

Once you have accessed TRAIN and have a valid password, this may help you to complete your profile:

1. This first page should show you are in the Southwest Virginia Medical Reserve Corps, nothing additional is needed.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	!
Address	!
Organization	!
Professional License Number	
Professional Role	!
Work Settings	!
Demographic Information	
FEMA Student ID Number	
Professional Organization ID Number	

Manage Groups

Join By Group Search

National/Medical Reserve Corps (MRC)
↓ Region 03 (III)/Virginia/Southwest Virginia Medical Reserve Corps

✕ ✎

+ Join Another Group

Join By Group Code

Group Code Join

2. For Organization, the Virginia MRC is already populated. You can add Southwest Virginia MRC under Department/Division and Volunteer under Title.

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Professional Role !
Work Settings !
Demographic Information
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Organization (Fields marked below are required)

Organization Name

Virginia MRC

Department / Division

Southwest Virginia MRC

Bureau / Section

Title

Volunteer

3. Under Professional Role, scroll the bottom and select "Volunteer"

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Manage Groups	<h4>Professional Role</h4> <p>Please take a minute to review all roles before making your selection.</p> <p>Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.</p> <p style="text-align: right;">Primary</p> <div><input type="checkbox"/> Allied Health Professional ○ --Select--</div> <div><input type="checkbox"/> Administrator / Director / Manager ○</div>
Account	
Contact	
Address	
Organization	
Professional License Number	
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4. Under Work Settings, scroll to the bottom and select "Other" and include Southwest Virginia Medical Reserve Corps.

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Manage Groups	<h4>Work Settings</h4> <p>Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.</p> <p style="text-align: right;">Primary</p> <div><input type="checkbox"/> Academic / Educational Institution ○ --Select--</div> <div><input type="checkbox"/> Official Public Health Agencies ○ --Select--</div> <div><input type="checkbox"/> US Military/Uniformed Services ○ --Select--</div> <div><input type="checkbox"/> Other Government Agencies (except Military) ○</div> <div><input type="checkbox"/> Healthcare Services ○ --Select--</div> <div><input type="checkbox"/> Indian Health Service ○</div> <div><input type="checkbox"/> Tribal Health Sites ○</div> <div><input type="checkbox"/> Non-Profit Organization (except Healthcare) ○</div> <div><input type="checkbox"/> Private Industry (except Healthcare) ○</div> <div><input checked="" type="checkbox"/> Other (specify) ● Southwest Virginia Medical Reserve Corps</div>
Account	
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Address	
Organization	
Professional License Number	
Professional Role	
Work Settings	
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FEMA Student ID Number	
Professional Organization ID Number	

- Nothing is required for the bottom Three items, so you can skip this. Hit the Green Save Button at the top of the page and then go back to the Home page.

Your Profile



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Account	
Contact	
Address	
Organization	
Professional License Number	
Professional Role	
Work Settings	
Demographic Information	
FEMA Student ID Number	
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