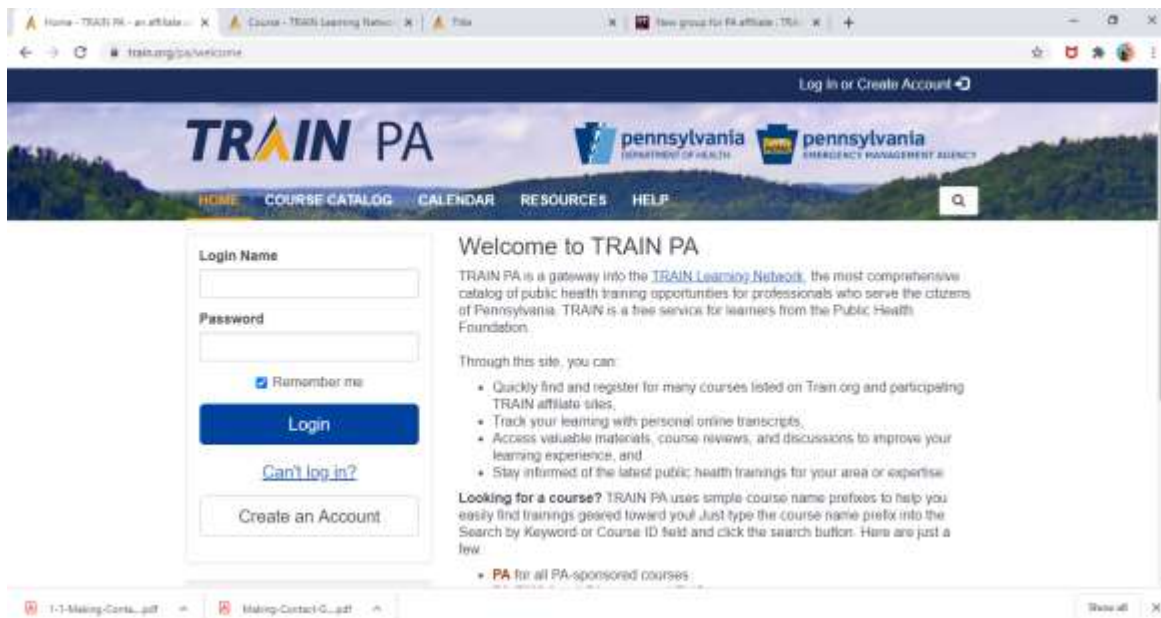




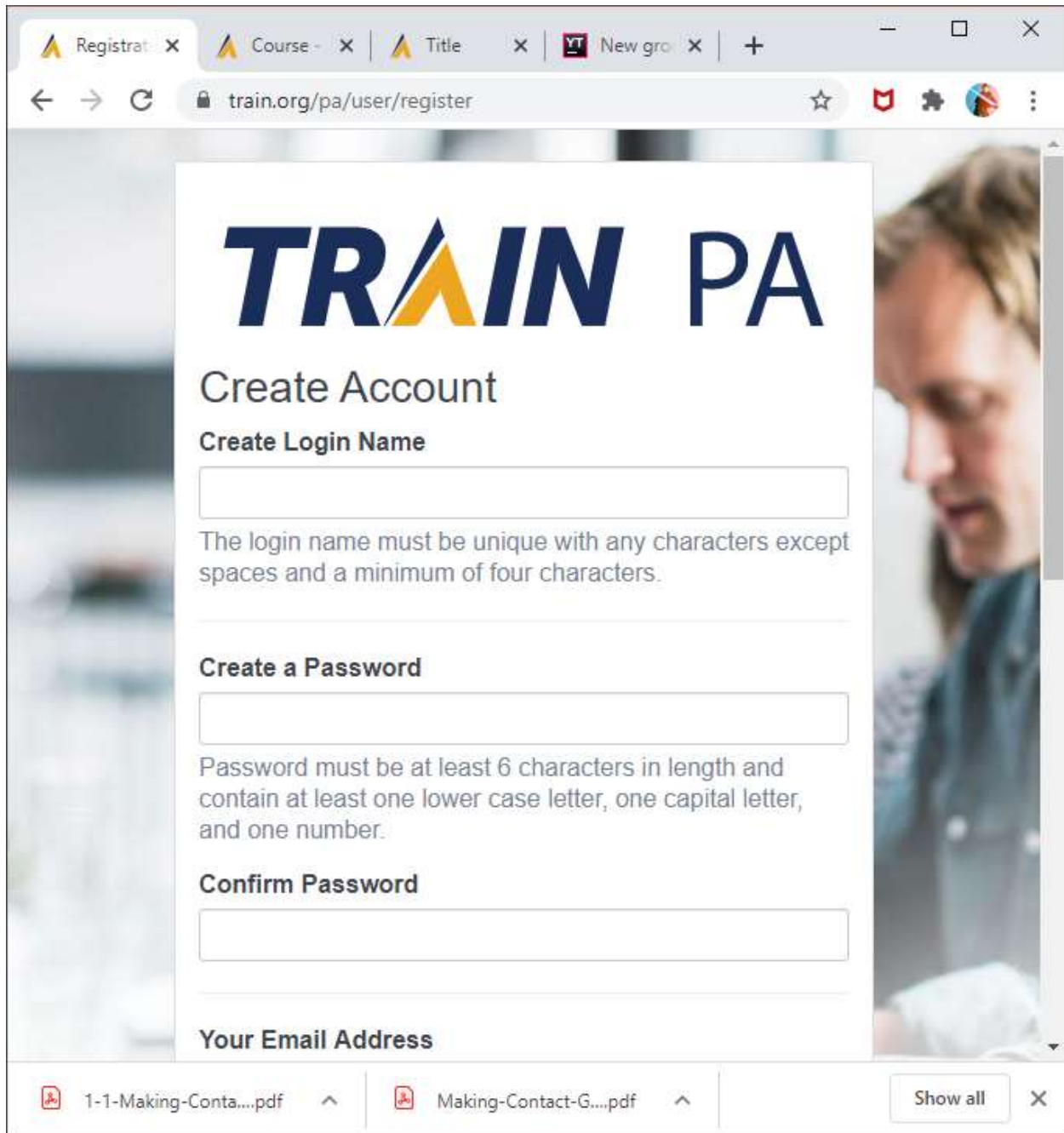
How to Create a TRAIN PA Account for Contact Tracers

Note: Only follow these instructions if you do not already have a TRAIN account (even if it is associated with another state). If you already have a TRAIN account, simply log in to your TRAIN account and begin at step 9 below.

