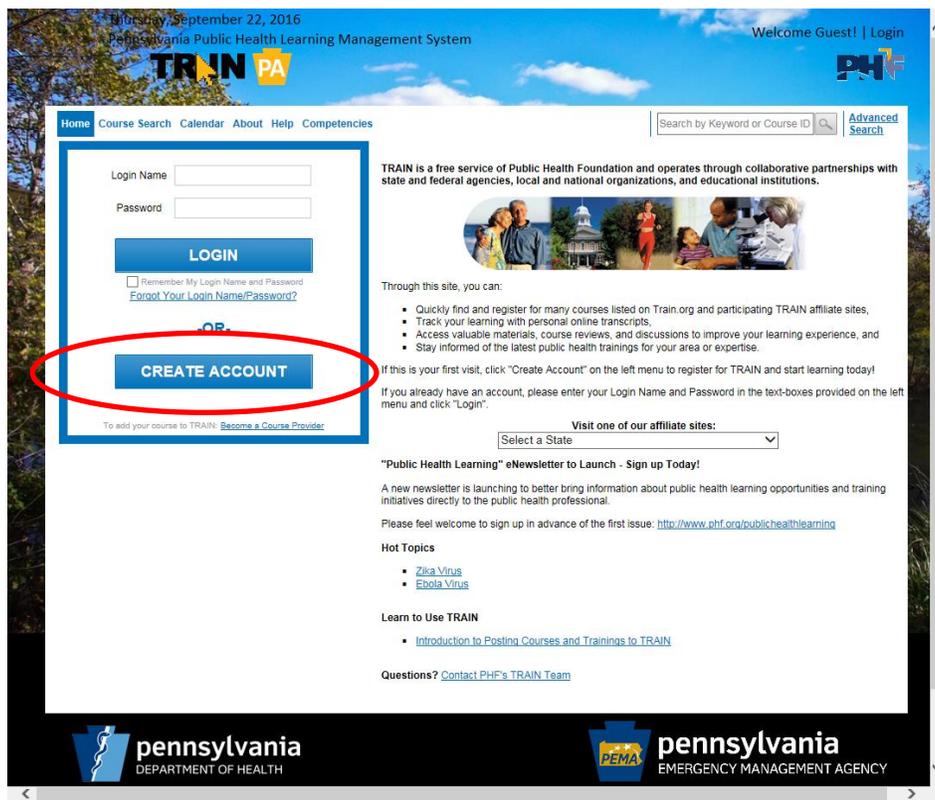


How to Create a TRAIN PA Account

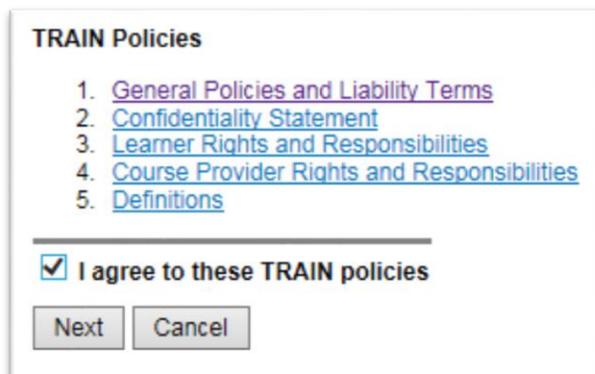
1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to <https://pa.train.org>. You will now be at the TRAIN PA homepage.
3. Click on the **Create Account** button (circled below in red). You will now be taken to the TRAIN Policies review page.



4. Review the TRAIN policies by clicking on the links for each section.

Note: These links will open in a new tab or window.

5. Select the checkbox to the left of **I agree to these train policies** and click the **Next** button. (See graphic below.) You will now be taken to a screen where you will provide your user account information.



6. Enter information for *all* of the fields in the **Required Fields** section. It is required that you provide information for all of these fields—you will not be able to proceed with your account creation if you do not. Make sure you write down your login name and password in a secure location for your records—you will need these to log in to TRAIN PA!

