



Data Security and Confidentiality Training Guide – TRAIN Texas

Updated June 2026

Important Information

To obtain TCT access, users must first complete the Data Security and Confidentiality Training. Please note that the training has been moved to the TRAIN Texas system. The instructions to access and complete the training are shown below. Certificates of completion will be given after the course is completed and should be uploaded to the TCT Security Confirmation SmartSheet form.

- TRAIN Texas Homepage Link: [Home - TX TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- TCT Security Confirmation SmartSheet Form link: [TCT Security Confirmation](#)

For any questions or concerns, please contact the TCT Help Desk at tcthelpdesk@dshs.texas.gov.

Table of Contents

Important Information.....	2
Creating a New User Account	4
Internal Staff User Accounts.....	6
Group Assignment.....	7
Find Data Security and Confidentiality Training	11
SmartSheet Upload	13

Creating a New User Account

1. For new external users, click the **Create new account** button.

TRAIN Texas

Home Courses Training Plans Calendar Resources Help

Log in

Unlock a world of public health training resources by logging into TX TRAIN.

Login name

Password [Forgot password?](#)

Log in

OR

Create new account

Want to add courses to TRAIN?
[Become a course provider](#)

Welcome to TRAIN Texas

TRAIN Texas as a free service is an available portal into the TRAIN Learning Network. As a Learning Management System, it provides access to local informative resources, interactive course content, and continuing education credits to stay current in the latest public health training for your area of expertise.

To receive a password reset email, it is best to Opt-in to all TRAIN Texas emails.

Privacy policy: DSHS is dedicated to data integrity and privacy. Registering and participating in e-learning courses will submit personally identifiable information (PII) to instructors for the purpose of distributing certificates and continuing education credits.

[State HHSC Enterprise Employees Start Here](#)

2. Fill out all the information and follow the verification instructions.

TRAIN Texas

Welcome to TX TRAIN!

Your account was successfully created.

Your login name: mflores15
Your email address: marisol.flores0815@gmail.com

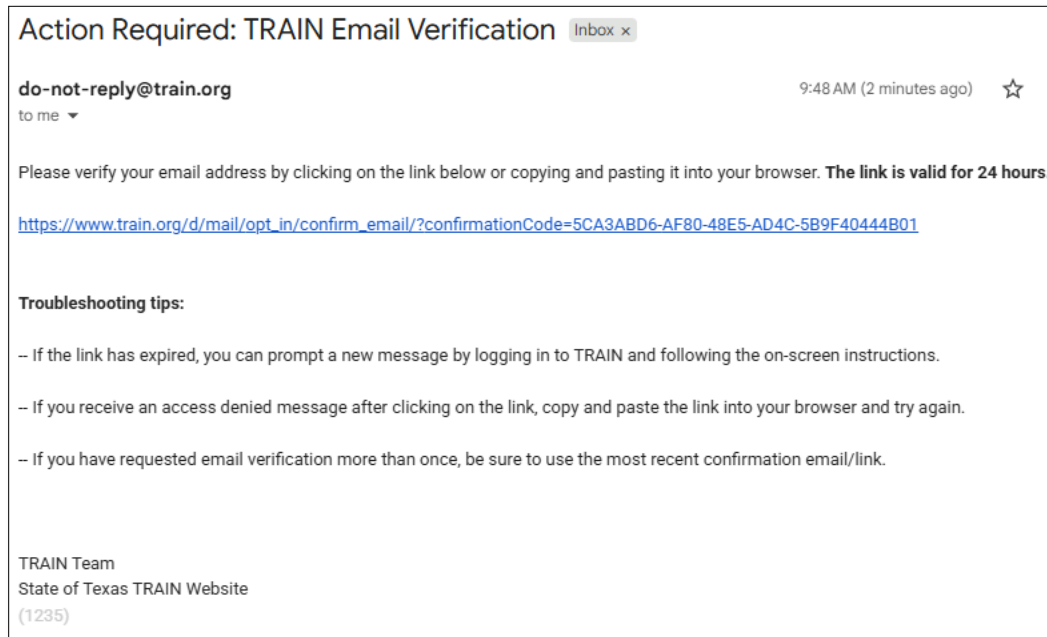
You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from TX TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).

