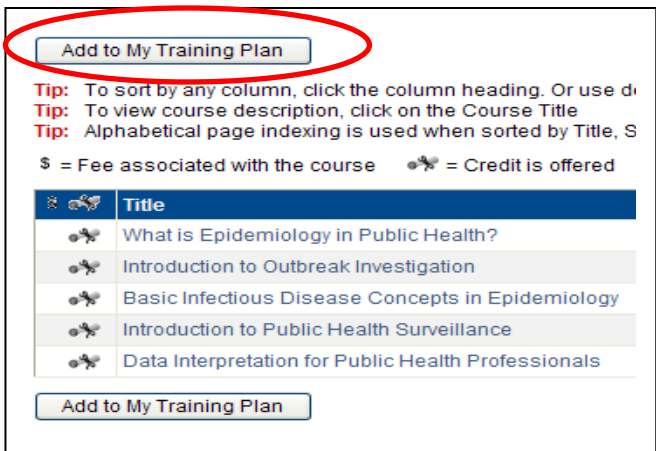
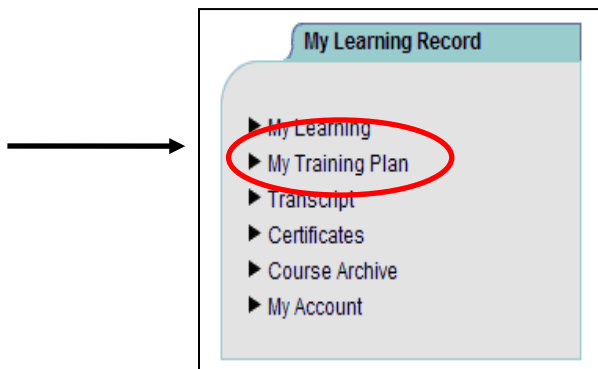


9. Under the Training Plan Name column click the **Epi Training Plan for Local Health Departments**.

Training Plan Name	Description
Core Public Health Program 2011-12	This training plan is for
<b>Epi Training Plan for Local Health Departments</b>	This plan was designed to help local health departments need to complete a ref

10. Click the **Add to My Training Plan** button which is located above or below the training plan.

11. You may begin the first course post adding to your Training Plan by clicking the course title, OR go to the **My Training Plan** link in the **My Learning Record** folder that is located on the TRAIN homepage.

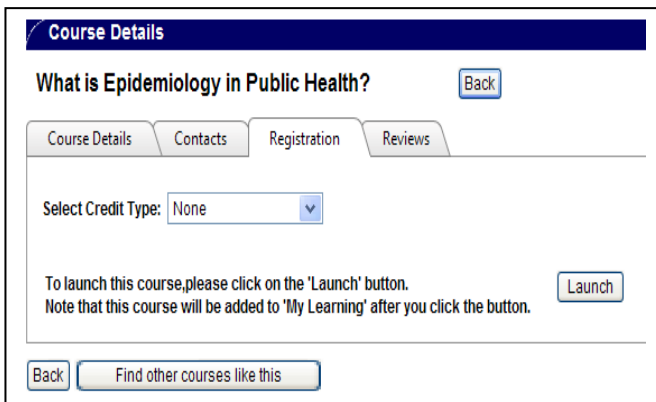


12. Click the course title link to begin a course. Review the Course Details tab information. Go to the **Registration** tab to locate the **Launch** button.

13. You can locate any of the Epi online courses that you have enrolled in/launched by going to the **My Training Plan** link or through the My Learning link to complete the course/s.

14. Post completing a course a **Certificate screen** will pop up. Add your name and date of completion to the appropriate fields. **SAVE** the Certificate to your computer for printing off and **Uploading the Certificate** to your **TRAIN Transcript**. Uploading certificate instructions are posted to the homepage, under Announcements.

15. Each course that was developed by the Northwest Center for Public Health Practice will verify complete on your TRAIN Transcript post completing the course and passing the final assessment. Course length varies from 45 minutes to 1.5 hours to complete.



#### KS-TRAIN login and password questions:

[helpdesk@kdhe.state.ks.us](mailto:helpdesk@kdhe.state.ks.us)

Or call, 785-296-5655

For more information on navigating KS-TRAIN please see the **User Handbook** posted to the Announcement section of the TRAIN homepage.

Course Questions Contact: Debbie Nickels, KS-TRAIN Administrator at [dnickels@kdheks.gov](mailto:dnickels@kdheks.gov), 785-291-3457.