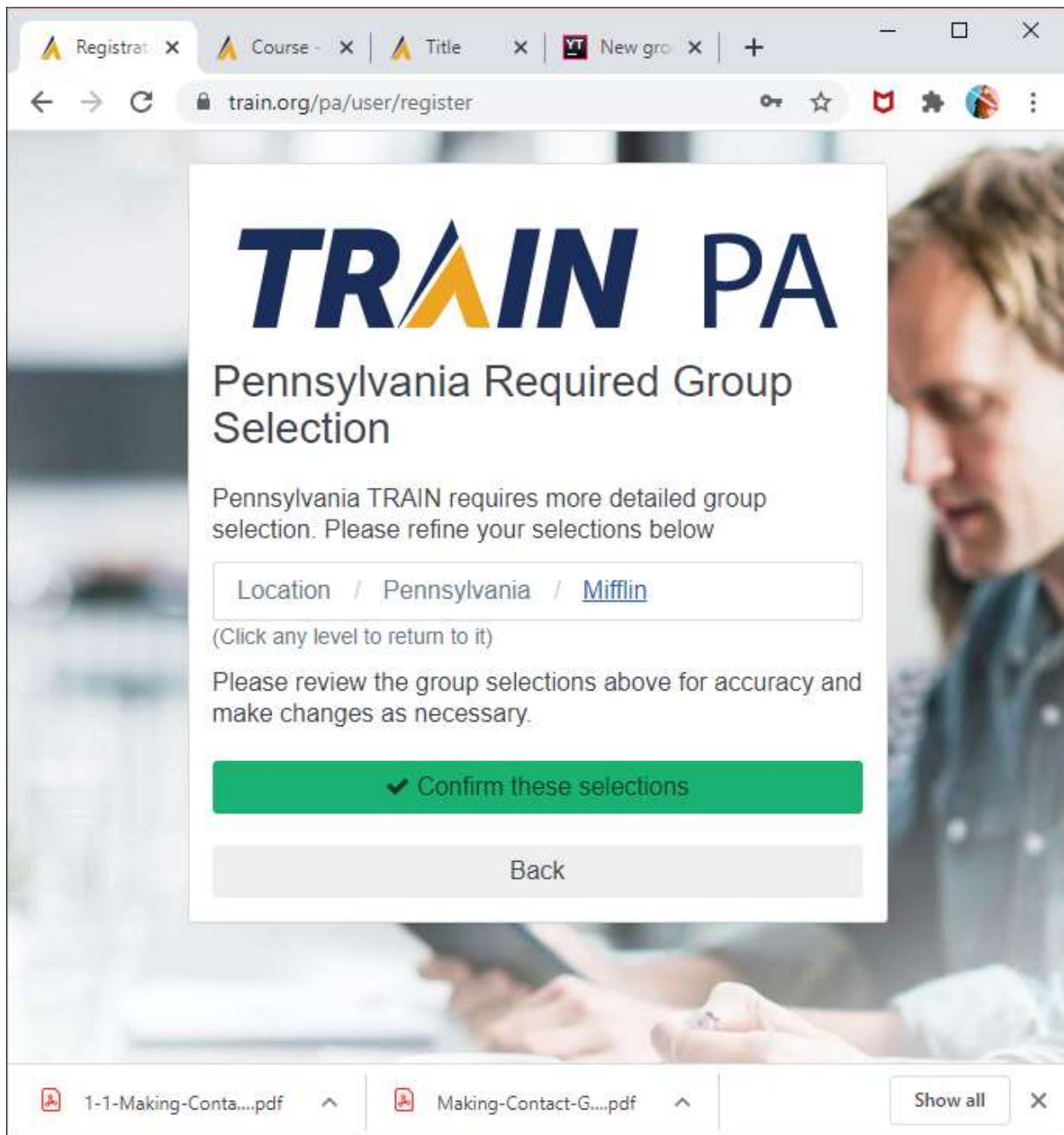
1. Go to <https://www.train.org/pa/welcome> in your web browser. You will arrive at the TRAIN PA login page.



