Learning Management System

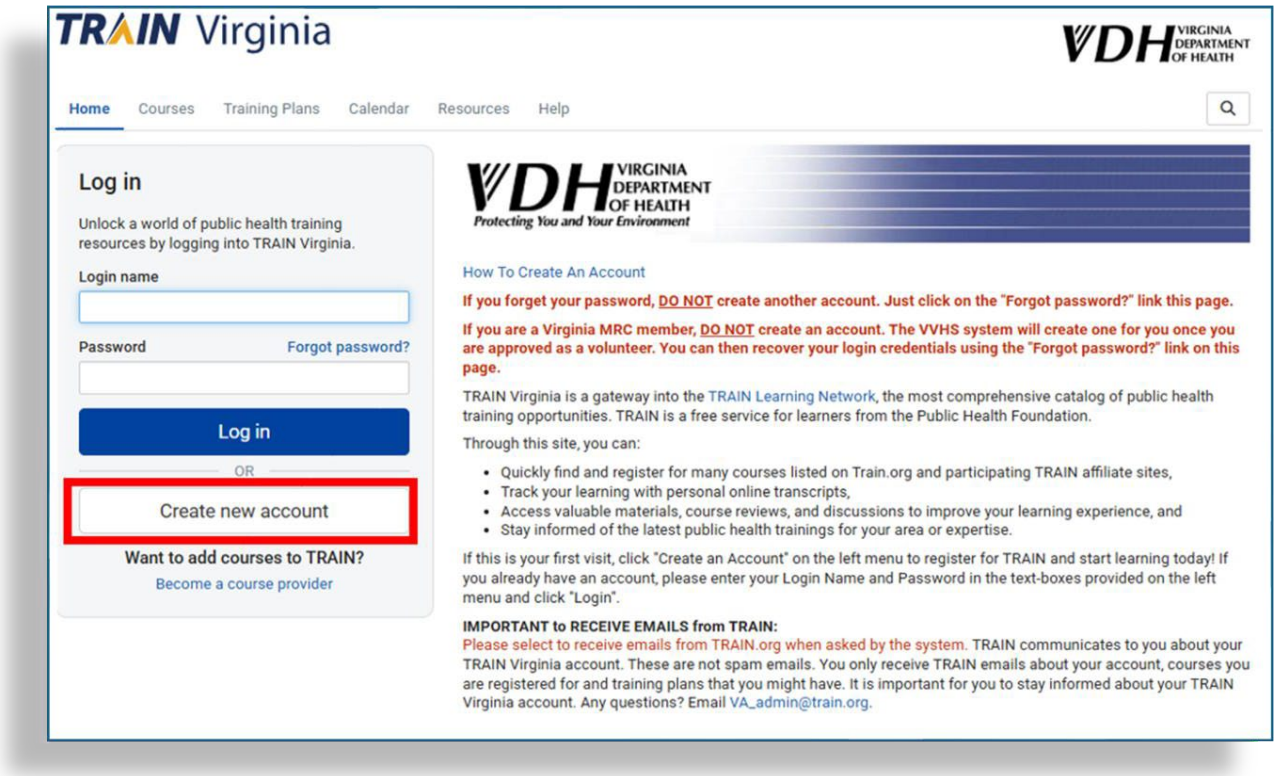
Account Creation

Form Guide

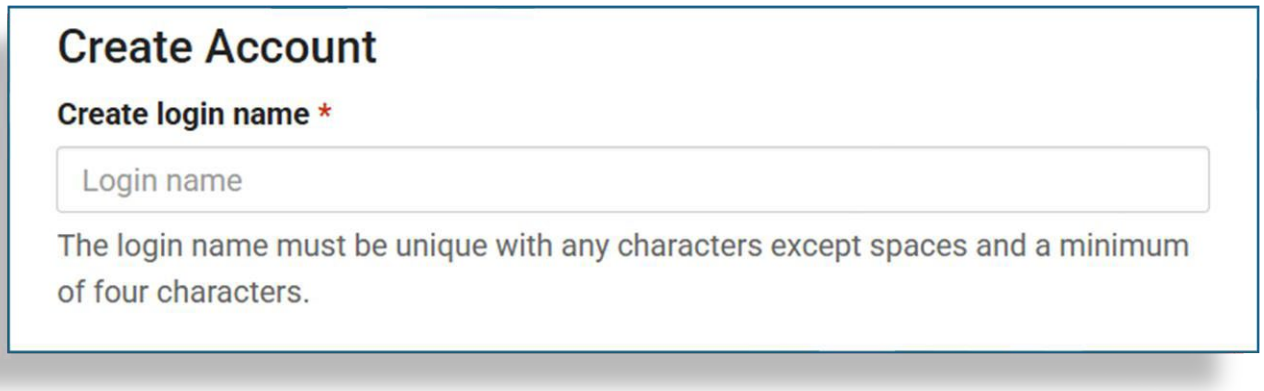
- **Please be advised that there will be several steps including with creating your account. Please utilize the form guide below to accurately complete your account set-up.**
- **If you already have a TRAIN account, please DO NOT create an additional account, and utilize the "forgot password" function.**
- **If you are unable to recall your username but are prompted that you already have an account upon attempts to create one, please see contact information at the bottom of this form guide.**
- **Your PROFILE must be completed after creating your account**

On your browser, go to https://www.train.org/virginia/welcome

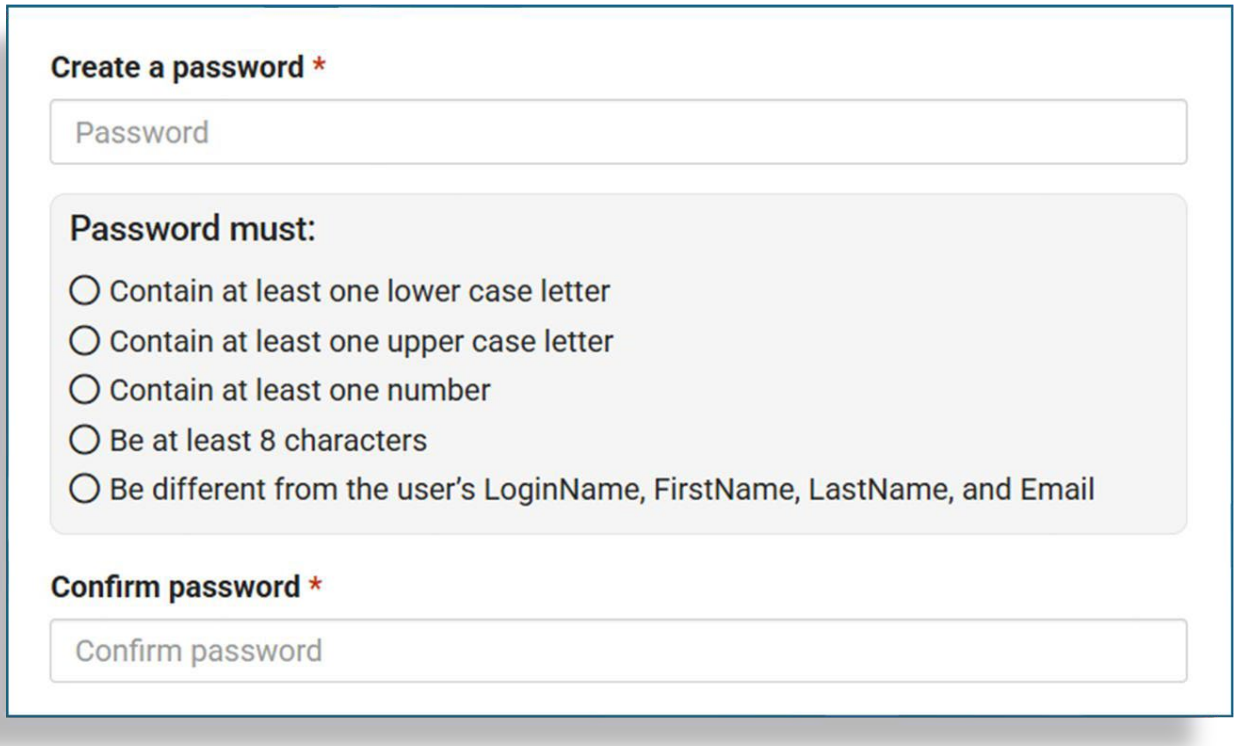
Click on create a new account



Create a log in name Create your login name such as the initial of your first name and your full last name without any spaces



