Health Education Lead Poisoning Course Series Walkthrough

How to log onto the TRAIN Network

1. Begin by entering the address for your TRAIN affiliate site into the address field of your web browser. For example, if Connecticut is your TRAIN affiliate site, you will enter https://ct.train.org into the address field of your web browser.

2. Enter your Login Name and Password and click the "Login" button. Once logged in, you will be taken to the TRAIN member home page.

   NOTE: You can locate your TRAIN affiliate homepage by entering

   # https://www.train.org into the address field of your browser and selecting your affiliate from the drop down menu at the bottom of the page.

   NOTE: If you are a new user, you will need to register - please read the "Creating Your Account" section below.

   NOTE: If you do have a TRAIN account, you must create one to earn credit for this course.

Creating Your Account

1. On the TRAIN home page, select your location from the drop down menu, which is located in the lower middle section of the page, then click the "Create Account" button.

2. On The following page, please read the linked TRAIN Policies and check the box adjacent to "I agree to these TRAIN policies" before clicking the "Next" button.

NOTE: Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons provided at the bottom of each page.

3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk (*). Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select "Next" to continue.

4. On the following page, you will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click "Next".

   NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions.

5. On the resulting page, you are asked to select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when ready to proceed.

6. The next page prompts you to select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent drop down menu. If you select "Other," please type your answer in the space provided. Click "Next" to continue.

7. The resulting page prompts you for optional demographic information. Click "Next" to continue.

   NOTE: Your Learner profile information can be edited at any time following registration.

   NOTE: If you have a TRAIN account, but forgot either your username or password, follow the steps below to retrieve your account information.

What to Do if You Forgot Your Account Information

1. Click on "Forgot Your Password?" on your TRAIN home page.

2. Enter your login name in the appropriate field.

   NOTE: If you do not remember your login name, leave the field blank and click "Next." You will be prompted to enter your email address, first name, and last name.

3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for TRAIN. If you cannot recall the answer to your secret question, select "I don't remember the answer" and you will be prompted for your street address.

   NOTE: Do not guess! Incorrect guesses can lock your account. Please attempt one of the other routes for obtaining your login or password information or contact your affiliate administrator.

4. Your password will be displayed on screen and will not be emailed to you.

IMPORTANT: Once you have logged onto the TRAIN Learning Management System, follow the next series of steps to find, register, launch, assess, and mark each module as completed.

1. TRAIN features a dynamic search engine that allows you to search courses utilizing an array of search functionalities, however, to access each module of the H.E.L.P. course directly, enter the following underlined numerical course ID codes in the 'Search By Course ID' box on the TRAIN homepage and click the 'Go' button.

- **Module # 1 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. Herbert Needleman**
  1014534

- **Module # 2 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. David Bellinger**
  1015323

- **Module # 3 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. John Rosen**
  1015363

- **Module # 4 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. Bruce Lanphear**
  1015393

- **Module # 5 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. Theodore Lidsky**
  1015394

- **Module # 6 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. Jay Schneider**
  1015396

- **Module # 7 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Neil Kelly, R.I. Assistant Attorney General**
  1015395

- **Module #8 - Health Education Lead Poisoning (H.E.L.P) CEU Course Series - Presenter: Dr. Marie Lynn Miranda**
  1015397

2. After enter in the proper course ID and click the 'Go' button, TRAIN will direct you to the Course Description page for the corresponding module of the H.E.L.P. course. You will be presented with the title of the course module, and underneath the title will be four tabs. To register for and launch the course module, click the 'Registration' tab.

    HINT: Begin with Module #1 – Health Education Lead Poisoning (H.E.L.P.) CEU Course Series – Presenter: Dr. Herbert Needleman.

    Note: <u>Each module of the H.E.L.P. course (Modules 1 – 8) must be accessed and complete in sequential order</u>. If you try to access course modules 2 – 8 directly, you must be completed with the previous module; if not, TRAIN will prompt you to complete each previous module (as ordered) before you are able to move forward.

3. For first time users, with module 1 listed and the 'Registration' tab selected, click the 'Launch' button to be directed to the H.E.L.P. course site from TRAIN. These important steps have allowed TRAIN to list you as a course participant. On the H.E.L.P. course site, click the 'Begin Here' button to be directed to the course menu page. Select the module for which you have registered for, and watch the presentation. **Given the size of each presentation, high-speed internet access is recommended.**

4. As you complete each module, return to TRAIN to take a post-assessment and mark it as completed. **You must follow this process to complete the entire course and earn credit.**

How to Mark a Course Completed

1. Log onto TRAIN.

2. From the homepage, click on "My Learning" in the "My Learning Record" box located on the right hand side of the page.

3. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the Ⓜ (manage) icon.

4. On the course management page, click the "Completed" button to mark each module as completed.

5. TRAIN will prompt you to complete the post-assessment. Upon successful completion, TRAIN will submit your completion status to your personal online transcript.

    NOTE: Most of the web-based self-study courses have been programmed to verify that the learner has actually completed the course, however the H.E.L.P. course series is set to verify your completion of each module after you have successfully completed each post-assessment.

    Follow the same steps to complete each additional module of the H.E.L.P. course.

VERY IMPORTANT: Once you reach module 8, you will be presented with the opportunity to select whether or not you wish to receive continuing education credits. Select either CEU or None from the dropdown menu when registering then click the 'Launch' button to be directed again to the H.E.L.P. course site.

When you go to mark your course as completed in module 8, you will be prompted to complete the post-assessment and a course evaluation. Once you have completed these series of steps, you will have earned continuing education credits for the successful completion of the Health Education Lead Poisoning Course Series.

For additional assistance, refer to the 'Contacts' tab on the Course Description page of each module.

Last updated on 11/12/2009