3. Verify your email address by clicking the link sent to your inbox. Be aware that this link will expire after 24 hours.



Internal Staff User Accounts

For HHSC staff, follow the directions shown to log into the TRAIN Texas system. For more specific directions, click on the **State HHSC Enterprise Employees Start Here** link.

TRAIN Texas

TEXAS

Health and Human Services

Texas Department of State Health Services

[Home](#) [Courses](#) [Training Plans](#) [Calendar](#) [Resources](#) [Help](#)

Login in

Unlock a world of public health training resources by logging into TX TRAIN.

Login name

Password

[Forgot password?](#)

Log in

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[Become a course provider](#)

[State HHSC Enterprise Employees Start Here](#)

State HHS Employees

If you are a State HHS system employee (HHSC, DFPS, or DSHS) logging in for the first time:

1. Click the "Forgot password" link and enter your work email address.
2. Click the "Recover password" button to receive login credentials directly to your work email inbox.

If you receive an Invalid or Duplicate Account message or email, please contact the TRAIN Texas helpdesk:
TXTRAIN@dshs.texas.gov

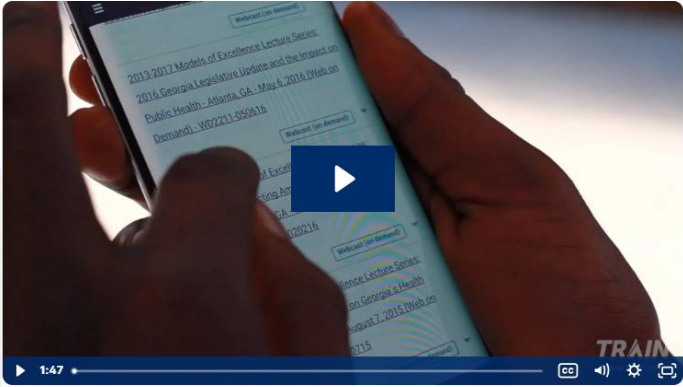
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[State HHSC Enterprise Employees Start Here](#)



New to TRAIN?

Group Assignment

1. Before completing the training, go to your profile and complete all the required fields including the current group assignment. To edit your group assignment, click on the pencil icon.

The screenshot shows the 'Your Profile' page with a 'Manage Groups' sidebar on the left. The main content area is titled 'Manage Groups' and contains two sections: 'Join By Group Search' and 'Join By Group Code'. In the 'Join By Group Search' section, 'Texas' is entered in the search box, and a red box highlights the search results area. Below the search box, a message states: 'Group refinement is required. Please edit your current group assignment.' In the 'Join By Group Code' section, there is a 'Group Code' input field and a 'Join' button.

2. If Texas is not already selected, click on the **Location** link and scroll down to select **Texas**.

The screenshot shows the 'Group Selection' page. It has a 'Back' button at the top left. The main content area is titled 'Group Selection' and contains a paragraph explaining the purpose of groups. Below this, there is a section titled 'Select affiliate you want to join.' with a 'Group search' input field. A red box highlights the 'Location' link. Below the link, there is a paragraph explaining the importance of selecting the correct location. At the bottom, there are links for 'MRC' and 'CDC' with explanatory text.

3. Select **Texas User Group**

The screenshot shows the 'Edit Group' page. It has a 'Back' button at the top left. The main content area is titled 'Edit Group' and contains a breadcrumb trail: 'Location / Texas'. Below this, there is a message: '(Click any level to return to it)'. A red box highlights the 'Select: Job Role' section, which contains the text 'Texas User Group'.

