

# Kansas TRAIN Online Course Navigation Instructions

Kansas learners access current or “Classic” Kansas TRAIN at <https://ks.train.org>, all others go to [www.train.org](http://www.train.org).

On **September 28, 2017**, the NEW **Kansas TRAIN 3.0** URL will be: <https://www.train.org/ks>. The Kansas TRAIN 3.0 platform will be compatible with most browsers and devices.

Computer system requirements for the Kansas TRAIN 3.0 platform, can be found here:

[https://www.train.org/main/help/system\\_requirements](https://www.train.org/main/help/system_requirements).

1. Kansas TRAIN online courses may include handouts, audio, video, pre/post assessments, an evaluation and a certificate.
2. For “Classic” Kansas TRAIN, use Google Chrome or Internet Explorer as your browser. Turn **OFF** your Pop-Up blockers if you are using Internet Explorer. Click this link for instructions.  
<http://kstrain.kdhe.state.ks.us/trainlive/Brochures/2017/Internet%20Explorer%20Instructions%202017.pdf>
3. Some courses may require that you have the latest version of Adobe Reader, Flash and/or Java. Click on the images below to update these programs.



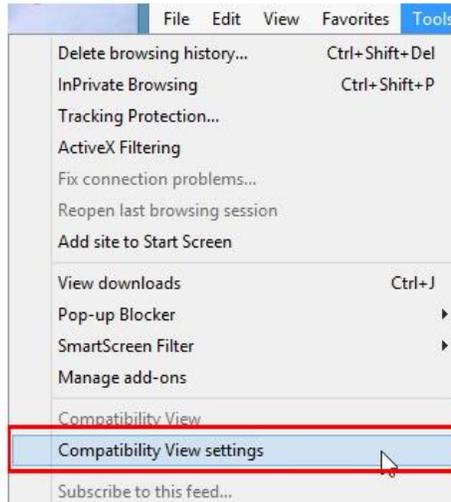
4. To exit or **Quit**, any web-based/on-line course posted to Kansas TRAIN, click the **Quit** button located in the banner above the course.
  5. To return to the course, login to Kansas TRAIN and access the course through **My Learning** in classic Kansas TRAIN or **Your Learning** in Kansas TRAIN 3.0.
- Note:** When returning to the course there will be a popup box with the following: **You have previously been in this lesson. Would you like to return to the last visited location in the lesson? You must click **OK**.** This will ensure that the previous information you completed is recorded.
6. After completing the course evaluation, a certificate of completion (if applicable) will be available via the **Certificate** link on the right hand side of the classic Kansas TRAIN home page. All your learning documents on Kansas TRAIN 3.0 can be accessed via **Your Learning** in the navigation bar.
  7. To receive Kansas TRAIN Registration auto emails you must **Opt IN** to receive KS-TRAIN emails.
  8. If experiencing navigational difficulties, contact the Kansas TRAIN team at: [kdhe.kstrain@ks.gov](mailto:kdhe.kstrain@ks.gov), 785-296-0425 or 785-291-3457.

## Internet Explorer (IE) – enabling websites to be viewed in “Compatibility Mode”

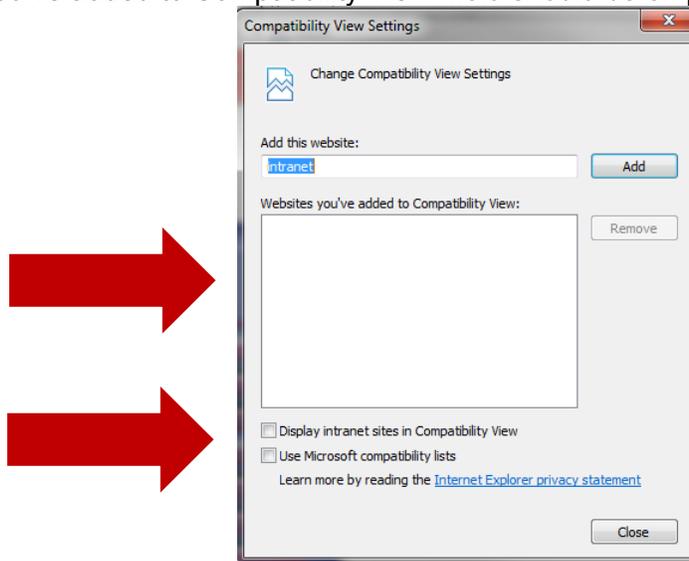
1. Best navigation of any website using IE as your browser should be with version 11 or above.
2. Open Internet Explorer **10 or 11** and then press the “Alt key” to bring up the top menu bar (if it isn’t already visible) on the web page.
3. Locate & click “Tools” on the top menu.

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4. Click Compatibility View settings.



5. The “Websites you’ve added to Compatibility View” field should be empty, as well as the 2 check boxes below.



6. Click the “Close button” in the bottom right of the Compatibility View Settings box.