Create a password with the noted specification below

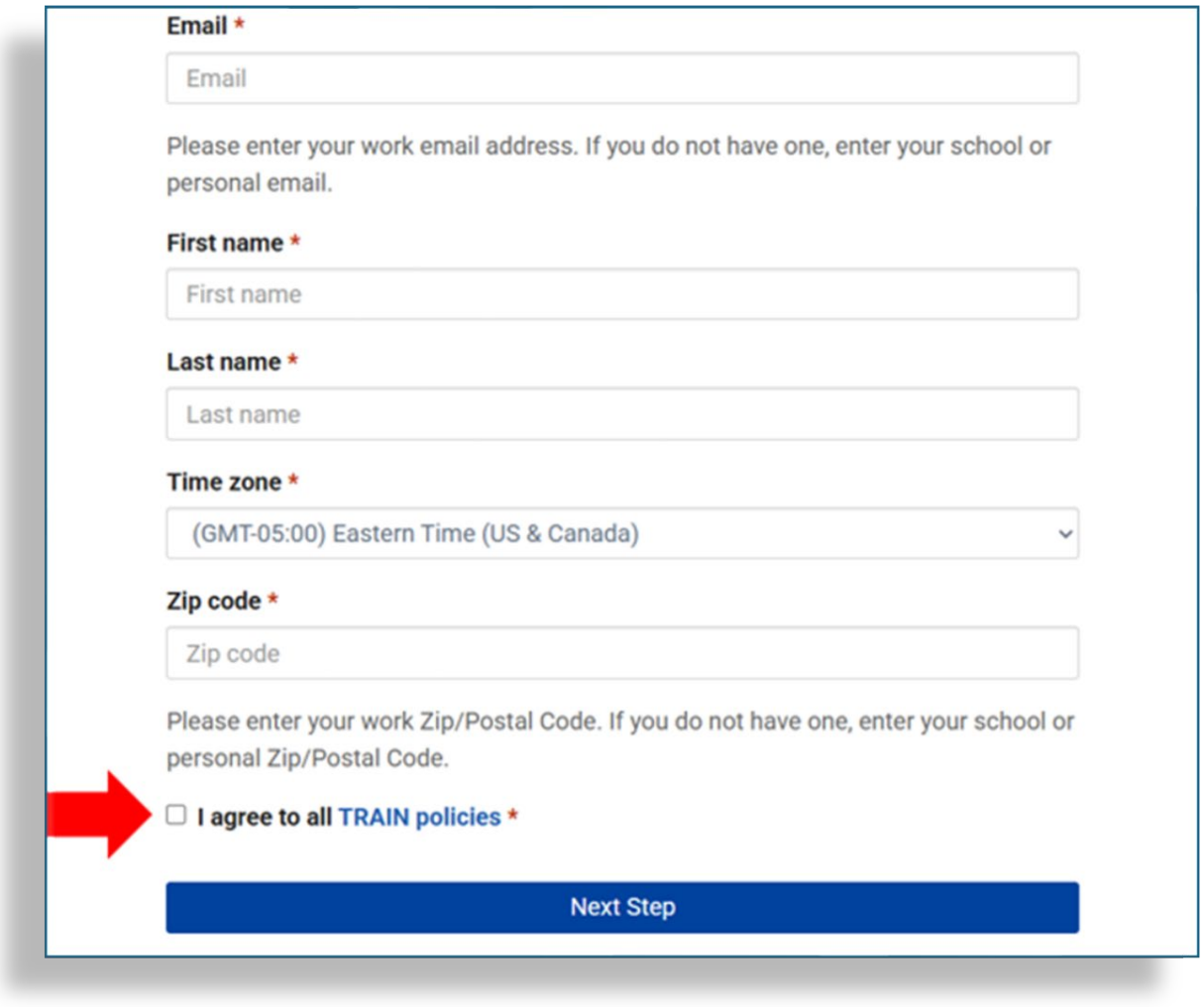


Provide the following information:

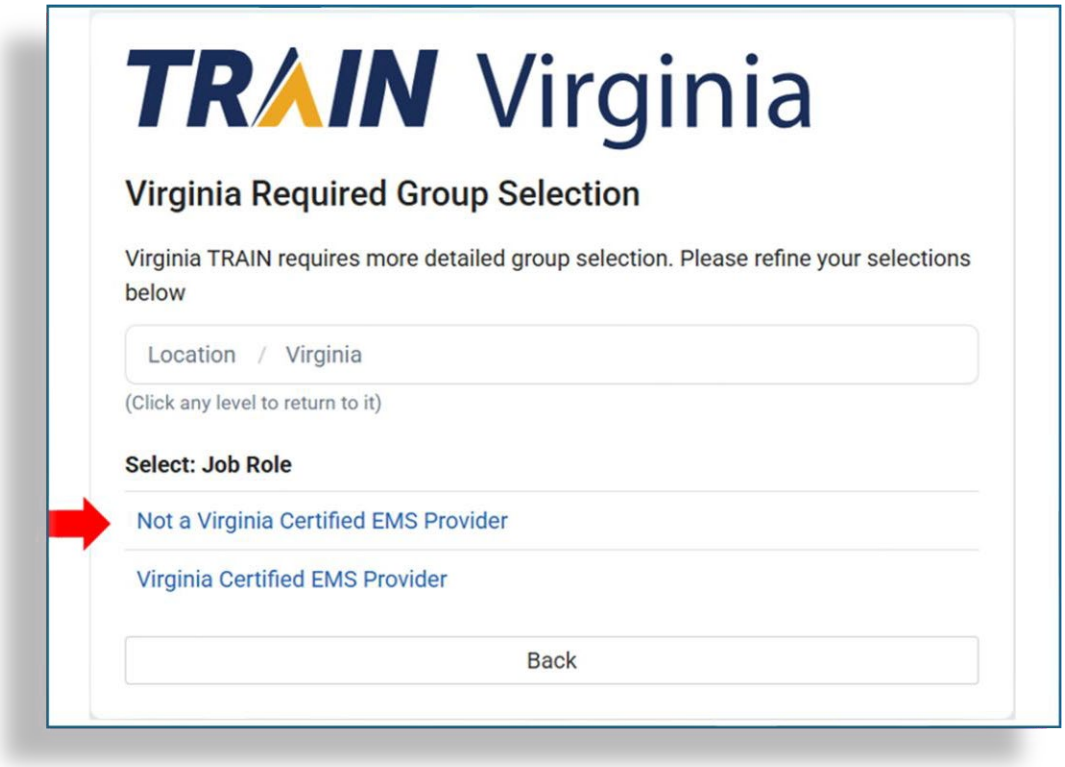
- You Email
- First Name
- Last Name
- Time Zone (US & Canda)
- Zip Code

