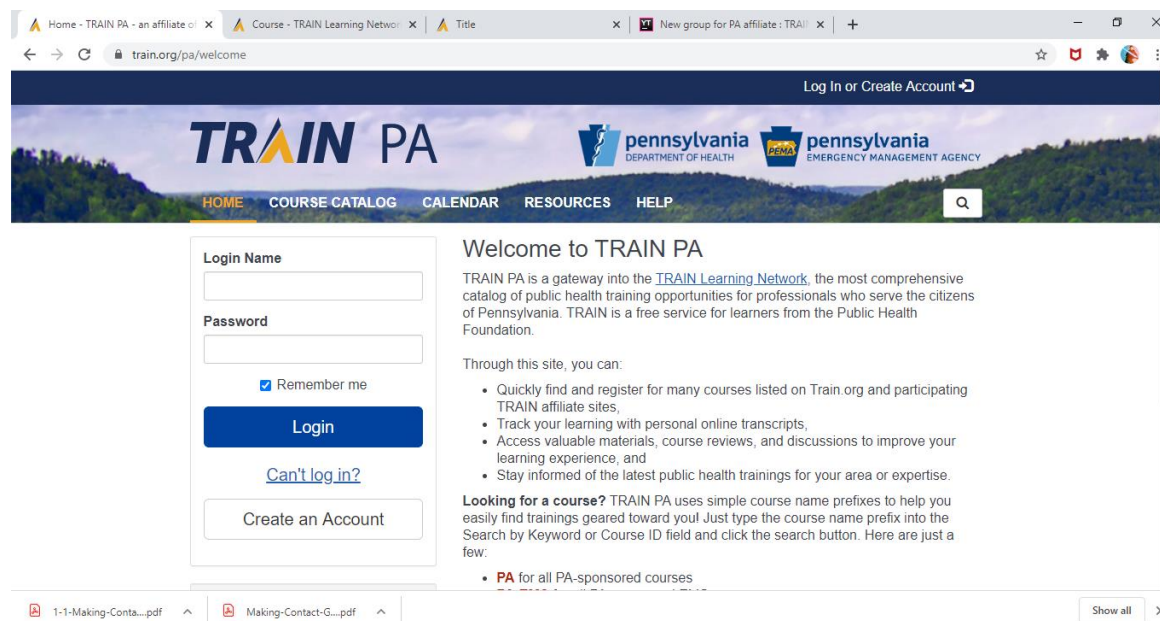


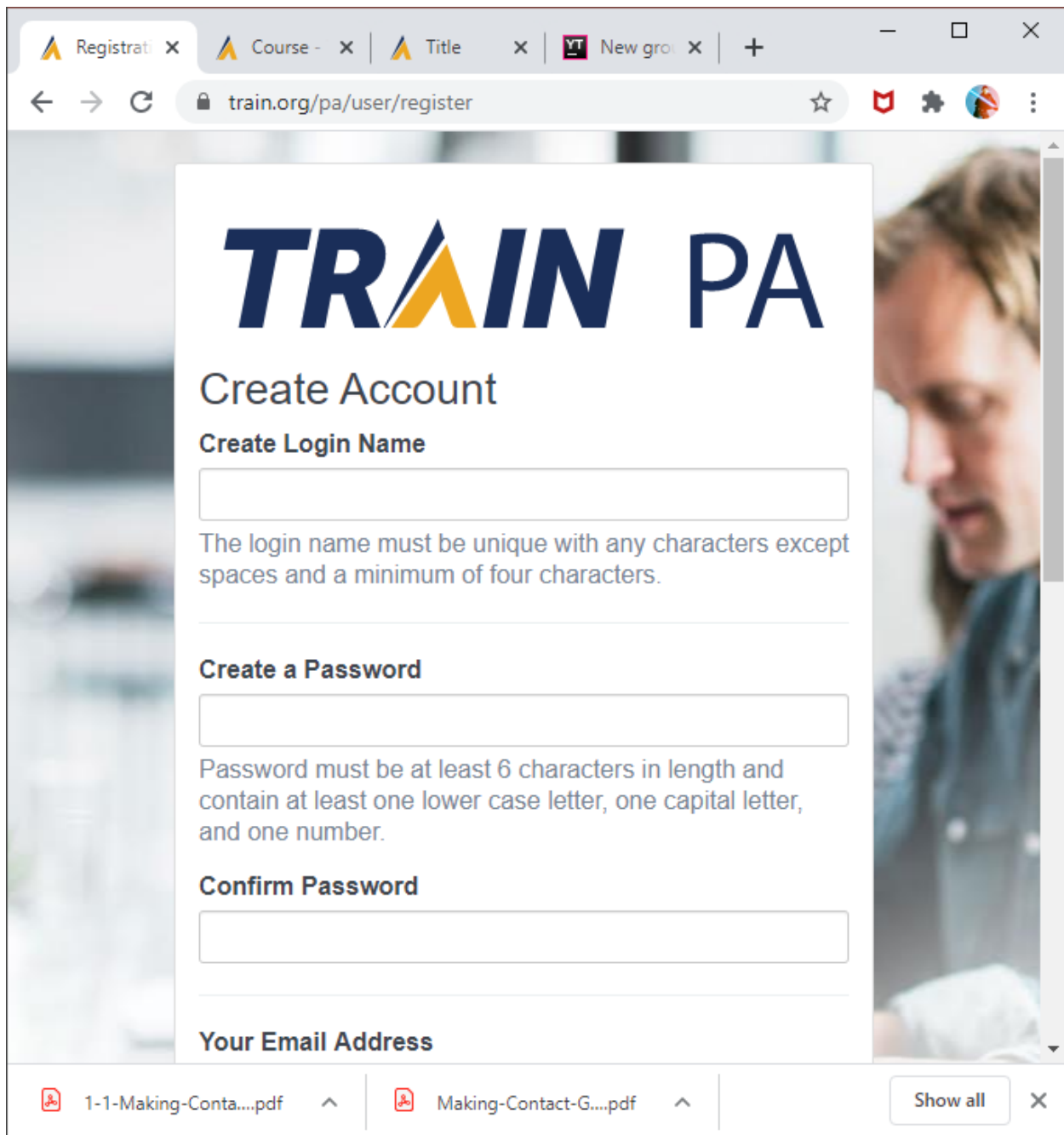
# How to Create a TRAIN PA Account

*Note: Only follow these instructions if you do not already have a TRAIN PA account (even if it is associated with another state). If you already have a TRAIN PA account, simply log in to your TRAIN PA account and begin at step 9 below. If you had a TRAIN PA account but need to recover your login name or reset your password, click on the “Can’t log in?” link on the TRAIN PA login page.*