4. Scroll down and click on **UNKNOWN Region**.

The screenshot shows the 'Edit Group' page. At the top, there is a breadcrumb trail: 'Location / Texas / Texas User Group'. Below this is a search bar labeled 'Group search'. A list of regions follows, including 'Business Support and Planning', 'Central Office', 'Health Care Practitioner Human Trafficking Training', 'Radiological Emergency Response Team (RERT)', 'Region 1 - Headquartered in Amarillo', 'Region 2/3 - Headquartered in Arlington', 'Region 4/5 - Headquartered in Tyler', 'Region 6/5 - Headquartered in Houston', 'Region 7 - Headquartered in Temple', 'Region 8 - Headquartered in San Antonio', 'Region 9/10 - Headquartered in El Paso', 'Region 11 - Headquartered in Harlingen', 'Texas A&M Health - School of Medicine - Psychiatry & Behavioral Sciences', 'Training - DSHS Community Health Worker Training Center', 'Training - AES Leadership and Professional Development', 'Training - Behavioral Health', 'Training - CMIS Users', 'Training - Community Health Improvement', 'Training - DSHS Consumer Protection Division', 'Training - DSHS Public Health Workforce Training Center', 'Training - Epidemiology & Bioinformatics', 'Training - Health Clinics & Hospitals', 'Training - Infectious Disease', 'Training - PHR Administrator', 'Training - Preparedness & Emergency Response', and 'UNKNOWN Region'. The 'UNKNOWN Region' is circled in red, and a red arrow points to it.

5. Confirm your selections by clicking the green button.

The screenshot shows the 'Edit Group' page with the breadcrumb trail updated to 'Location / Texas / Texas User Group / UNKNOWN Region'. Below the breadcrumb trail is a message: 'Please review the group selections above for accuracy and make changes as necessary.' At the bottom of the page is a green button labeled 'Confirm these selections'. A red arrow points to this button.

6. Select **Not a HHS enterprise state employee**.

[< Back](#)

Edit Group

National/Texas
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[Location](#) / [Texas](#) / [Texas User Group](#)

(Click any level to return to it)

Select: **Work place** ?

[Not a HHS enterprise state employee](#)

7. Confirm the selections by clicking the green button.

[< Back](#)

Edit Group

National/Texas
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[Location](#) / [Texas](#) / [Texas User Group](#) / [Not a HHS enterprise state employee](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

8. Select **Other**.

[< Back](#)

Edit Group

National/Texas
↓ Texas User Group/Not a HHS enterprise state employee
↓ Texas User Group/UNKNOWN Region

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[Location](#) / [Texas](#) / [Texas User Group](#)

(Click any level to return to it)

Select: **Homeland Security Discipline** ?

Group search

[Emergency Management Agency](#)

[Emergency Medical Services](#)

[Fire Service](#)

[Governmental Administrative](#)

[Hazardous Materials Personnel](#)

[Health Care](#)

[Law Enforcement](#)

[Other](#)

[Public Health](#)

9. Confirm the selections by clicking the green button.

[< Back](#)

Edit Group

National/Texas

↓ Texas User Group/Not a HHS enterprise state employee

↓ Texas User Group/UNKNOWN Region

×

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

Location / Texas / Texas User Group / Other

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

10. Confirm Group Selections by clicking the green button.

[< Back](#)