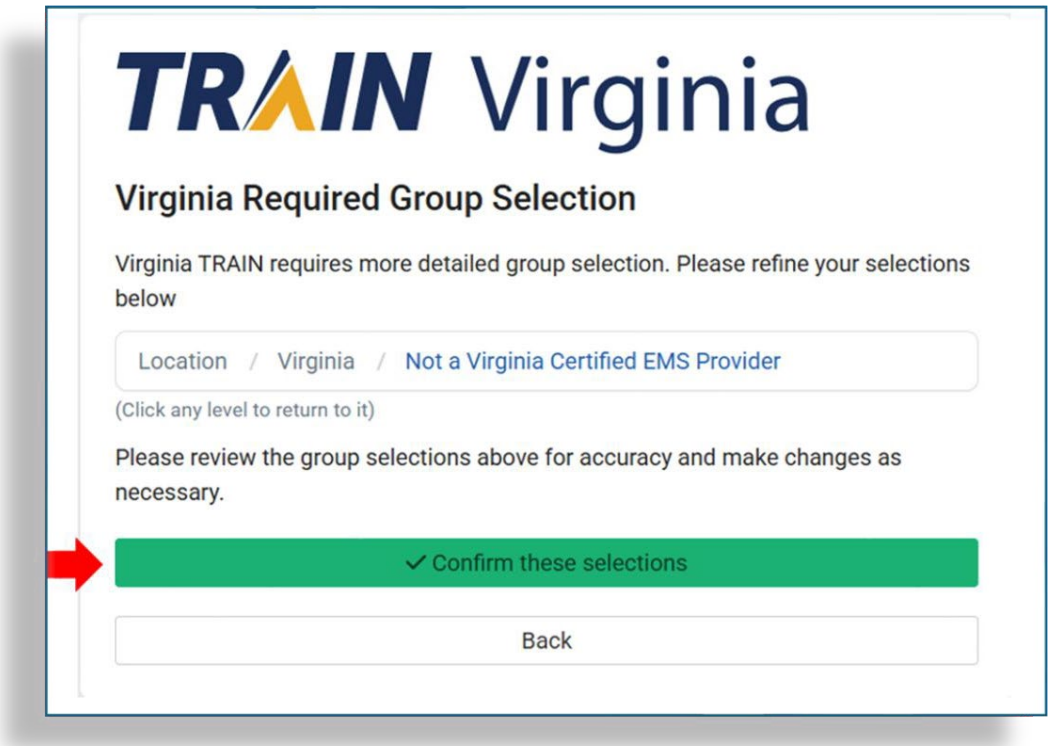
CLICK - “I agree to all TRAIN polices” - which can be reviewed prior to checking the confirmation box

CLICK - “Next Steps”

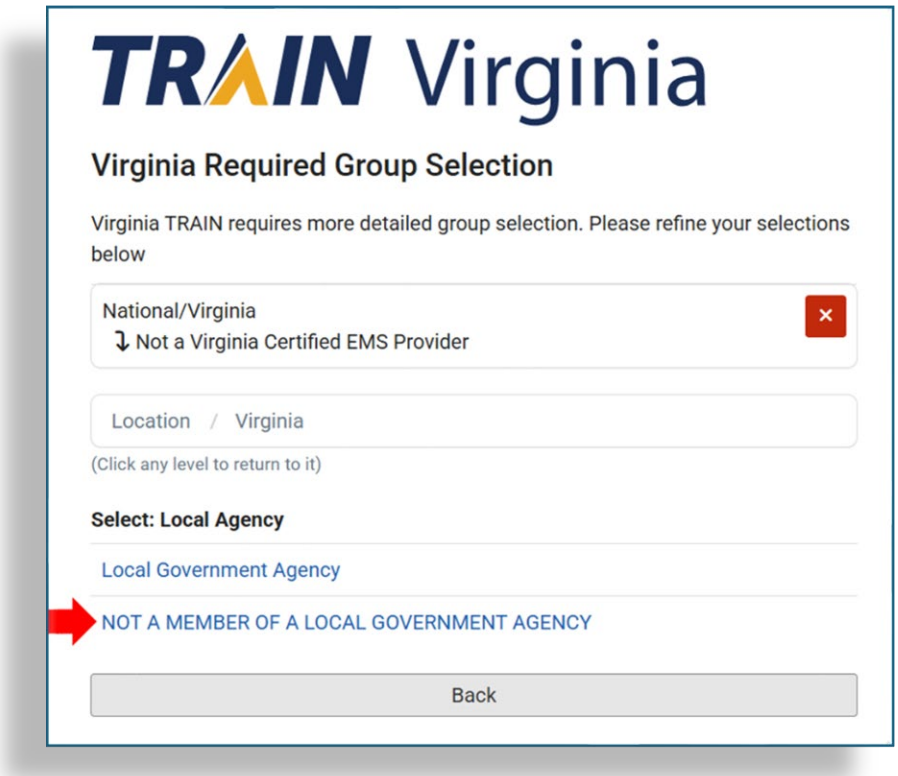


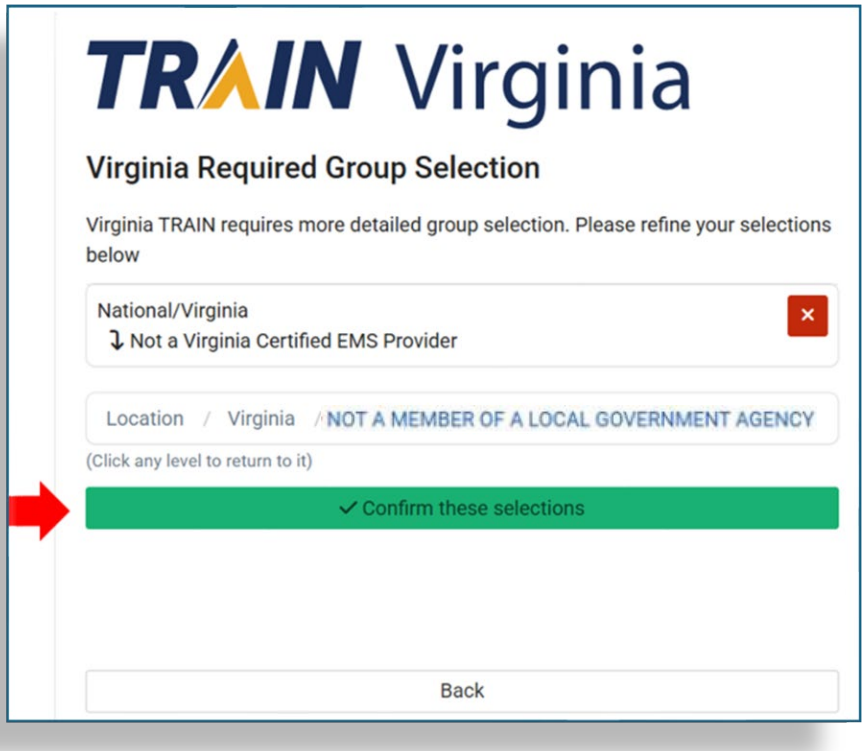
Select “Not a Virginia Certified EMS Provider”, then click “Confirm these selections”