Note: For fields like email or address, you may enter either your work or home address. It's recommended that you provide your work information if you use TRAIN PA primarily at work. If you use TRAIN PA primarily outside of work, it's recommended to use your home information. If you use TRAIN PA primarily because of a volunteer role, such as an EMS provider or firefighter, you may use the address of your volunteer organization if appropriate.

7. Enter information as appropriate in the **Optional Fields** section.
8. Indicate your preference for how TRAIN PA will communicate with you by email by selecting or deselecting the check boxes to the left of the statements **I would like to receive emails from TRAIN** and **I would like to receive notifications about the site updates by email**.

Note: If you choose not to receive emails from TRAIN PA by leaving both boxes unchecked, this will prohibit instructors and course providers from sending you emails about trainings you sign up for through TRAIN PA. You may miss out on important information about your trainings, and it's highly recommended that you check both boxes. TRAIN PA and its course providers does not provide your email address to any third party without your prior written authorization.

9. Click the **Next** button after you have entered your user account information. You will now be taken to the Group Selection page.

Note: Group Selection is extremely important in TRAIN PA. The groups you select determine what training is available to you, so it's essential that you select the appropriate groups that apply to you.

10. Click the **Select Groups** button to the right of **State Portal**. You will now be taken to the Pennsylvania-specific groups.

State Portal No Groups Selected

*Note: TRAIN PA has three grouping categories—**County**, which refers to the county you live or work in, **Organization**, which refers to the organization that you work for, and **Functional Role**, which refers to what you do or what your function is in your organization.*

11. First, select the **County** in which you live or work. This county should match the information you provided when giving your address earlier in the TRAIN PA account creations process.
12. Next, select the **Organization** where you work. If you don't see your organization listed, please select **Other (my organization isn't listed)**. (See graphic at the top of the next page.)

Select Organization

- Allegheny County Health Department employees
- Allentown Bureau of Health employees
- Bethlehem Bureau of Health employees
- Bucks County Health Department employees
- Chester County Health Department employees
- Erie County Health Department employees
- Montgomery County Health Department employees
- Office of the State Fire Commissioner and PA State Fire Academy employees
- Other (my organization isn't listed)
- PA Department of Drug and Alcohol Programs employees
- PA Department of Health employees
- PA Department of Human Services employees
- PA State Police employees
- Pennsylvania Emergency Management Agency employees
- Philadelphia Department of Public Health employees
- Wilkes-Barre Department of Health employees
- York City Bureau of Health employees

*Note: Some organizations, like the **PA Department of Health employees** group, require additional selections, which will appear after you make your initial selection.*

PA Department of Health employees ▼

Select Organization

- Chronic Care
- Communicable Diseases
- Communications
- Community Health Systems
- Community Program Licensure and Certification
- EMS
- Epidemiology
- Executive Office (Secretary, Physician General, or Dep Sec office staff)
- Facility Licensure and Certification
- Family Health
- Financial Operations
- Health Care-Associated Infection Prevention
- Health Equity
- Health Planning
- Health Promotion and Risk Reduction
- Health Research
- Health Statistics
- Human Resources
- Informatics and Information Technology
- Laboratories
- Legal Counsel
- Legislative Liaison
- Managed Care
- Medical Marijuana
- Policy
- Prescription Drug Monitoring
- Public Health Preparedness
- WIC

- Finally, select the **Functional Role** that most closely relates to what you do and why you're using TRAIN PA. Similar to the **Organization** groups, some **Functional Role** groups, like EMS, will require additional selections, which will appear after you make your initial selection. If you could fit into multiple **Functional Role** groups, like if you're a school nurse and also a firefighter, select one of these groups. You will be able to add more groups after your TRAIN PA account is created—see the handout "[How to Update Your TRAIN PA Account](#)" for more information.

The image shows a dropdown menu with 'EMS' selected. Below the dropdown is a list of options under the heading 'Select Functional Role'. The options are:

- Bucks County EMS Council
- Chester County EMS Council
- Delaware County EMS Council, Inc.
- Eastern Pennsylvania EMS Council Inc.
- EHS Federation
- Emergency Medical Service Institute
- EMMCO East
- EMMCO West
- EMS of Northeastern Pennsylvania Inc.
- LTS EMS Council
- Montgomery County EMS Council
- Out-of-state EMS
- Philadelphia Regional EMS
- Seven Mountains EMS Council Inc.
- Southern Alleghenies EMS Council Inc.