Edit Group

National/Texas

↓ Texas User Group/Not a HHS enterprise state employee

↓ Texas User Group/Other

↓ Texas User Group/UNKNOWN Region

×

✓ Confirm Group Selections

Find Data Security and Confidentiality Training

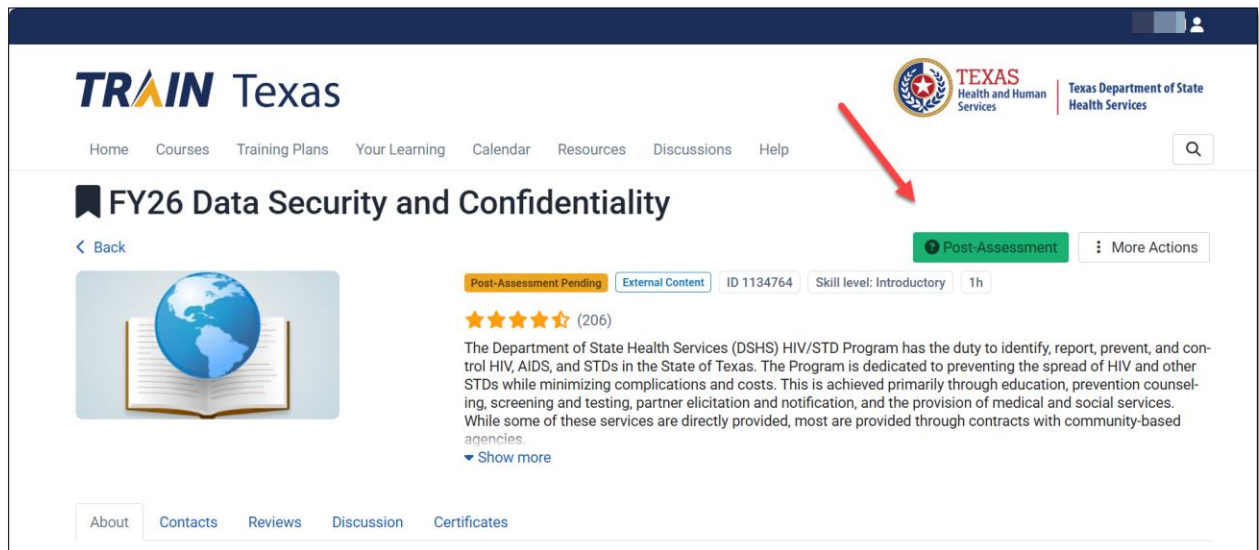
1. From the TRAIN Texas homepage click on **Courses** and type in "data security" into the search bar. Click on the **Data Security and Confidentiality** training from DSHS HIV/STD.

The screenshot shows the TRAIN Texas homepage. The 'Courses' link in the navigation bar is circled in red. Below the navigation bar, a search bar contains the text 'data security' and is also circled in red. To the right of the search bar is a 'Sort by relevance' dropdown menu. Below the search bar, a 'Filters' section is visible on the left, and a list of search results is on the right. The first result, 'FY26 Data Security and Confidentiality', is highlighted with a red arrow. The result shows it is from 'DSHS HIV/STD' and has a rating of 5 stars (319 reviews). Other filters like 'Affiliate', 'Format', and 'Subject' are also visible on the left.

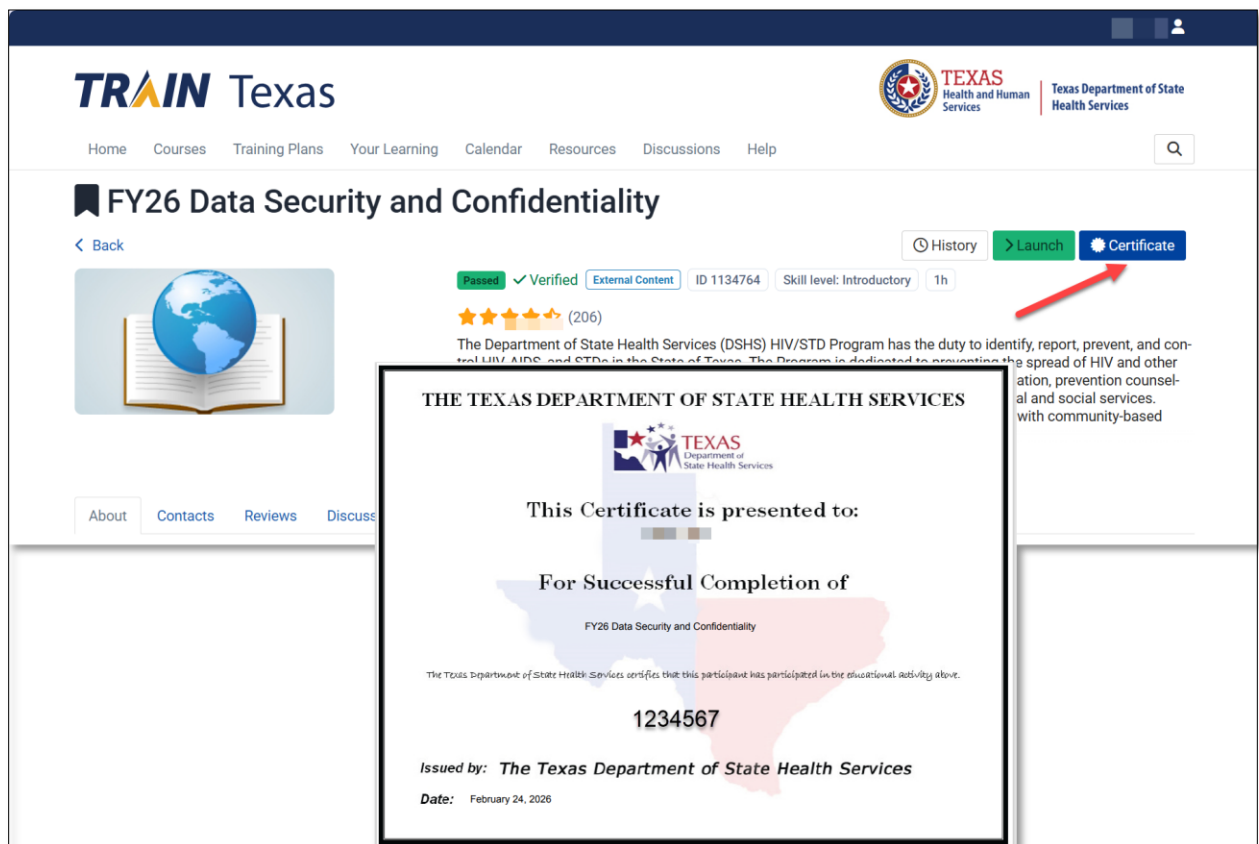
2. Click on **Launch** to begin the course.