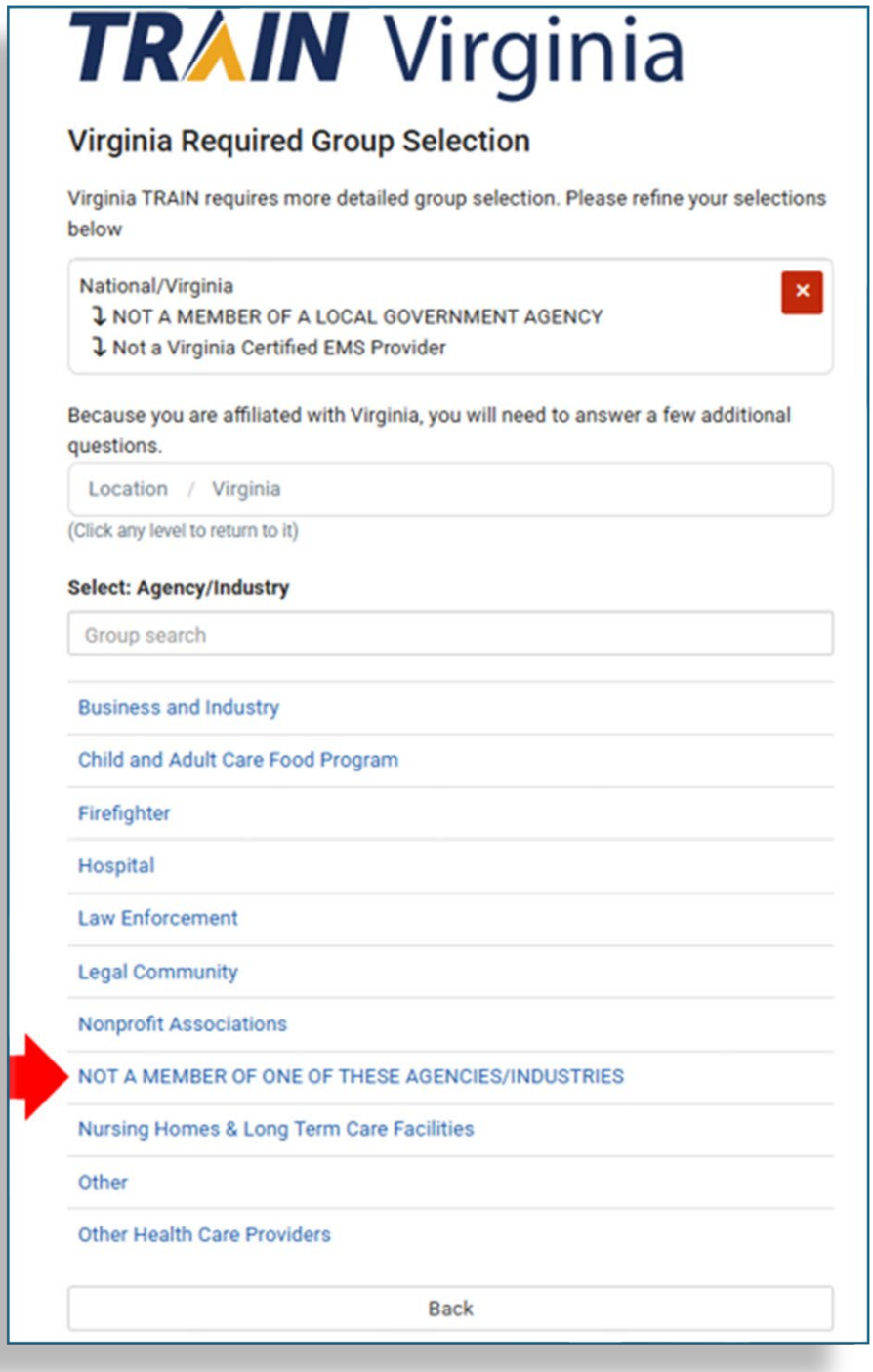


Select “Not a Member of a Local Government Agency”, then click “confirm these selections”

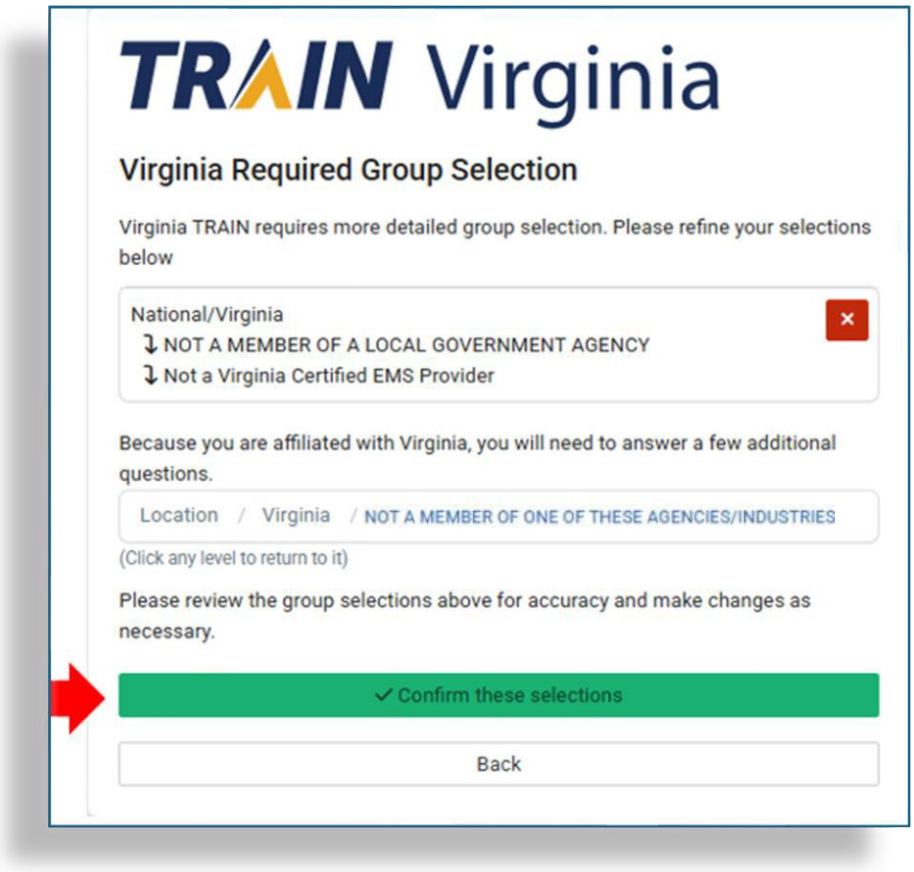




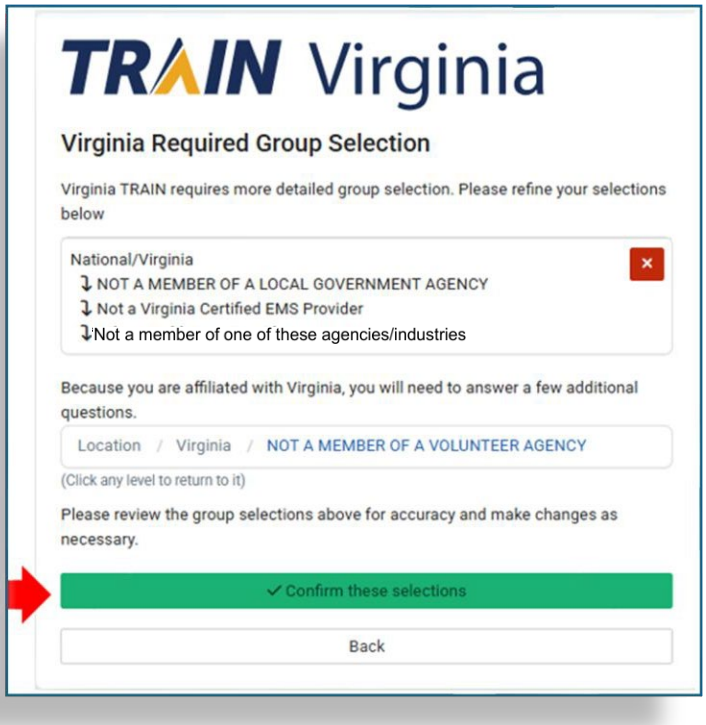
Select “Not a member of one of these agencies/industries”



