

TRAIN Texas

Need a Visual? Click to access [Tutorial Videos](#)

TRAINING PLAN ID: 4927

Scan the Q-Reader
Code to create an
account on TRAIN



QUICK GUIDE

TRAIN Learning Network, is a web-based, nationwide learning management system for public health organizations. TRAIN provides a catalogue to quickly search and enroll into continuing education courses to meet various requirements for the workforce and other training programs. Such credits include: CNE, CME, CEU/CE, CHES, CEC-Dental, MTASCP including academic credit and many others.

TRAIN allows all users to create their own personal learning record. Learners can mark course progress and print up to date transcript information. This portion of the document lists the steps that are involved in navigating the TRAIN Learning Network.

System Requirements

The following are minimum requirements for the TRAIN website. Courses launched from TRAIN may have additional system requirements.

Chrome Latest Version

Disable Pop-up Blocker

Internet Explorer Latest Version

Enable Cookies

Edge Version 13+

Adobe Reader

Firefox Latest Version

JavaScript Enabled

Safari Version 9+

Android Version 5.0+

iOS Version 9+

Setting Up Your TRAIN Account

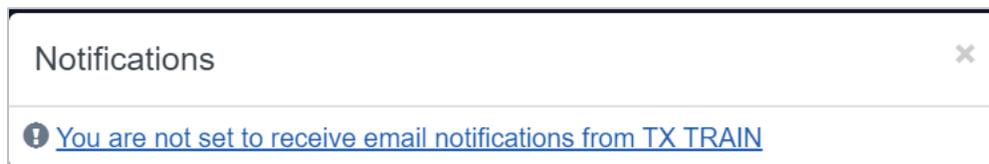
Access the TRAIN Learning Network

1. Use your preferred internet browser and enter <https://www.train.org/texas/welcome> into the URL Address bar.

2. Select your location from the drop-down menu. Some browser settings may have GPS location enabled and will automatically redirect you to the TRAIN Texas division.

3. On the login page, select **Create Account**. Fill out all the required entries, please use your real first name and last name.

4. After agreeing to the site terms, the site will prompt the user to enter registration information through a notification that states, “[your profile is incomplete](#)” and “[you are not set to receive email notifications from TX TRAIN](#)”.



5. The user can click the link within the notification to edit their profile or navigate to the top of the site and click on the user name in the far-right corner.

6. All required information must be entered to continue taking courses, including your work address, title, organization, professional role and work setting.

TRAIN Texas

Create Account

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Password must be at least 6 characters in length and contain at least one lower case letter, one capital letter, and one number.

Confirm Password

7. In TRAIN we use Groups to optimize your experience and customize content to suit your needs. The Group entry for your profile ensures the course library is filtered to your occupation and preferences. In addition, this feature helps track course completion and aids reporting to your affiliated organization.

To select a group, each prompt must contain a selection in the **LOCATION** list. Keep following through with the entire prompt to save your selection.

8. Click the blue button that states **Join Another Group**.

9. The TRAIN site will navigate to the group portal section.

Select TEXAS as your state portal if not auto-selected.
The user will then be prompted to make several additional selections.

Please assign the following group selection when creating a profile for the DSHS COVID-19 Vaccination Training Plan

8. Select: LOCATION

9. Select: TEXAS

10. Select: JOB ROLE: **Texas User Group**

11. Select: Training - Preparedness & Emergency Response

Select an affiliate you want to join.

[Location](#)

Select the location where you work, study, or reside.

If the user has already added a group prior to reading these instructions, they can edit their group selection by clicking the pencil icon.

Group Selection

National/Texas
 ▼ Texas User Group/Training - Preparedness & Emergency Response

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](#)

12. Next - The group wizard should prompt the following string:
 Texas User Group/Training-Preparedness & Emergency Response

13. Select the link [Not a HHS enterprise state employee](#) and confirm the selection.

14. The wizard will prompt to select a homeland security discipline shown in the example to the right.

Once a group has been selected it will appear in the window above stating **Join By Group Search**

15. Entering demographic information is voluntary. The user may also enter any professional license number or FEMA student ID numbers to keep on record.

[Emergency Management Agency](#)

[Emergency Medical Services](#)

[Fire Service](#)

[Governmental Administrative](#)

[Hazardous Materials Personnel](#)

[Health Care](#)

[Law Enforcement](#)

[Other](#)

[Public Health](#)

[Public Safety Communications](#)

[Public Works](#)

[UNKNOWN Homeland Security Discipline](#)

[Volunteers](#)

Other sections of your profile will include -

Professional Roles which represents the title of your profession. The very last entry states OTHER, which allows the user to type in the professional role of their choosing. You can select up to three.

Example -

Non-Physician Clinician

Other Clinician (specify) _____

Vaccinator

Work Setting signifies the type of industry the user works in. If none of the categories fit a current occupation, the OTHER box allows the users to type in a work setting of their choosing.