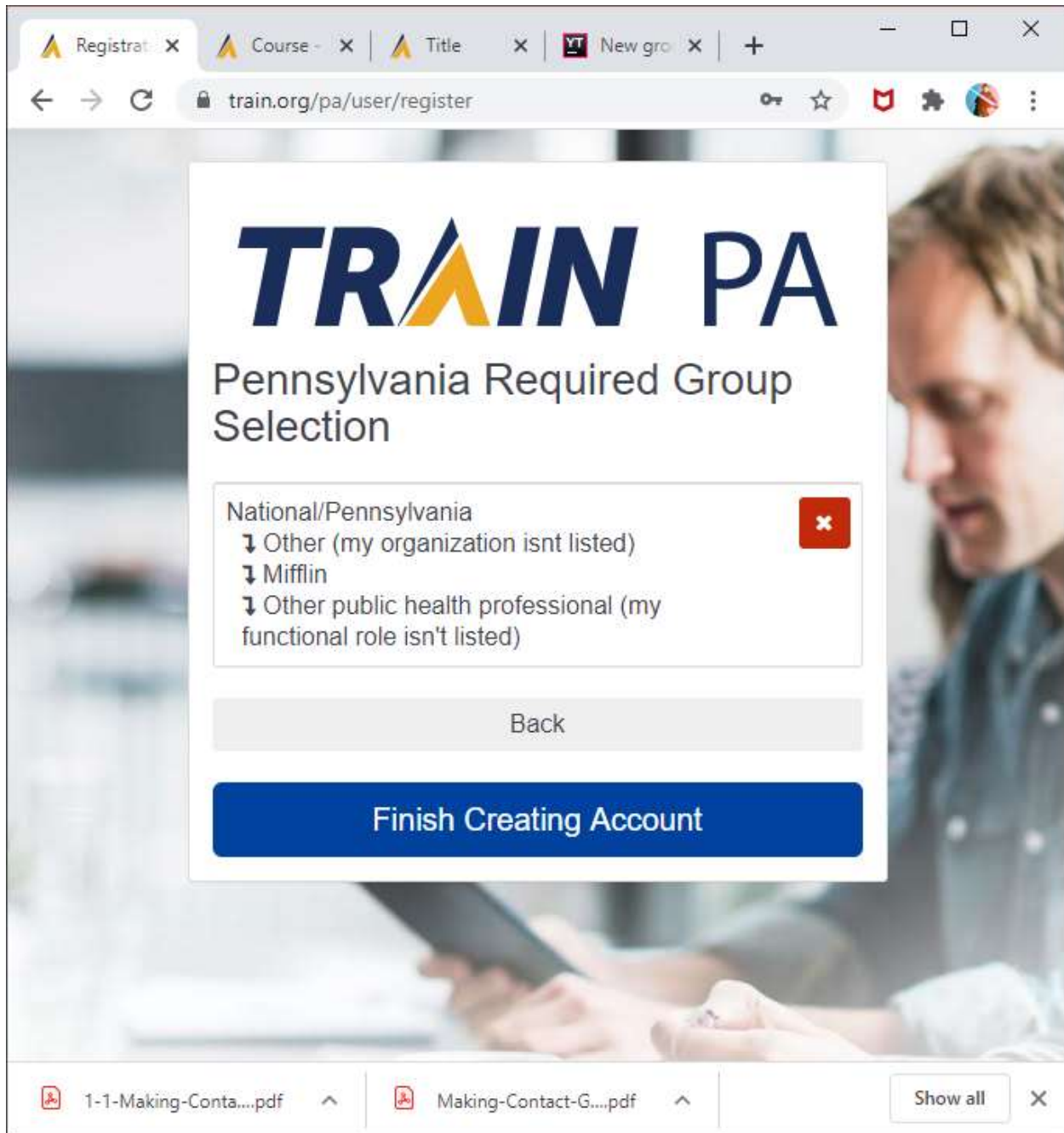
2. Click the **Create an Account** button. You will be taken to the Create Account screen. (See image on next page.)



3. Enter the appropriate information into the fields (*please ensure you use the same email address for both SERVPA and TRAIN PA*), check the box to agree to the TRAIN policies, and click the **Next Step** button.
4. Select the county in which you reside, work, or study. If you work, study, or reside in another state, select **Other (I do not live, work, or study in Pennsylvania)**. Confirm your group selection by clicking the **Confirm these selections** button. (See graphic on next page.)