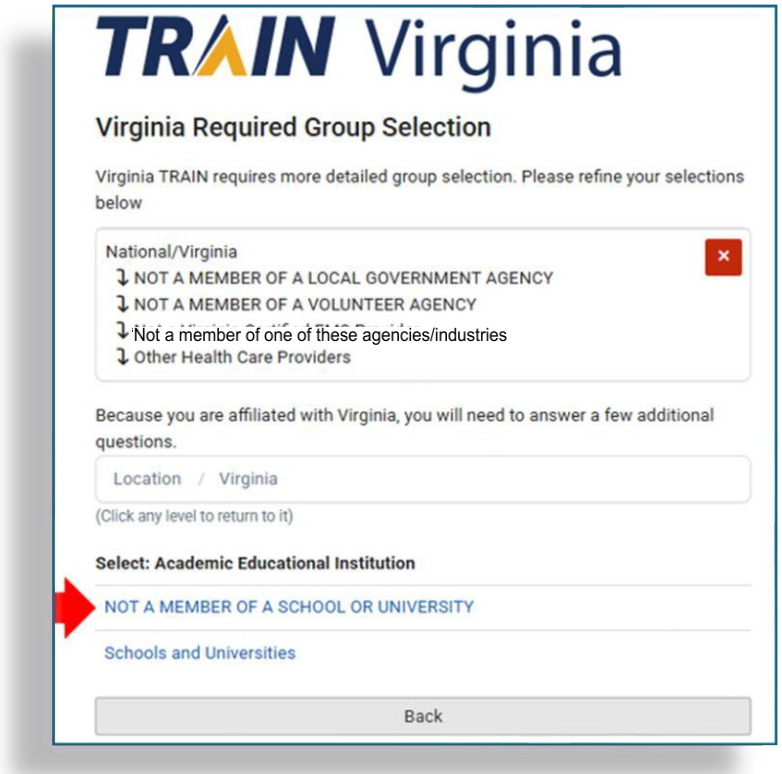
Confirm these selections

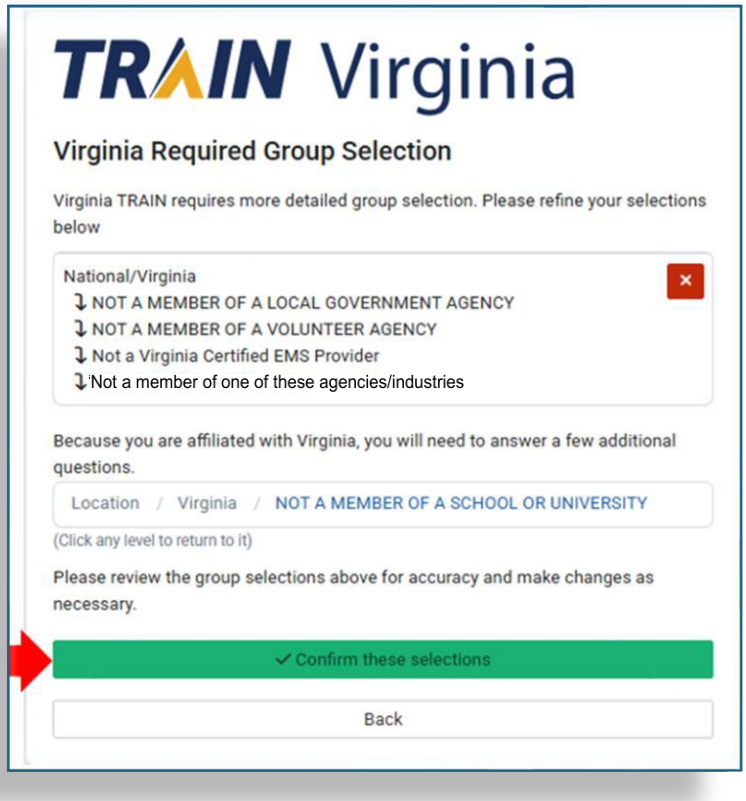


Select “Not a member of a volunteer agency,” and click “Confirm these selections”

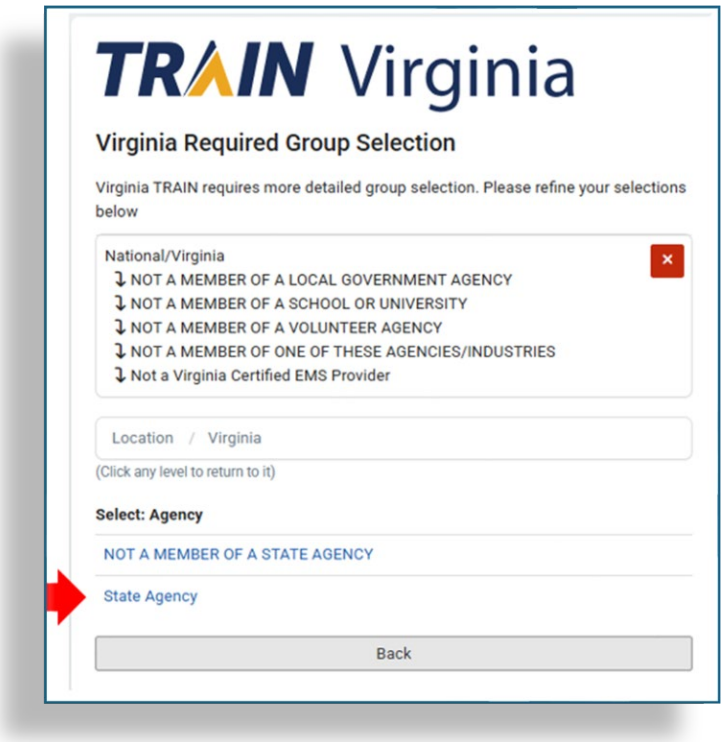


Select “Not a member of a school or university” and click "Confirm these selections”

