

Training Finder Integrated Affiliate Network (TRAIN)
A Learning Management System for Professionals Who Protect the Public's Health

User QuickGuide

TRAIN is not a Course Provider – most registration and course questions need to be directed to the course contact listed in the “Contacts” tab in the course description or the Session Contact, if one is listed. If there are issues or you have problems with the system, please contact DHSWiTrain@dhs.wisconsin.gov. Almost all of the courses, conferences, web-based trainings, etc., are free of charge.

How to login to the Wisconsin TRAIN

1. Type <http://wi.train.org> into your browser. (Internet Explorer works the best.)
2. Enter your Login Name and Password and click the “Login” button.
3. Once logged in, you will be taken to the TRAIN member home page.

NOTE: If you are a new user, click directly on the “Join/Create Account” button.

Creating Your Account

1. On the TRAIN home page, click the “Join/Create Account” button.
 2. On the following page, please review the linked TRAIN Policies and check the box that is adjacent to “I agree to these TRAIN policies” before clicking the “Next” button.
- NOTE: Do not hit your browser’s “Back” arrow at any time during the registration process. Instead, use the “Next” and “Back” buttons provided at the bottom of each screen.**
3. Fill out all the necessary information on each of the subsequent screens. 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. You will be given a choice of three groups to join. You must pick the State Group first. You can also choose the MRC and/or CDC group to see their information also.
 5. When the Wisconsin map appears, choose a county (and possibly a city) for your location from the dropdown menu. Click “Submit” at the bottom of the map page to continue to the next screen. You are NOT finished with creating your account at this point.
 6. Select up to three professional roles that best match your job description. You will have to choose a primary role at a later login. Some choices may require you to select a specialization from an adjacent dropdown menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when ready to proceed.
 7. Select up to three work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent dropdown menu. If you select “Other,” please type your answer in the space provided. Click “Next” to continue.
 8. Optional demographic information is requested and assists the Division of Public Health in creating anonymous reports and statistics. Click “Next” to continue.

NOTE: Your profile information can be edited at any time in the future by going to My Account in the upper right hand corner of your home page.

If You Forget Your Password

1. Click on “Forgot Login Name/Password” on the TRAIN home page.
2. Enter your email address and select “Send me my Password.”
3. You will receive an email shortly giving you your Login ID and Password.
4. If your email is associated with more than one account, you will have to use the following link to get more personal assistance DHSWiTrain@dhs.wisconsin.gov.

How to Edit “My Account”

1. Click “My Account” in the upper right hand corner on your home page.
2. You are able to change text and settings as needed by clicking on the “Details,” “Groups” or “My Profile” tabs.

How to Search for Courses

1. If you know the Course ID number, you can enter that in the “Keyword or Course ID” on the right side of the home page.
2. If you do not have the Course ID, click on “Course Search” in the navigation bar at the top of the screen.
3. You have multiple choices for searching for a specific course.
4. You can choose the appropriate criteria for your search from the menu that appears on the left side of the page.
5. Or you can click “Search” in the main body. You may select multiple variables by holding down the Control key while making your selections. By putting the query within quote marks, it will look for that phrase exactly.

NOTE: For your convenience, you can save search criteria for future use by clicking the “Save Criteria” button. You can also request email notification of any new courses that meet your saved search criteria by checking the box adjacent to “Notify me about courses satisfying this search criteria.”

How to Register for Courses

1. Locate your desired course by: (1) using the listing in Upcoming Events on the home page (web-based courses are not listed in Upcoming Events); (2) using the method outlined in “How to Search for Courses,” or, (3) by clicking any of the “Browse...” buttons in the Search Options to get an alphabetic listing of available courses. You can select “Browse Wisconsin” to narrow the search.
2. Click on the title of the course for which you wish to register.
3. In the “Course Details” tab you will see the criteria used for this posting and any specific instructions which may need to be followed. Please read this completely.
4. Contact information is available by clicking the “Contacts” tab. You may view course reviews by clicking the “Reviews” tab.
5. To register for the course, click the “Registration” tab. If there are multiple sessions listed, click “Register” to the right of the session for which you wish to register. There may be further instructions to register for the course, for instance, if there is a fee, or if the provider wishes you to register through a specific website. However, even if you are referred to another website, your registration through TRAIN will now be in your “Current Courses” as “In Progress.”
6. Some courses may require a pre-evaluation or pre-assessment before you actually register for the course. Click on the instruction to the right of the title of the course in your “Current Courses.” Once the pre- is completed, your course will be labeled “In Progress.”