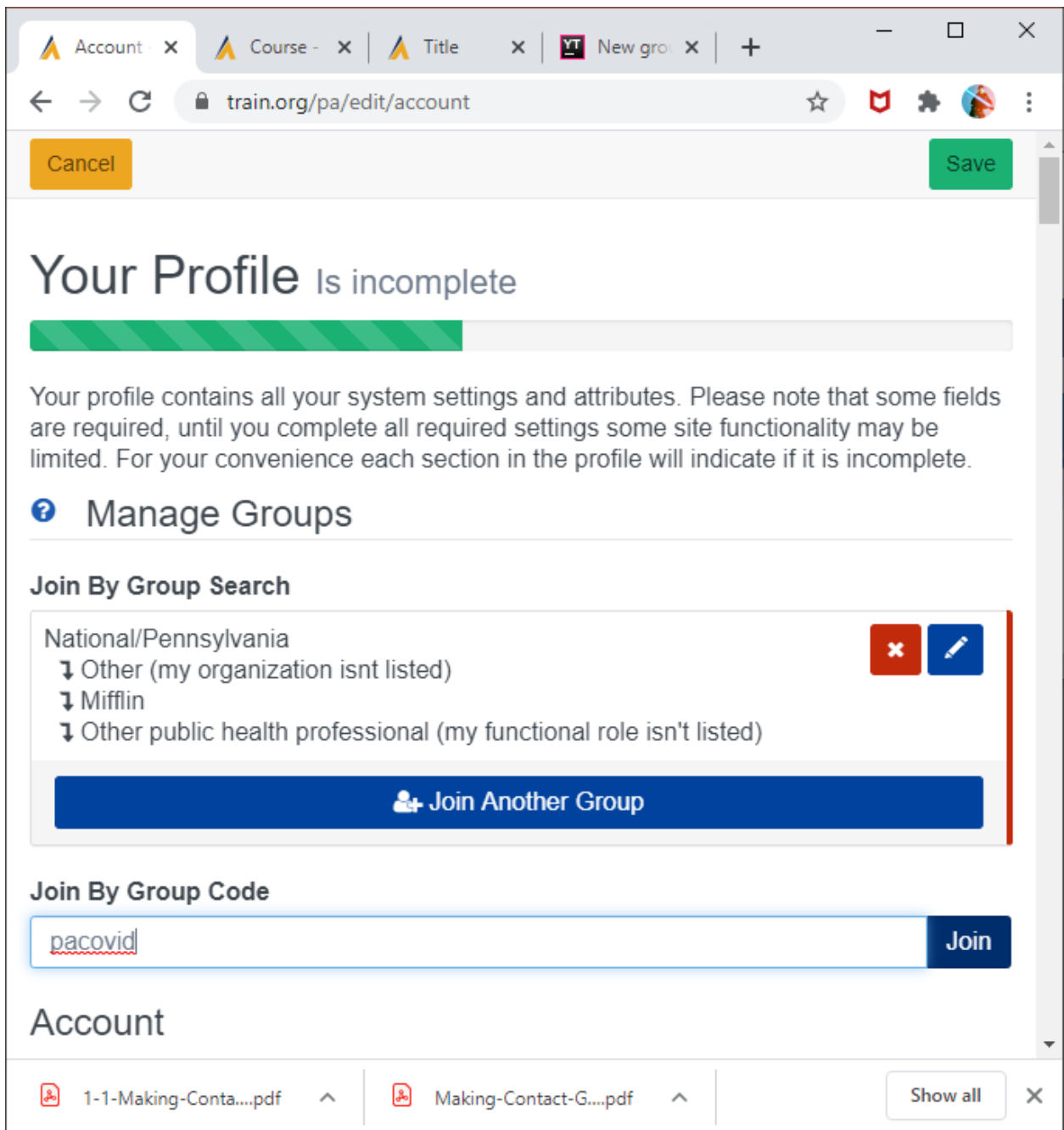


5. Select the most appropriate functional role from the list of groups. If none apply, select **Other public health professional (my functional role isn't listed)**. Confirm your group selection by clicking the **Confirm these selections** button.
6. Select the most appropriate organization from the list of groups. If none apply, select **Other (my organization isn't listed)**. (The **PA Department of Health employees** group is only for users who have been hired by and work for the PA DOH as staff and should not be used by contractors or volunteers.) Confirm your group selection by clicking the **Confirm these selections** button.
7. Click the **Finish Creating Account** button. (See graphic on next page.)