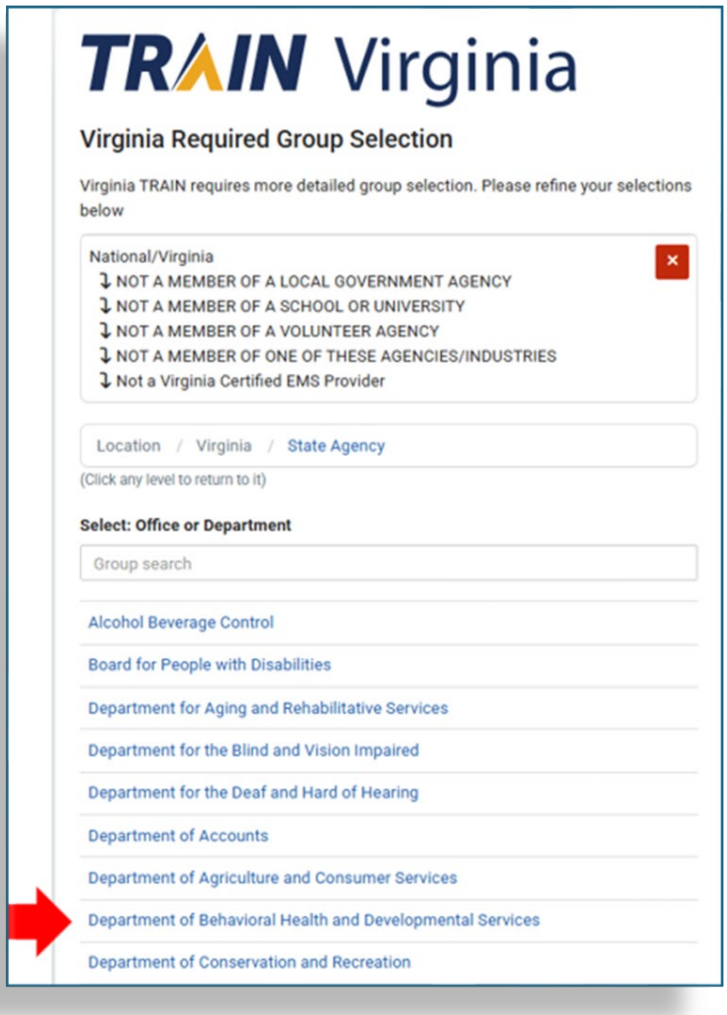




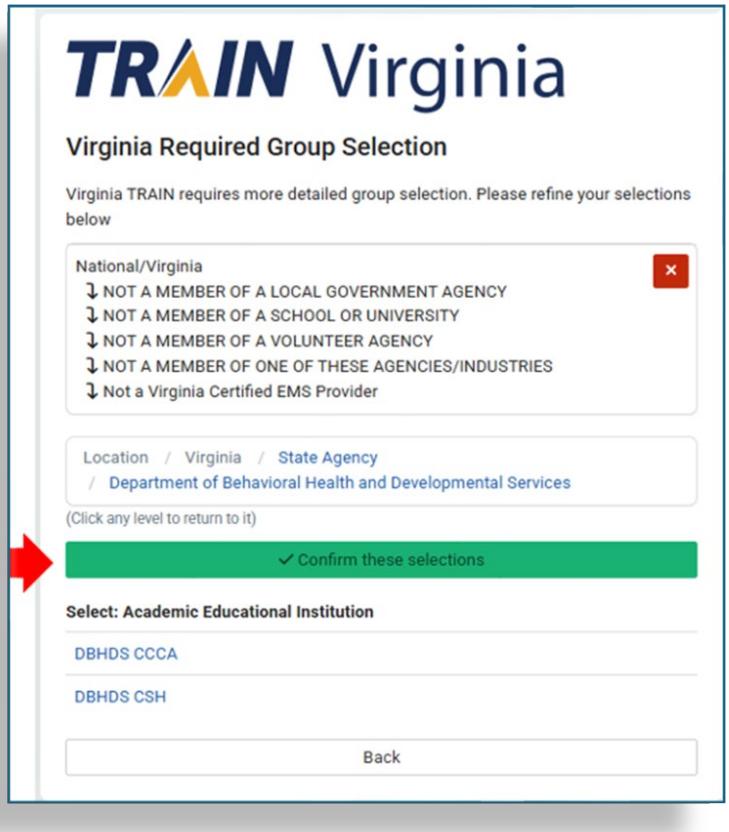
Select “State Agency”

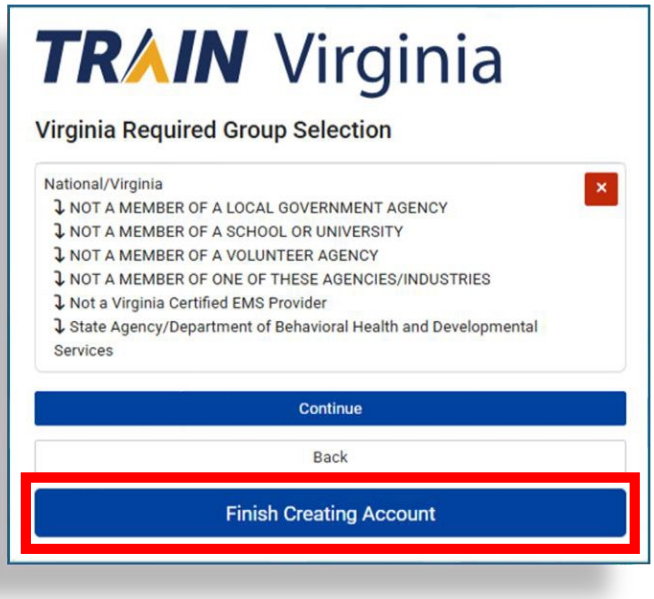


Then select "Department of Behavioral Health and Developmental Services”

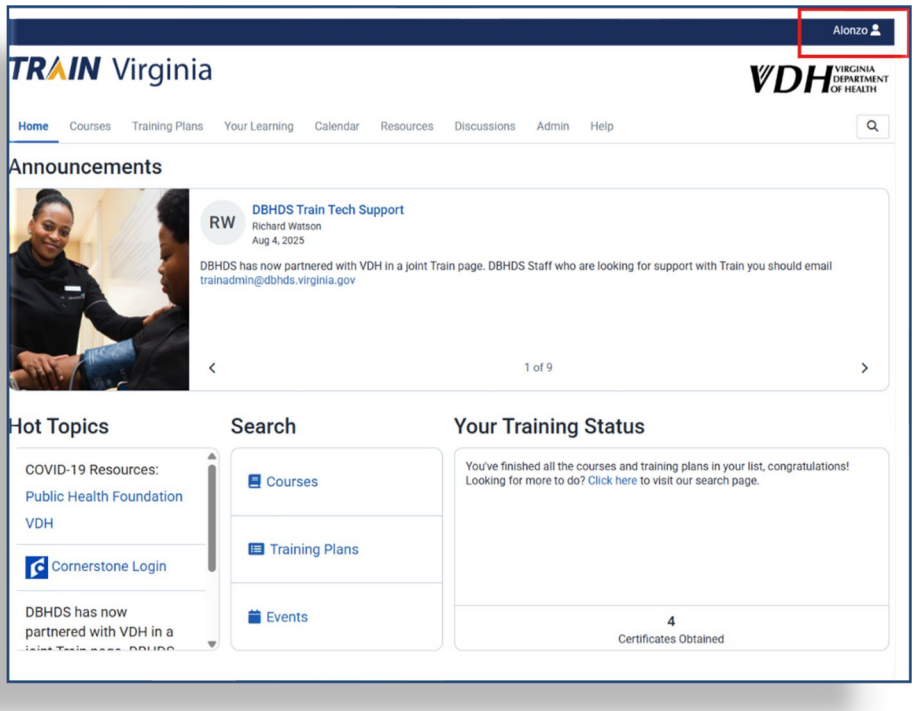


Click “Confirm these selections” then click “Finish Creating Account”