The screenshot shows the course page for 'FY26 Data Security and Confidentiality'. The course title is at the top. Below the title, there is a 'Back' link and a 'Launch' button, which is highlighted with a red arrow. To the right of the 'Launch' button is a 'Save For Later' button. Below the buttons, there is a globe icon and a description of the course. The description states that the DSHS HIV/STD Program has the duty to identify, report, prevent, and control HIV, AIDS, and STDs in the State of Texas. The course is rated 5 stars (206 reviews). At the bottom of the page, there are links for 'About', 'Contacts', 'Reviews', 'Discussion', and 'Certificates'.

3. After reviewing the course, complete the **Post-Assessment**. Click **Continue** once the assessment is complete.



4. Download and save the course certificate as **Lastname_Firstname_Agency_Strn.pdf** to prepare to upload it on the SmartSheet form.



SmartSheet Upload

1. After completing the Security and Confidentiality Training course, save the certificate as **Lastname_Firstname_Agency_Strn.pdf**.



Smith_John_AustinPublicHealth_Strn.pdf

2. Using the following link to navigate to the SmartSheet form. [TCT Security Confirmation](#)



TCT Security Confirmation

1. Complete the following steps to submit security and confidentiality requirements:
2. Complete the Security and Confidentiality Training course.
3. For those who take the online security and confidentiality course:
4. Complete the training and pass with a score of at least 85 percent.
5. Save the completed course certificate as Lastname_Firstname_Agency_Strn.pdf.

***All staff who work with PHI are required to take Data Security and Confidentiality training upon hire, and annually thereafter**

Fields marked with an asterisk (*) are required.

User information

***Note: New access requests and renewals must be filled out by the employee/contractor.**

First Name *

Middle Initial

Last Name *

Email Address *

Use your agency email address

Job Title *

Role

Pharmacy or Agency *

☐ Agency

☐ Pharmacy

Agency Data Manager or First-Level Approver *

Who is your manager/supervisor? (First Name and Last name)

3. Fill out the information about your name, email address, job title, and role. Select whether you are a part of an agency or pharmacy.

User information

***Note: New access requests and renewals must be filled out by the employee/contractor.**

First Name *

Middle Initial

Last Name *

Email Address *

Use your agency email address

Job Title *

Role

Pharmacy or Agency *

☐ Agency

☐ Pharmacy



4. Fill out the information about your Agency Data Manager and their email address. Check **Yes** if your Agency Manager or First-Level Approver is the same as your Local Responsible Party (LRP). If you are unsure, please contact your manager for clarification.

