

## Online Course Management Instructions

1. At the end of an online course select the **Quit** button to the right of the KansasTRAIN logo. TRAIN will navigate you to the course description screen where you can complete, as applicable, a post assessment and/or evaluation.
2. **Your Learning** link in the navigation menu provides access to course post assessments and evaluations on the **Your Current Courses**. Use the three dots to the left of a course title to complete a course or withdraw.

Your Current Courses

Your Training Plans


Your Certificates

Your Transcript

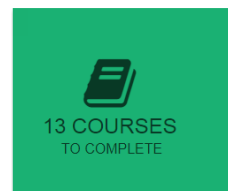
3. You can also access post assessments and/or evaluations through **Notifications** on the TRAIN header, or the **Your Training Status** tile on the right hand side of the homepage.

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Notifications **1**

Debra 

Your Training Status



4. Questions about a course's content should be directed to the course provider through the course hyper link, **Contacts** tab.

About

Contacts

Reviews

5. All of your learning records can be accessed through **Your Learning** link and the following tabs: **Your Current Courses**, **Your Training Plans**, **Your Certificates** and **Your Transcript**.
6. There are a few courses that do not have certificates available at the conclusion of the course. Download Your TRAIN Transcript for documentation of courses that have been completed.

KS-TRAIN Login and Password questions: [kdhe.helpdesk@ks.gov](mailto:kdhe.helpdesk@ks.gov) or call 785-296-5655.  
Course navigation questions should be sent to: [kdhe.kstrain@ks.gov](mailto:kdhe.kstrain@ks.gov) or call 296-0425.