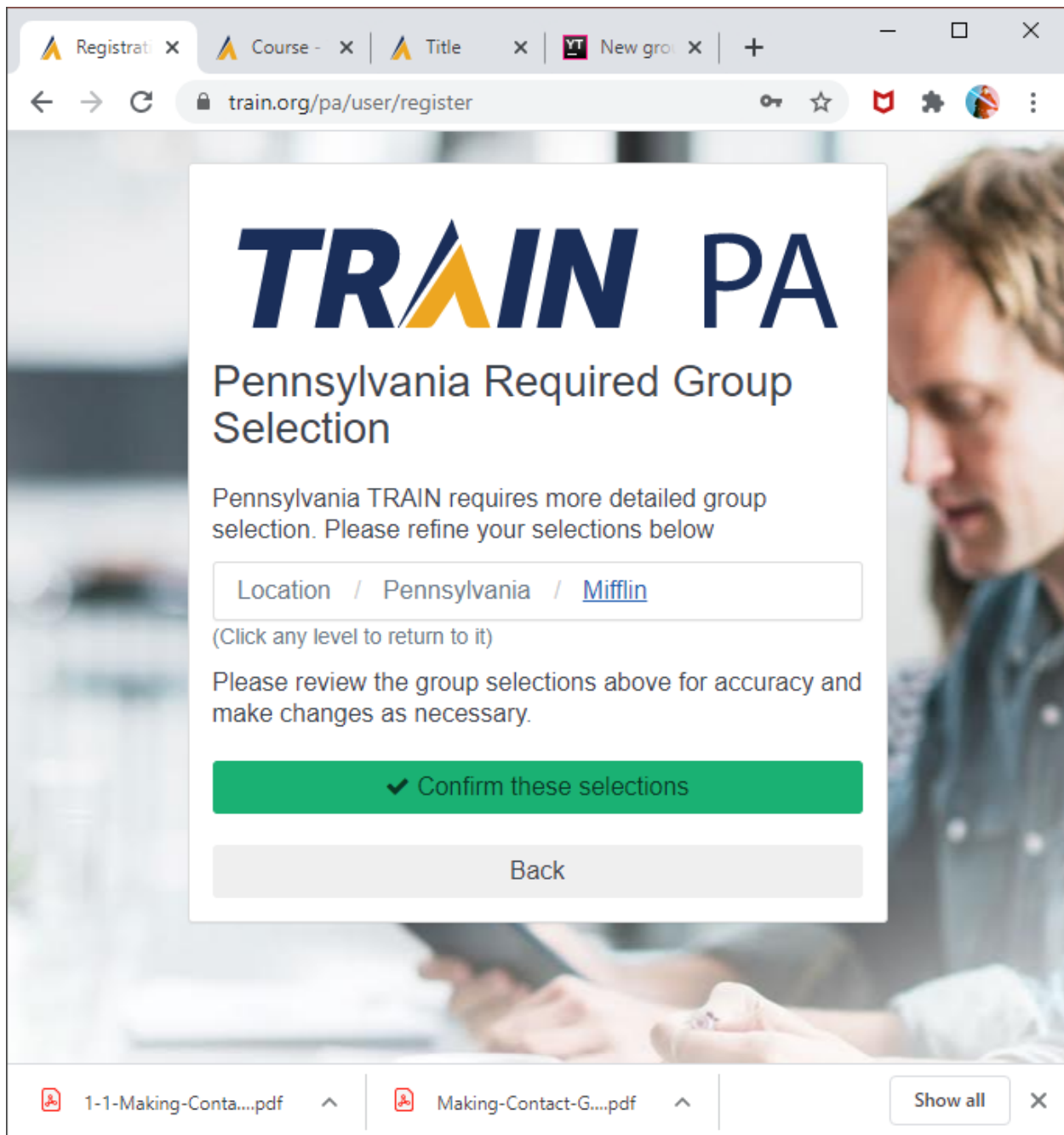
1. Go to <https://www.train.org/pa/welcome> in your web browser. You will arrive at the TRAIN PA login page.



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 **PA Department of Health employees** from the list of organizational groups. You will automatically be provided a listing of bureaus and offices within the Department of health. (See graphic on next page.)

**Select: Organization**

Group search

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[Chronic Care](#)

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[Communicable Diseases](#)

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[Communications](#)

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[Community Health Systems](#)