Agency Data Manager or First-Level Approver *

Who is your manager/supervisor? (First Name and Last name)

Agency Data Manager or First-Level Approver Email *

Please provide an email address.

Is the (LRP)Local Responsible Party the same as Agency Data Manager or First-Level Approver? *

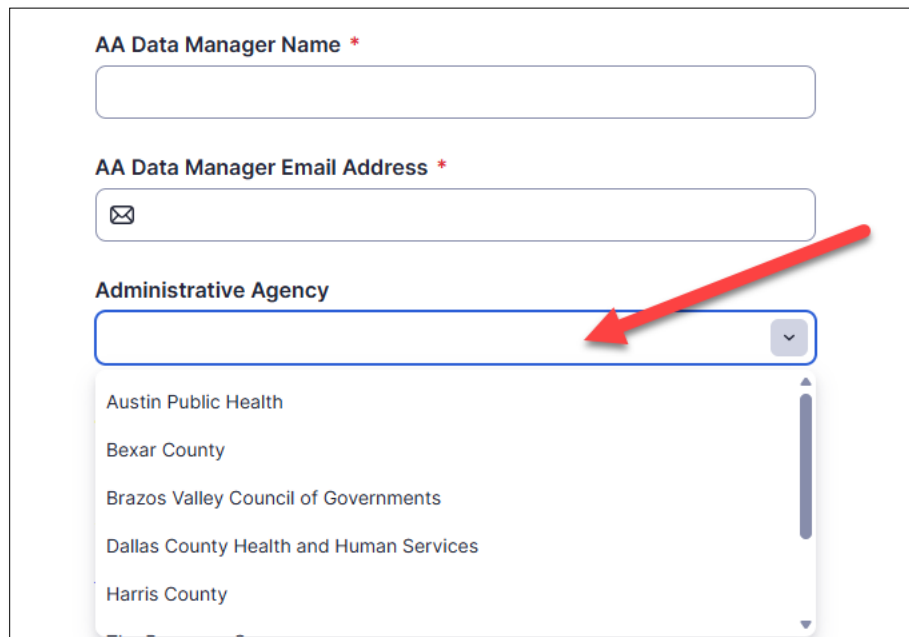
Please check the box if the LRP is the same as the Agency Data Manager or First-Level Approver

- Per policy, the LRP must align with the third level approver for the agency.
- In accordance with policy, the third level approver for pharmacies and their staff will be the Medication Data and Analysis Group manager (designated by HIV Care Unit director)

☐ Yes

☐ No

5. Add the information about your Administrative Agency (AA) Data Manager's name and email address. Select your AA from the dropdown menu. This will allow AA Data Managers to receive notification of form submission.



AA Data Manager Name *

AA Data Manager Email Address *

Administrative Agency

Austin Public Health

Bexar County

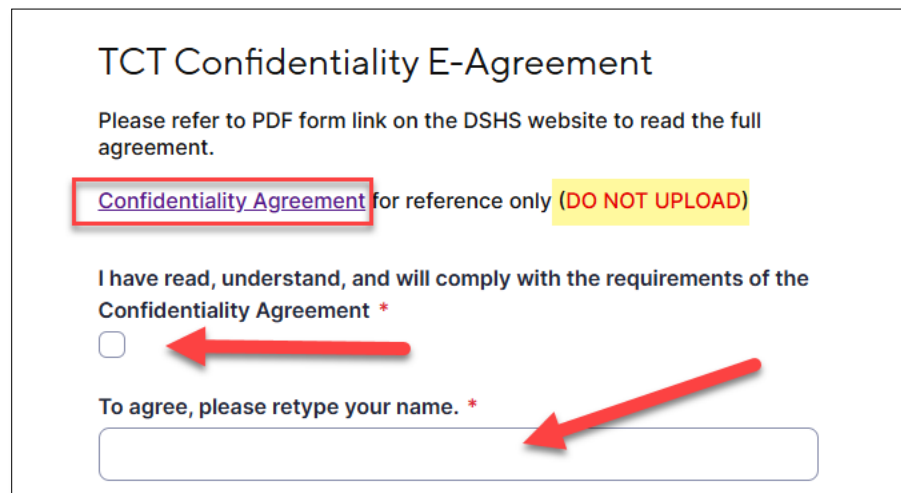
Brazos Valley Council of Governments

Dallas County Health and Human Services

Harris County

A red arrow points to the dropdown menu for Administrative Agency.