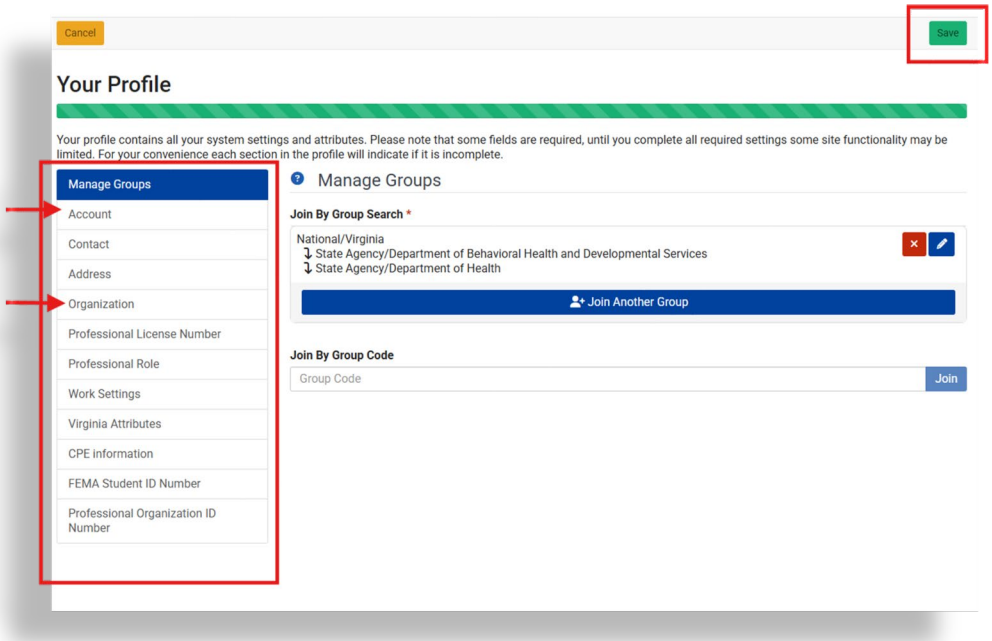




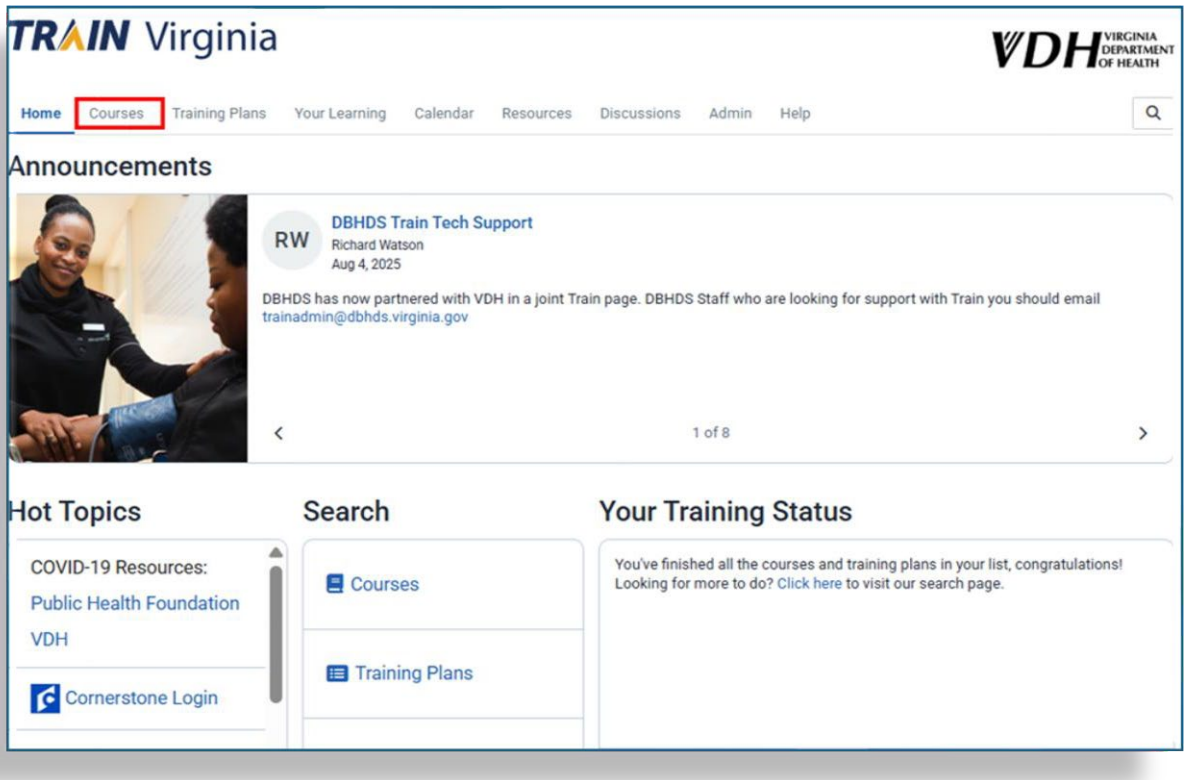
One logged in you MUST complete your profile, by clicking your name and icon at the top of the page:



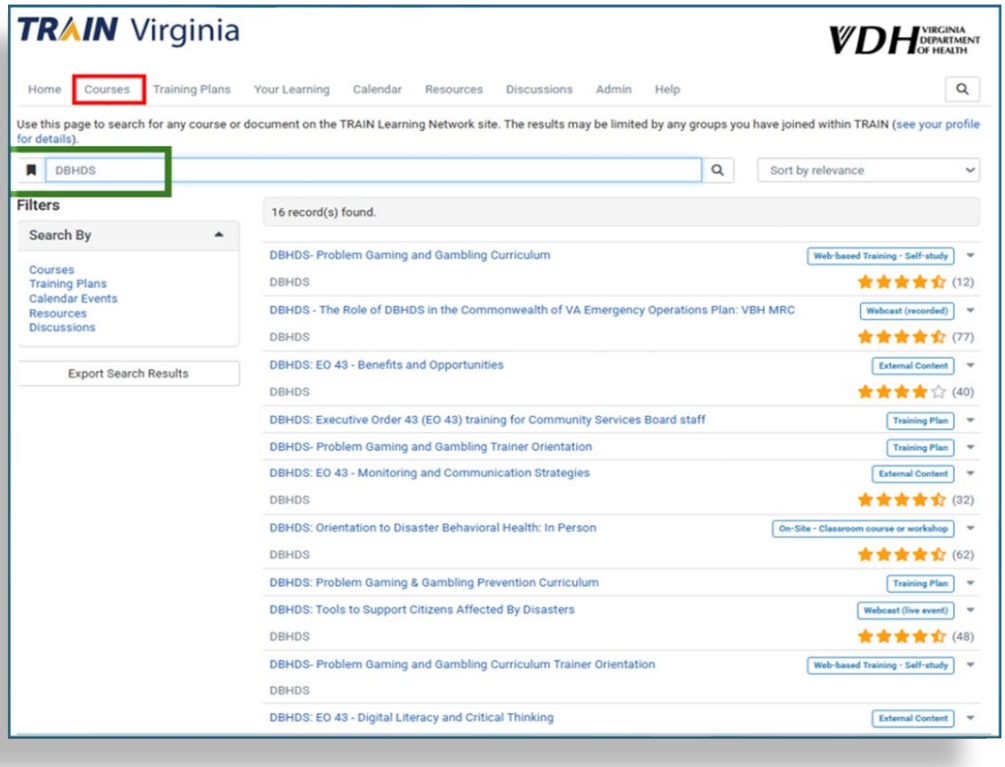
Complete the Profile fields, at minimum being ***Account*** and ***Organization*** and save:



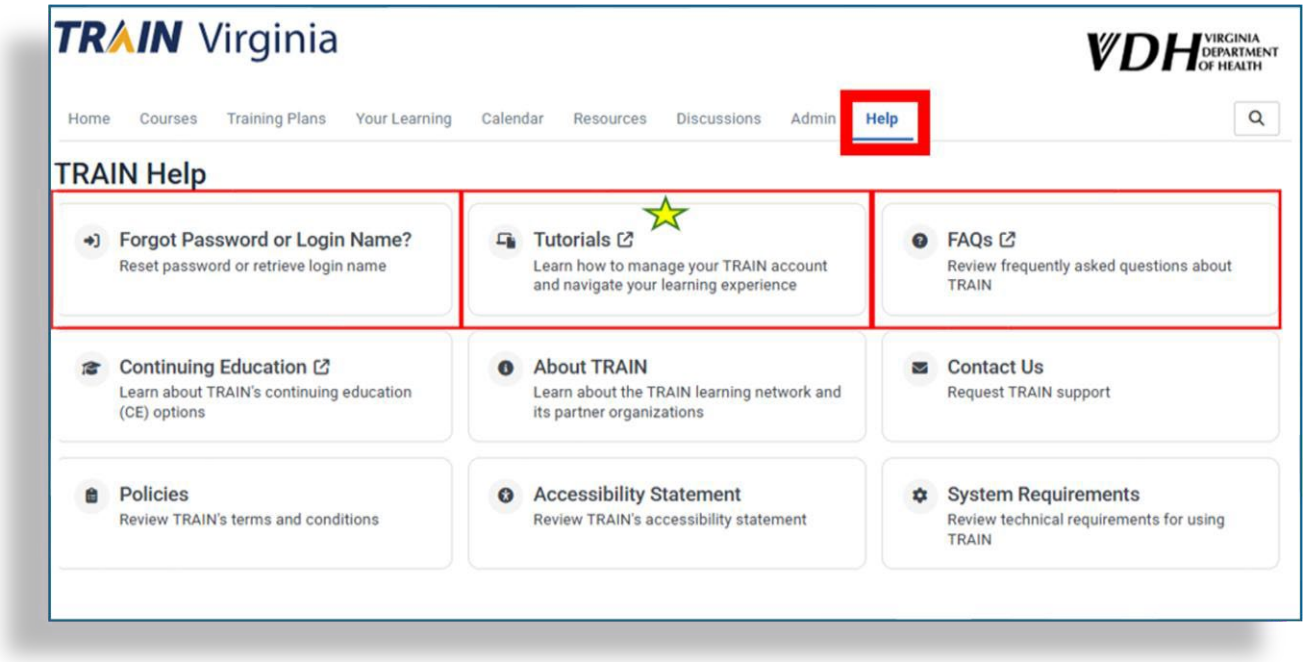
Once logged into TRAIN, navigate to the "**Courses**" tab



