How to Update Your TRAIN PA Account
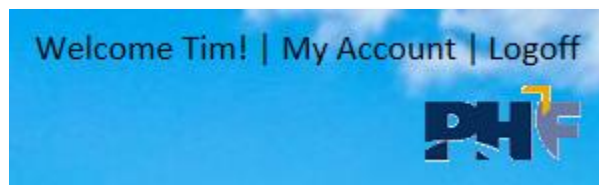
1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to https://pa.train.org. You will now be at the TRAIN PA homepage.
3. Log in to TRAIN PA by entering your **Login Name** and **Password** and clicking the **LOGIN** button.
4. Click the **My Account** link in the upper right-hand corner of the TRAIN PA screen (located above the PHF logo). You will now be taken to the My Account page, and the **Details** tab will be active.

5. Update fields in the **Details** tab as needed.

6. Click the **Groups** tab. You will now be taken to the Group Selection page.

7. Click the **Select Groups** button for the State Portal. A pop-up window will appear displaying Pennsylvania-specific groups.

   Note: Your currently selected Pennsylvania-specific groups will be displayed below the Select Groups button. If the group selections are accurate, you do not need to modify your groups. Skip to step 13.
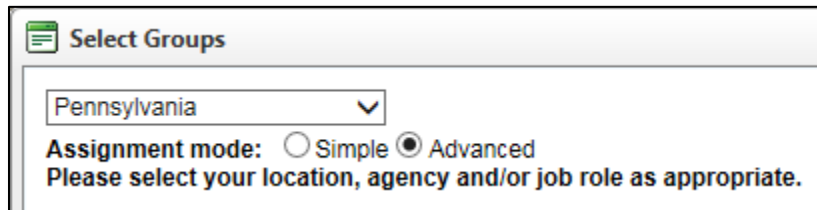
   Select the state or territory in which you work, study, or reside - or select "International".

   State Portal   [Select Groups]   [Remove Groups]

   Selected Groups:
   National/Pennsylvania

8. Select the **Advanced** radio button in the Select Groups dialog box. This will allow you to select multiple groups at the same time.

   📄 Select Groups

   [Pennsylvania ▾]
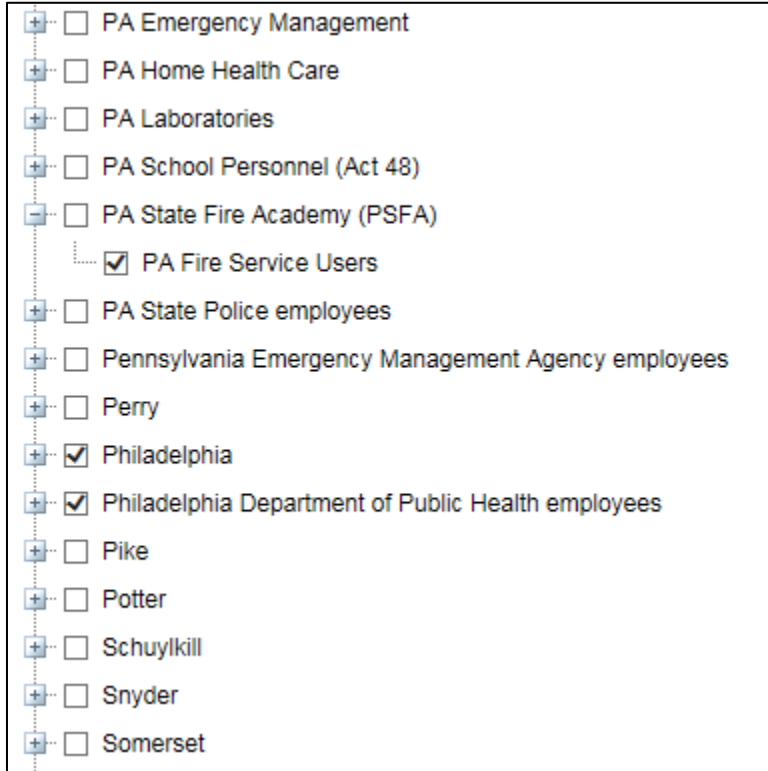   **Assignment mode:** ○ Simple ● Advanced
   Please select your location, agency and/or job role as appropriate.

9. Click the check boxes to select or deselect groups as appropriate. Many groups have subgroups, which you can see by clicking the + button located to the left of the group name to expand this group.

   An example of this operation is provided on the following pages.