6. Click and read through the Confidentiality Agreement. Do not upload as it is only for reference purposes. Check and type your name when you have read and agreed to the agreement.



TCT Confidentiality E-Agreement

Please refer to PDF form link on the DSHS website to read the full agreement.

[Confidentiality Agreement](#) for reference only (DO NOT UPLOAD)

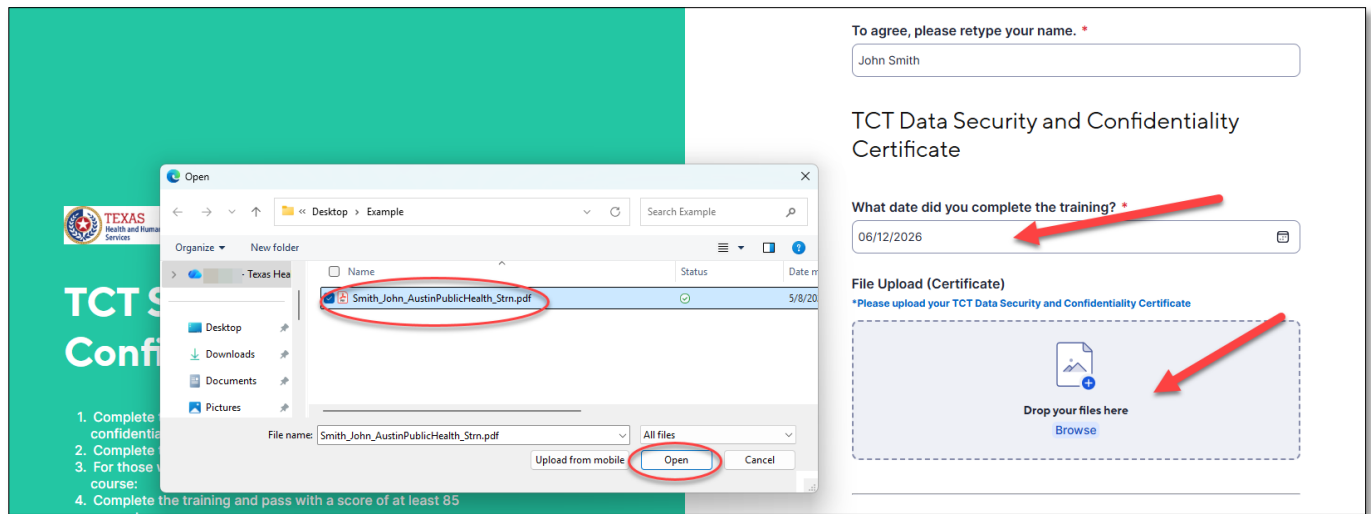
I have read, understand, and will comply with the requirements of the Confidentiality Agreement *

☐

To agree, please retype your name. *

A red arrow points to the checkbox, and another red arrow points to the text input field for retyping the name.

7. Enter the date the training was completed. Upload your certificate by clicking **Browse**. A new window will open for you to find your certificate.



8. Review that all fields have been filled out in the form. If you would like a copy of your response for your records, click **Send me a copy of my responses**. Enter your email address and then click **Submit**.

TCT Data Security and Confidentiality Certificate

What date did you complete the training? *

06/12/2026

File Upload (Certificate)
*Please upload your TCT Data Security and Confidentiality Certificate

Smith_John_AustinPublicHealth_Strn.pdf
180.8 KB

Drop your files here
Browse

☒ Send me a copy of my responses

Email address *

john.smith@outlook.com

Submit