The Organization signifies the one in which the user is affiliated with. (E.g. Clark County Health Department, Baylor Hospital, EMT of Harris County...Etc.) This section of the profile will also accept the answer: Not affiliated. Please follow any supplementary directions given to you by your supervisor for **entering an Organization Name, Department/Division, or Bureau/Section. These details will be used for reporting purposes only.**

16. The account is now created. The user will be prompted with an alert message if any missing information is required.

17. TRAIN may require every account holder to verify their account during initial set-up. It is up to the user to Opt-in or Opt-out to receiving messages from TRAIN Texas.

I would like to allow TX TRAIN to send me notifications via email

Yes No

Customizing Your Profile

Optional additional Group selections -

In addition to selecting the group titled Training – Preparedness & Emergency Response, TRAIN will allow users to add additional groups.

Group selected by *Region* will allow the user to see courses specialized and developed for your location within the state. Please select no more than 3 subcategories within a regional group if necessary. If your region is not represented in the list a generic group selection will be accepted.

Group Selection

↑ / [VHA](#)

Select: Affiliation

Group search

[Department of Defense](#)

[Department of Homeland Security \(DHS\)](#)

[Department of Veterans Affairs \(VA\)](#)

[Federal Emergency Management Agency \(FEMA\)](#)

[Non-Federal](#)

[Other Federal](#)

[US Department of Health and Human Services \(HHS\)](#)

[VA Affiliation](#)

[Veteran Community Care Providers](#)

[Volunteer](#)

There are other groups you can select to aid the filtration capability of the course catalogue. These can be added in addition to the group selected above.

MRC: If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

CDC: To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice add the CDC Portal.

VHA: To access additional Veterans Health Administration, Employee Education System content add the VHA Portal.

Med Learning: To access additional Med Learning content add the Med Learning portal.

Select: Region

Group search

[Central Office](#)

[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](#)

[SOAR Training](#)

[Training - Preparedness & Emergency Response](#)

[UNKNOWN Region](#)

To Enroll into the Training Plan

Additional method

1. Create an Account.
2. Use the left-navigation bar to click the search box underneath the word "HELP." Typing into the search box will find any course or document on the TRAIN Learning Network site.
3. The left Filter section will organize the catalogue by Courses; Training Plans; Non-TRAIN Events; Resources; Discussions.
4. Click Training Plans
5. In the above search box type **4927** to be redirected.

Filters

Search By ▲

- [Courses](#)
- [Training Plans](#)
- [Non-TRAIN Events](#)
- [Resources](#)
- [Discussions](#)

Use this page to search for any course or document on the TRAIN Learning Network site. The results TRAIN ([see your profile for details](#)).

4927

Q

Sort by relevance ▼

Filters

Search By ▲

[← Any Search By](#)
[Training Plans](#)

Export Search Results

1 record(s) found.

Training Plans ✕

[DSHS COVID-19 Vaccination Training](#)
Training Plan ▲

The Department of Health and Human Services (DSHS), Center for Health Emergency Preparedness and Response (CHERP) is committed to providing dynamic and relevant training topics that will best aid you in disaster prepared-

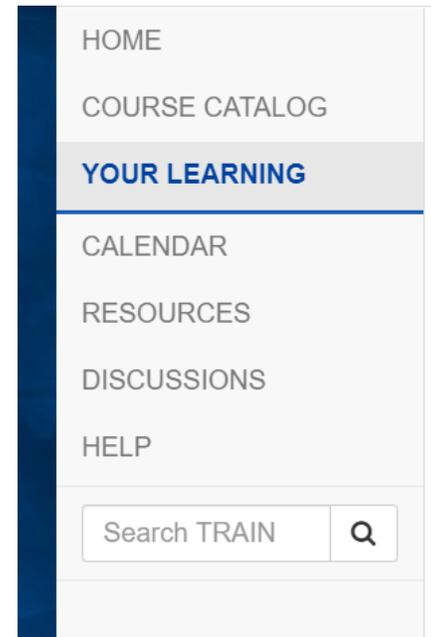
Texas

6. Click the blue REGISTER button to the right to enroll.



To Download and Print a certificate

1. Through the home page, navigate to the menu bar on the far left.
2. Click Your Learning.
3. Click **Your Certificates**.
4. The symbol to the left of the title of the course will be 3 dots in either a column or a row.
5. Click this to receive a drop-down menu. A download button should be accessible. Click on the download symbol to download your certificate.
6. Another alternative direction is to Select the Certificates Obtained tab under Your Training Status.
7. A download icon is located to the left of the course title.
8. Select the icon to print the certificate.