In the example below, a user wishes to modify her groups. During account creation, she was only able to select one group each for her County (**Philadelphia**—this user lives in this county), Organization (**Philadelphia Department of Public Health employees**—this user works for this organization), and Functional Role (**PA State Fire Academy** > **PA Fire Service Users**—this person is a volunteer firefighter who takes courses at the Fire Academy).
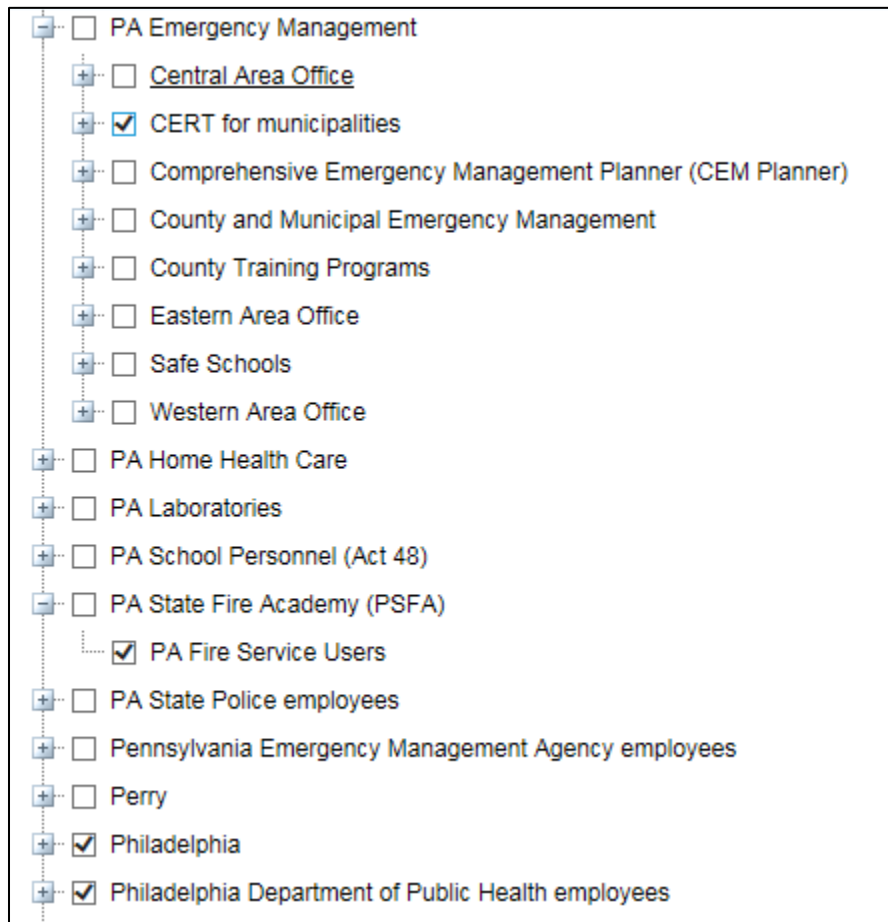

This example continues on the next page.

This user recently taken on emergency management duties for her municipality, so she needs to add the appropriate group to her TRAIN PA account. She expands the **PA Emergency Management** group by clicking the + button and selects the **CERT for municipalities** check box to add this group.

10. Scroll to the bottom of the Select Groups dialog box. You will now see the **Submit** button.
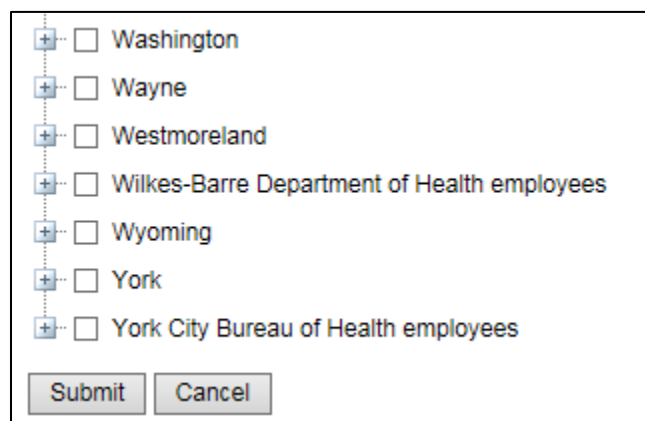
11. Click the **Submit** button. You will now be returned to the Groups tab.
12. Repeat steps 7 through 11 for the MRC Portal, CDC Portal, and VHA Portal if you need to add or modify groups related to these sites.

13. Click the **My Profile** tab. You will now be taken to the My Profile section of the My Account screen, and you will see the Professional Role category of My Profile attributes.
14. Click the check boxes to select or deselect professional roles as appropriate.
15. Click the drop-down menu to select any other category of attributes you would like to update, like Work Settings, Demographic Information, and more.

Please choose a category of additional user attributes: Professional Role
Work Settings
Please take a minute to review | Demographic Information | selection.
Help Make TRAIN Better!
Please select up to three (3) Professional Roles that | FEMA Student ID Number | and select Specialization where available.

16. Repeat steps 14 and 15 for each category of attributes you wish to update.
17. Scroll to the bottom of the page. You will now see the **Save and Back** button.
18. Click the **Save and Back** button. You will now be returned to the TRAIN PA homepage.
19. Congratulations! You have updated your TRAIN PA account! For more information on using TRAIN PA, please refer to the TRAIN User Handbook.