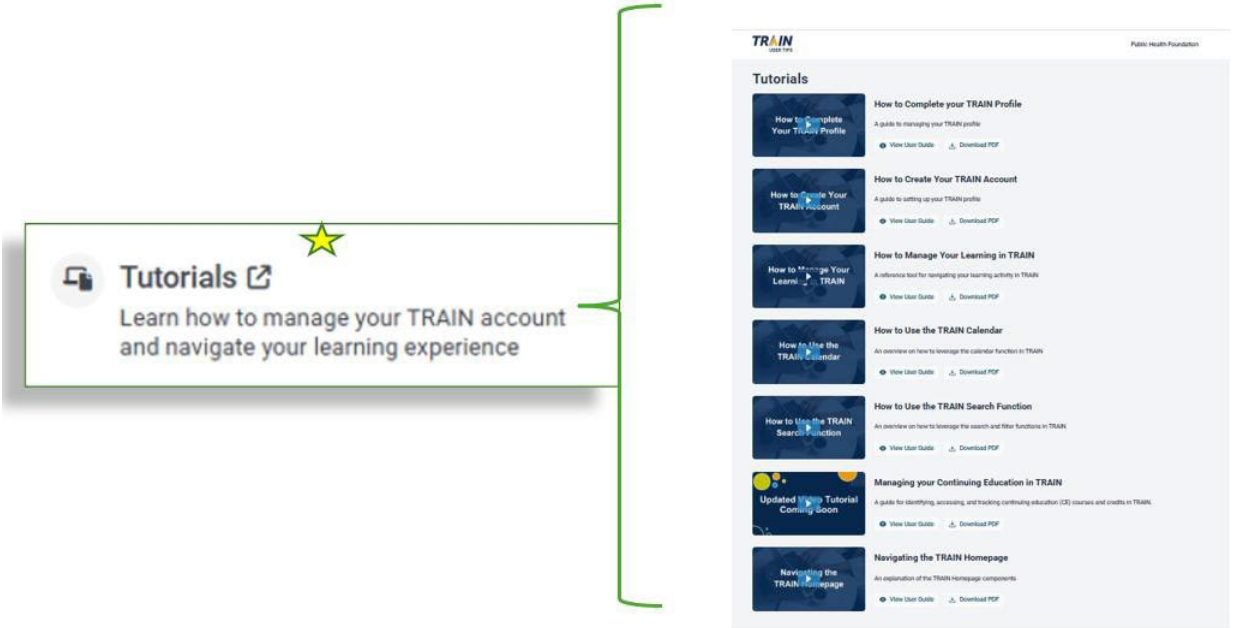
ALWAYS begin your search with typing **DBHDS** in the search bar to locate and access trainings offered by DBHDS (*or you may type in the course number if known)



Clicking the “Help” Tab for log-in help, **Tutorials**, and FAQs about navigating the TRAIN Learning Management System

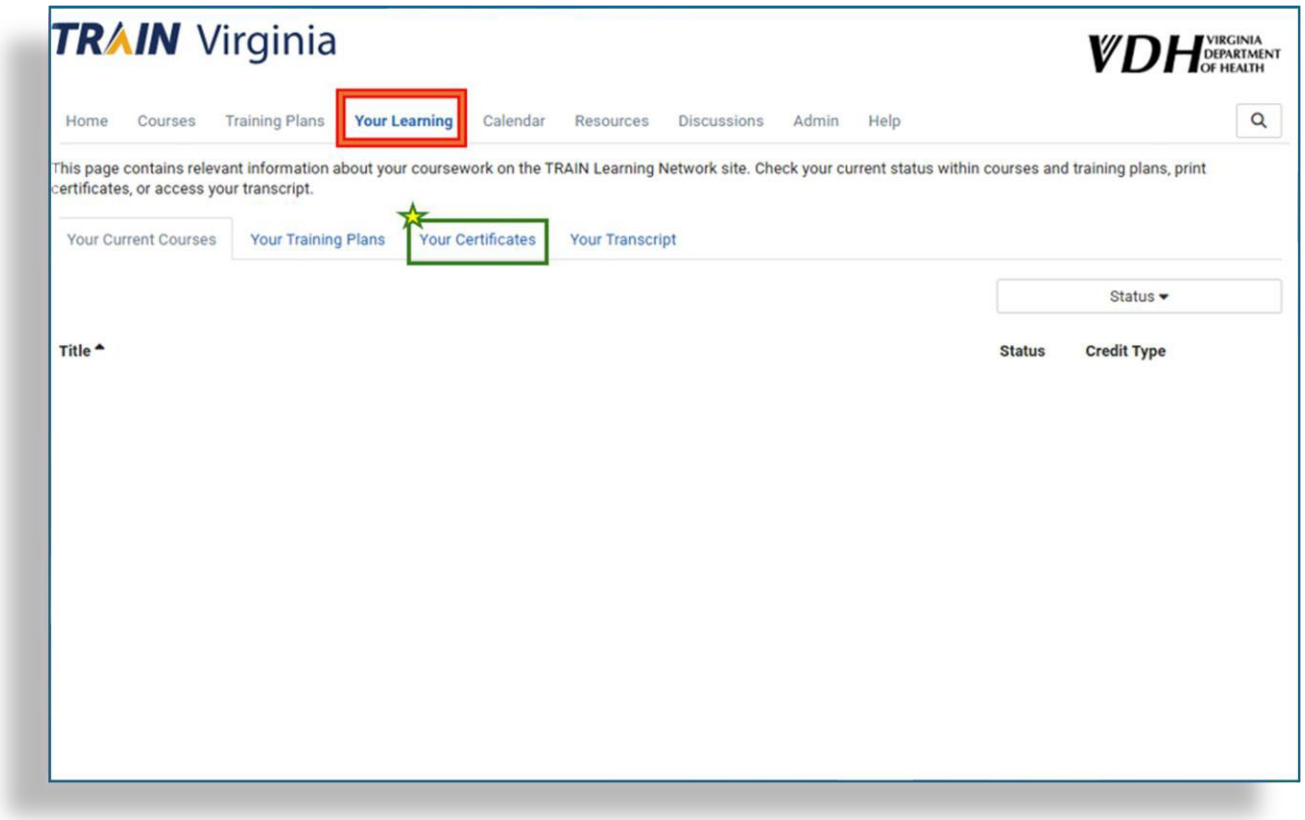


In clicking on Tutorials shown above you will be provided with options of recordings for support in utilizing TRAIN



By clicking on the “Your learning” tab you can:

- Access courses you are enrolled to complete or have begun, but not completed
- Obtain copies of your certificates from completed courses
- View a list of courses taken



For additional assistance in utilizing TRAIN for the purposes of Human Rights Training, contact:

Alonzo Riggins
Training and Development Coordinator
Office of Human Rights
alonzo.riggins@dbhds.virginia.gov