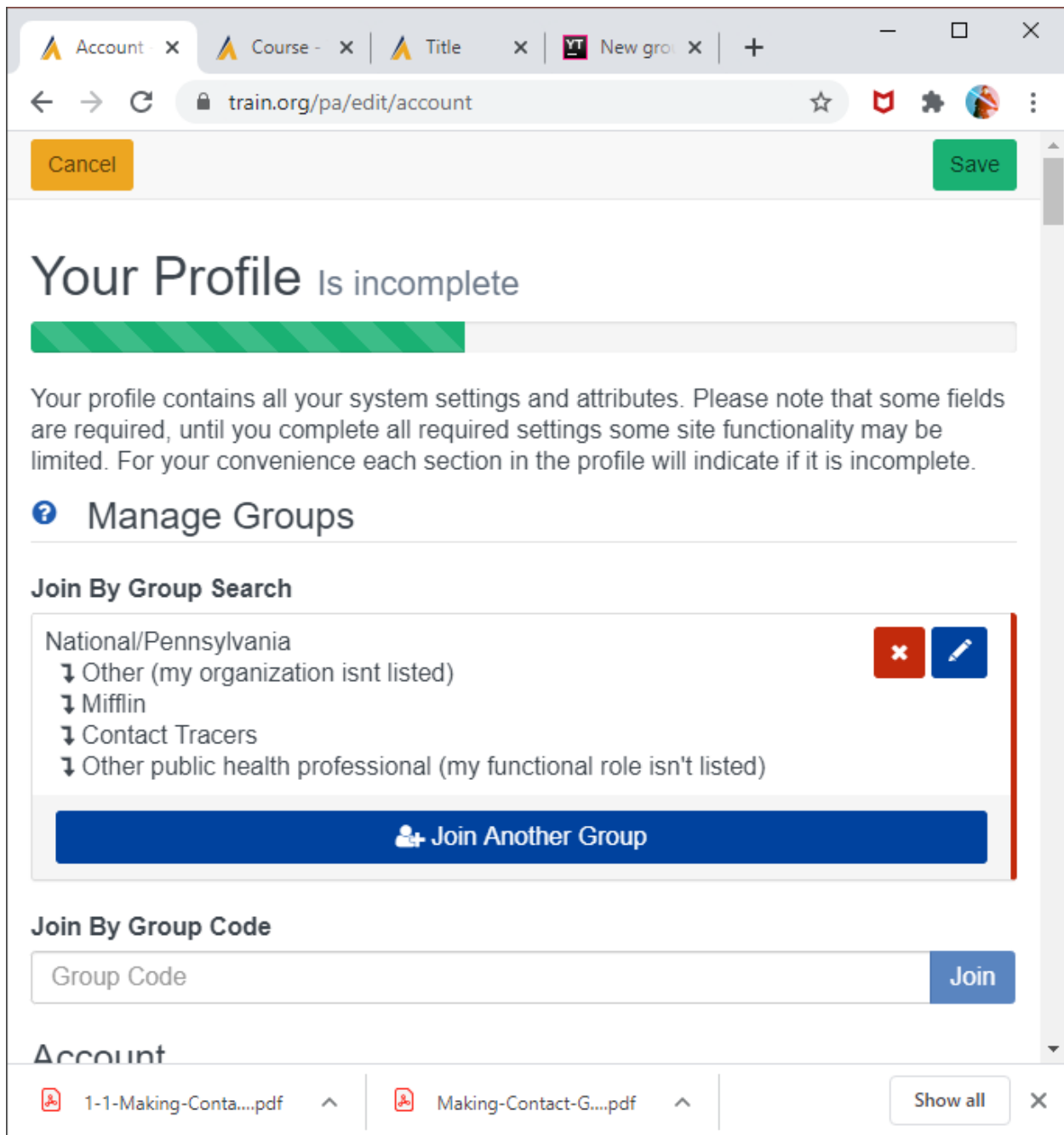


8. You are now at the TRAIN PA homepage. While you have created an account, you still need to complete your account profile and add yourself to the Contact Tracers group.
9. Click the head icon in the upper right-hand corner of the TRAIN PA banner image. If you're viewing on a desktop computer, you will also see your first name to the left of this icon. (See yellow oval in the image on the next page.) From the drop-down menu, select **Your Profile**.

10. Enter **pacovid** into the **Join By Group Code** field and click the **Join** button. After clicking the **Join** button, you will see “Contact Tracers” listed in your groups.



Typing "pacovid" into the Join By Group Code field.



"Contact Tracers" added to the list of groups after clicking the "Join" button.

11. Complete any other field that has a red exclamation point next to it, such as **Contact**, **Address**, **Organization** (enter the name of the organization you're currently working or volunteering with), **Professional Role** (at a minimum, please select **Outreach/Field Worker**), and **Work Settings**. Please note that in a desktop view, you will access each of these sections from the left-hand navigation menu.
12. Click the **Save** button in the upper right-hand corner of the **Your Profile** screen. You will receive a message indicating that your changes have been saved.

13. Click the **Close** button in the upper left-hand corner of the **Your Profile** screen to return to the TRAIN PA homepage.

Additional instructions and help can be found at the [TRAIN PA Support](#) page and the [TRAIN User Tips](#) page.