7. Some courses may require a post-evaluation or post-assessment before the course is finally completed. If such a process is mandatory, upon your completion of this requirement, the course will automatically be transferred to “TRAIN Transcript,” and it will be verified automatically.

Common TRAIN Course Formats

1. **Live Event** (e.g., Conference, Workshop, Live Training, Exercise, etc.) If this is a live event with multiple locations/sessions, click the “Registration” tab to view all locations/sessions. You may need to follow the course provider’s additional registration instructions.
2. **Online Course** (e.g., Web-based self-study, “on demand,” archived webcast, etc.) If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be a fee involved or supplemental registration requirements. To launch the course, click the “Launch” button (if available) or follow the additional registration instructions.

NOTE: Some courses/events require registration steps outside of TRAIN. Please follow the course provider’s instructions regarding the registration process. If you have questions about external registration, please use the contact information in the “Contacts” tab. You will, however, receive a registration confirmation email from TRAIN and can also verify your registration by clicking on “Current Courses” in “My Learning” located on your home page – the course will be listed as “In Progress.”

How to Launch a Course for Which You Have Already Registered

1. On your home page, open “My Learning” and “Current Courses.”
2. You will see a listing of all the courses for which you are registered. To launch a course, click on the title.

How to Mark a Course Completed, Archived, or Withdrawn

1. In “Current Courses” click on the M (Manage) icon to the right of the course title.
2. You can click on the “Completed” button to mark the course completed, sending it to your transcript. Also, on the management page you will be able to enter a score, if applicable. You may also select the “Archive” button to archive a course to resume later, or select the “Withdraw” button to withdraw from the course.
3. At this point you may have to complete a post-evaluation or post-assessment before the course is marked verified. Follow the necessary prompts.

How to Add Non-TRAIN Courses to Your Course Record

1. Once logged in, click on “TRAIN Transcript” in “My Learning” on the home page.
2. In order to remove any courses permanently from your transcript, click on the “R” button to the right of the course title.
3. To add a Non-TRAIN course that you have taken through other means, click on the “Add” button located to the right of the “Non-TRAIN Courses” header BELOW your transcript list.
4. Fill in the necessary information and click the “Save” button.
5. Click on “Upload External Certificate.” It will not upload as a word .doc. It must be a .gif, .jpeg, .jpg, .bmp, .pdf, or .png. Title it, and then browse your computer for it. Select “Upload.” You can then see the document uploaded, and you can upload another if you wish. If you are finished, click “Close.”

How to Post or see a Course Review

1. To see any posted reviews of the course you are presently taking, click on the “Reviews” tab. They will be listed there.
2. If you wish to add a review of a course you have completed, click on “TRAIN Transcript,” “Reviews” and then “Add.”

How to Utilize the Resources Section

1. Once logged in, click on “Resources” in the navigation bar on the home page. If you have the appropriate rights, it will appear.
2. Complete the necessary information in the fields provided.
3. You will have several options:
 - To locate a resource, choose from the categories listed in the menu on the left or use the “Search Documents by Keyword” function.
 - To read a resource document, click on the title.
4. To add a resource, select “Add Resource” and fill in the necessary information and “Save.”
5. To create a link to a website, select the “URL to Browse” button and type in the address of the website in the text field.
6. Click “Save” to submit the resource for approval by the appropriate administrator.

How to Utilize the Discussion Boards

1. Click on “Discussion Boards” in the navigation bar of the home page.
2. You will have several options:
 - Choose a discussion topic from the menu on the left side of the screen;
 - Expand a discussion topic by clicking the “arrow” next to the discussion thread;
 - Click on the title to view a message. If you wish to respond, click on “Reply.” Fill in the necessary information and click “Submit,” or
 - Click the “New Thread” button to create a new discussion thread. Complete the necessary information and click “Submit.”

Where to Find Help

For additional assistance or information on TRAIN, the preferred option is to email DHSWiTrain@dhs.wisconsin.gov. Contact information can also be found by clicking “Help” in the navigation bar at the top of the Home page and then clicking on “Contacts.”

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