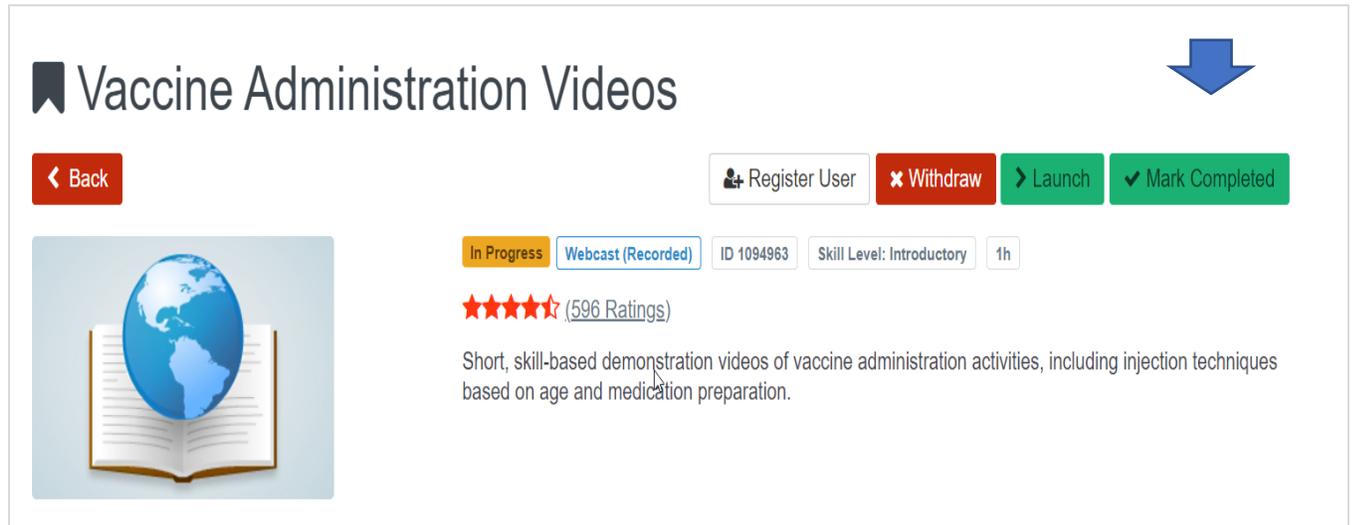
Various courses will allow multiple registrations and assessment attempts. In the Transcript section of the Your Learning tab, a history icon will appear in the drop-down menu whenever a course title is clicked. This feature allows the learner to see all their course attempts and certificate received.

The printer settings need to be set to "scaled to fit" or "fit to printable area "when printing

Mark Your Course Complete in TRAIN Texas 3.0

Some courses may require the user to manually mark the course as complete to satisfy registration.

Mark your course as complete in the course details page



Vaccine Administration Videos

[← Back](#) [Register User](#) [Withdraw](#) [Launch](#) [Mark Completed](#)

In Progress [Webcast \(Recorded\)](#) ID 1094963 Skill Level: Introductory 1h

★★★★★ (596 Ratings)

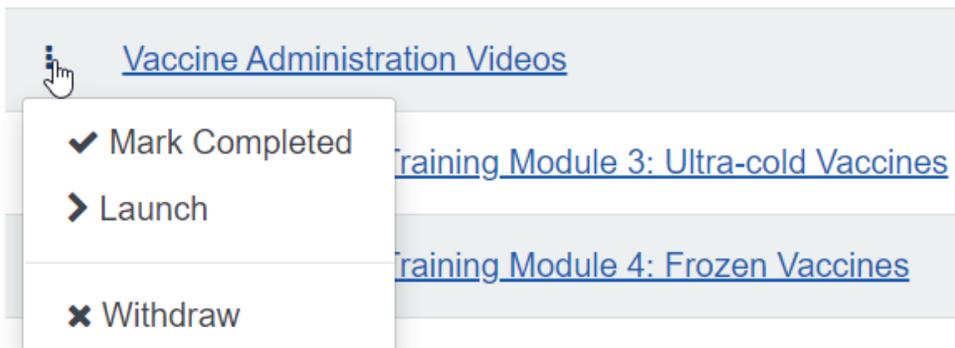
Short, skill-based demonstration videos of vaccine administration activities, including injection techniques based on age and medication preparation.

1. Click the green button that states Mark Complete next to the course title.

Additional Method

Mark your course as complete through the home page

1. Navigate to the menu bar to the left of the screen.
2. Click the "Your Learning" Tab then "Current Courses". You can either open a course through the course details page or select the triple dot menu to the left of the course title.



[Vaccine Administration Videos](#)

- ✓ Mark Completed
- Launch
- ✕ Withdraw

[Training Module 3: Ultra-cold Vaccines](#)

[Training Module 4: Frozen Vaccines](#)

3. If the course can be completed by the learner, a Mark Completed tab will appear in the menu drop down menu.
4. A course may contain a mandatory post-test evaluation, TRAIN will prompt the learner to take the evaluation immediately.
5. After the evaluation has been completed and time stamped, the course is now added to the learner's transcript and a certificate of completion can be found in the "Your Learning tab."

Updates

TRAIN Texas and its courses may undergo critical review and monthly maintenance to ensure its content and functionality is up to date, appropriate and relevant for the learner's needs and training goals.

Significant improvements to the training plan such as a new course ID number can result in an email alert, notifying users of any changes in resources during the enrollment period.

Technical Support

Technical support inquiries can be sent to: TXTRAIN@dshs.texas.gov

Password Assistance

Creating duplicate accounts within TRAIN will cause an account-lock out and prevent password resets. Please contact the Technical Support Help Desk if you no longer have access to your account and the TRAIN system is denying all password resets.