Note: If you select EMS as your Functional Role group, you must be a certified EMS provider on record in the Pennsylvania Bureau of EMS's database. EMS providers must also select the Regional Council that correlates to their certification on record. If you have questions about which Regional Council is appropriate for you, please contact the Regional Council that serves the county where you live. [You can find contact information for all Pennsylvania Regional Councils on the Pennsylvania Department of Health's website.](#)

- Click Submit after you have selected your **County**, **Organization**, and **Functional Role** groups. You will be returned to the Group Selection main page.
- You may also select groups affiliated with the **Medical Reserve Corps**, **Centers for Disease Control and Prevention**, and **Veterans Health Administration** as appropriate using the same process you used for your Pennsylvania-specific groups.

The image shows a form section with three rows, each for a different portal. Each row includes a heading, a 'Select Groups' button, and a 'No Groups Selected' status.

- MRC Portal** Select Groups No Groups Selected
- To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.
CDC Portal Select Groups No Groups Selected
- To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.
VHA Portal Select Groups No Groups Selected

- Click the **Next** button after you have selected all appropriate groups. You will now be taken to the roles selection page.
- Select the professional roles that best match your profession and specialization.
- Click the **Next** button. You will now be taken to the work settings selection page.



19. Select the work settings that best fit your work environment.
20. Click the **Next** button. You will now be taken to the demographic information page.
21. Select the appropriate demographic information. It is optional for you to submit this information.
22. Click the **Next** button. You will now be taken to the Help Make Train Better! page.
23. Select how you heard about TRAIN.
24. Click the **Next** button. You will now be taken to the FEMA student ID page.
25. If you have a FEMA Student ID Number, enter it into the field provided.
26. Click the **Next** button. If you are an EMS provider, continue to step 27. Otherwise, skip to step 28.
27. If you indicated that you are an EMS provider by selecting **EMS** in the **Functional Role** group previously, you will now be taken to the Pennsylvania EMS attributes screen. Enter the information into the fields provided and click the **Next** button.

Pennsylvania EMS attributes	Value
Date of Birth of the practitioner *	<input type="text"/> (Format: MM/DD/YYYY)
EMS Certification Level/Type *	Select
PA EMS certification number *	<input type="text"/>
Primary county the individual receiving training resides in *	Select

28. Select whether you have a professional license number and click the **Next** button. If you select **Yes**, continue to step 29. If you select **No**, skip to step 30.
29. Enter information for up to two professional licensures and click the **Next** button.

License Type 1: *	--- Select ---	--- Select ---
License Number 1: *	<input type="text"/>	
License Type 2: *	--- None ---	--- Select ---
License Number 2: *	<input type="text"/>	

Note: If your licensure type is not listed, please select any **License Type 1** (and subtype as needed) and enter some dummy information (in other words, just type something in) into the **License Number 1** field. You will now be able to select the **Back** button. Select **No** in the professional license number screen and click the **Next** button to proceed. The dummy information you had entered previously will be deleted from the system.

30. You will now see a message indicating that your account has been successfully created. Please note the instructions for verifying your email account with TRAIN PA. You must verify your account to ensure that you receive emails from your training providers and instructors.

Your NEW ACCOUNT has been created.
Click on **Continue** button to register for your course.

To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message.

If you indicated that you are an EMS provider and the information you provided does not match the information in the PA EMS database, you will be provided with follow-up information on how to resolve this issue.

Sorry, but the information you provided does not match the information in the PA EMS database.
Please contact your EMS Regional Council for additional assistance. Contact information is provided below.

EHS Federation, Inc. (serving Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, and York Counties),
(717) 774-7911 

You may also contact the Bureau of EMS at paemsoffice@state.pa.us or (717)787-8740 

31. Click the **Continue** button to enter TRAIN PA. In the future, use your
32. Congratulations! You have created a TRAIN PA account. For more information on using TRAIN PA, please refer to the [TRAIN User Handbook](#).