

QUICK REFERENCE CARD for Medical Reserve Corps Volunteers

If you do not have a TRAIN account, refer to the TRAINVirginia New Users Guide for instructions.

<p>How to Login to TRAIN</p> <ol style="list-style-type: none"> 1. Type "https://va.train.org" into the address field of your Internet Explorer web browser. 2. Type your Login Name and Password into the appropriate fields and CLICK on the "Login" button. 3. The resulting page will be the TRAIN member home page. <p>Note: If you encounter problems, do not create another TRAIN account. See "What to Do if You Forget Your Password" in the next column for further instructions.</p> <p>Note: If you are new to TRAIN and need to create an account, please refer to the TRAINVirginia New Users Guide for instructions. Contact your local health district TRAIN Super User for assistance. A list of TRAINVirginia Super Users is available at the following web site: http://vdhweb/DL/Superusers.asp.</p>	<p>What to Do if You Forget Your Password</p> <ol style="list-style-type: none"> 1. CLICK the "Forgot Your Password?" link. 2. If you are unsure of your login name, leave the field blank and CLICK "Next." Enter your email address, first name, and last name (exactly as you entered when creating your account) and click "Next." 3. Answer the secret question you selected when creating your account. If you cannot recall the answer, select "I don't remember the answer" and you will be prompted for your street address. 4. Your password will be displayed on screen. <p>Note: If you are unable to retrieve your password, contact the Eastern Region Training Coordinator at pam.blairmiller@vdh.virginia.gov or the State TRAIN Administrator at robert.bradley@vdh.virginia.gov.</p>
<p>How to Find Courses</p> <p>❖ If you have a TRAIN Course ID, simply enter the number into the "Search by Course ID" field located on the right-hand side of the home page and CLICK "Go."</p> <p>❖ To search for courses, CLICK on the "Course Search" tab located in the navigation bar at the top of the screen.</p> <ol style="list-style-type: none"> 1. On the resulting page, CLICK on the appropriate criteria for your search from the Search Options menu on the left-hand side of the page. 2. Next, either select your search variables from the list or enter keywords in the field provided. 3. CLICK "Search" to search for desired courses. <p>Note: "Advanced Search" allows you to combine several criteria in one search. For your convenience, you can also save sets of criteria for future searches by clicking the appropriate button on the Advanced Search page.</p>	<p>How to Register for Courses</p> <ol style="list-style-type: none"> 1. CLICK on the course title to select the course for which you wish to register. 2. CLICK on the "Registration" tab found under the course title, enter information in any required fields and CLICK on the "Register" button next to the course location you wish to attend. 3. Check your e-mail for a confirmation letter. If you do not receive the e-mail, CLICK on "My Account" and correct your e-mail address in your TRAIN account. You will receive the e-mail upon registration of future courses. <p>Note: For web-based courses, click on the "Launch" button to open and view the course.</p> <p>Note: For courses requiring registration outside of TRAIN, follow the on-screen instructions.</p>
<p>How to Maintain Your Learning Record</p> <p>CLICK "My Learning" from the "My Learning Record" box located on the right-hand side of the home page. The resulting page will display a listing of all courses for which you are registered.</p> <p>❖ To launch a course, CLICK on the course name.</p> <p>❖ To identify a course as complete and therefore move it from your learning record to your transcript:</p> <ol style="list-style-type: none"> 1. CLICK the 'M' icon next to the course name. 2. CLICK on the "Completed" button. 3. If applicable, enter the points or percentage achieved during testing. If no test was taken, leave the test score fields blank & click "submit." <p>❖ To withdraw from a class CLICK on the "Withdraw" button.</p> <p>❖ To archive a course, to resume later, CLICK on the "Archive" button.</p>	<p>❖ To enter a non-TRAIN course into your learning record transcript:</p> <ol style="list-style-type: none"> 1. CLICK on the "Transcript" link under the "My Learning Record" tab. 2. Scroll down the page until you see the section title, "Non-TRAIN courses." CLICK the "Add" button found to the right of this section. 3. Complete the required fields marked by a red asterisk (*). 4. CLICK on the "Save" button. <p>❖ To e-mail a transcript:</p> <ol style="list-style-type: none"> 1. CLICK on the "Transcript" link under "My Learning Record." 2. CLICK the "Email Transcript" button at the top, right-hand side of the screen. 3. Type the email address in the "Email To:" field and CLICK the "Send Transcript" button.