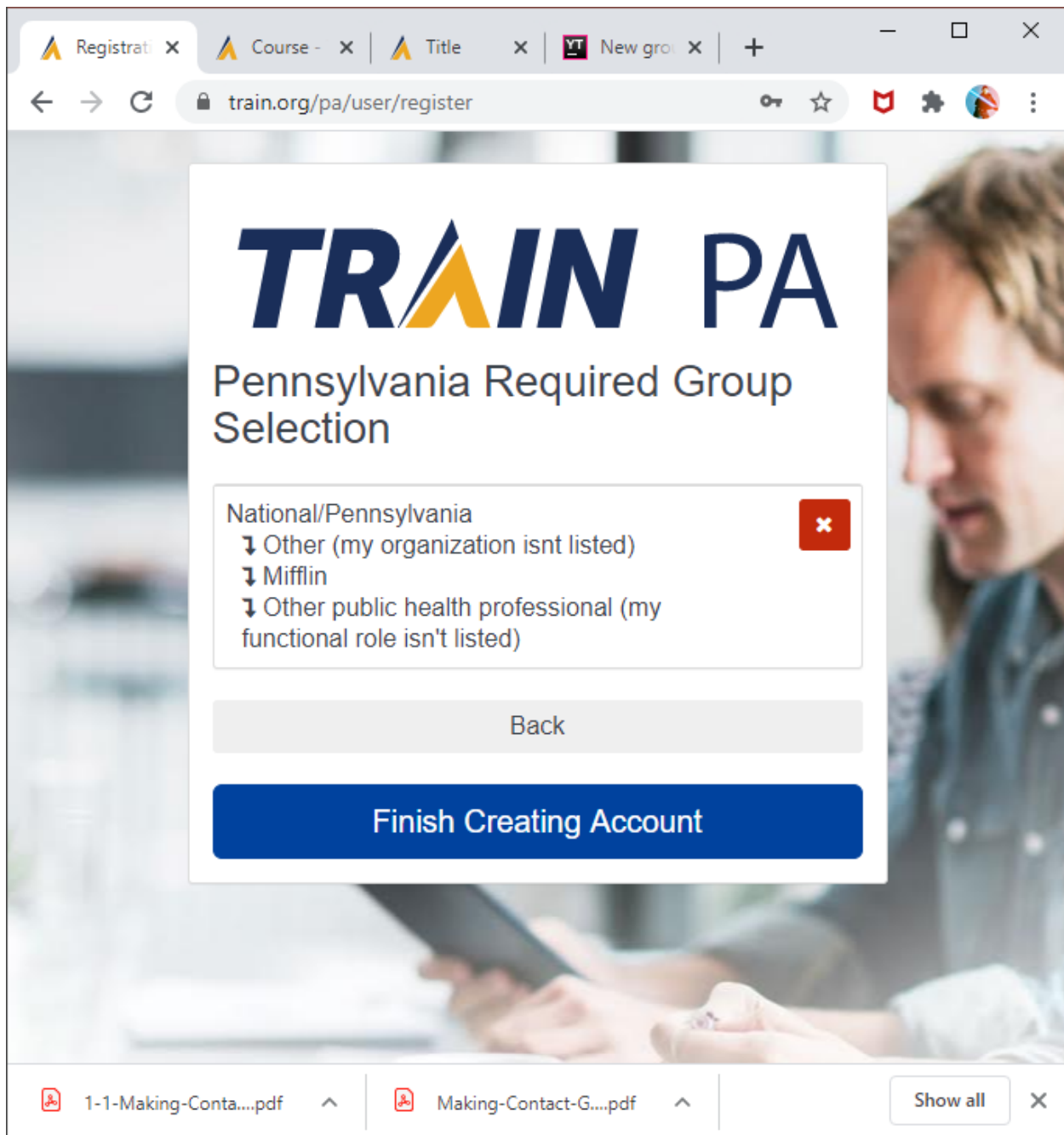
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[Community Program Licensure and Certification](#)

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[Emergency Preparedness and Response](#)

7. Select your bureau or office from the list provided. If you're unsure of your bureau or office, ask your supervisor. If you're unable to find your bureau or office on the list, please contact the TRAIN PA system administrator, Tim Pollock, for additional information at [tipollock@pa.gov](mailto:tipollock@pa.gov).
8. After selecting your bureau or office from the list provided, select **Confirm these selections** button.
9. Click the **Finish Creating Account** button. (See graphic on next page.)



10. You are now at the TRAIN PA homepage. While you have created an account, you still need to complete your account profile.
11. 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**.



12. Complete any other field that has a red exclamation point next to it, such as **Contact**, **Address**, **Organization**, **Professional Role**, **Work Settings**, and **PA Department of Health**. Please note that in a desktop view, you will access each of these sections from the left-hand navigation menu.
13. 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.
14. 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. If you have any questions or issues, please contact the TRAIN PA System Administrator, Tim Pollock, at [tipollock@pa.gov](mailto:tipollock@pa.gov).