

Account Creation in TRAIN Virginia

1. Go to <http://www.train.org/virginia>
2. Click the “Create Account” link.

The screenshot shows the TRAIN Virginia website interface. At the top, the logo "TRAIN Virginia" is displayed. Below the logo is a navigation menu with links for "HOME", "COURSE CATALOG", "CALENDAR", and "HELP". The main content area is divided into two columns. The left column contains a login form with fields for "Login Name" and "Password", a "Forgot Your Login Name / Password?" link, a blue "Login" button, and a checkbox labeled "Keep me logged in". Below the login form is a large grey button labeled "Create an Account". The right column features a link "How To Create An", the logo for "VDH VIRGINIA DEPARTMENT OF HEALTH" with the tagline "Protecting You and Your Environment", and a paragraph of text: "TRAIN Virginia is a comprehensive catalog for learners from the... Through this site, you...". Below this text is a bulleted list: "• Quickly find a TRAIN affiliate", "• Track your learning progress", "• Access valuable learning experiences", and "• Stay informed". At the bottom of the right column, there is a paragraph: "If this is your first visit to TRAIN and start learning, please enter your Login Name and Password in the 'Login' field." and a section titled "IMPORTANT to Remember" with the text "Please elect to receive...".

3. Fill out the required fields, check the “I agree to” box and click the “Next Step” button.

TRAIN Virginia

Create Login Name

Login name must be unique with letters and numbers only and a minimum of four characters.

Create a Password

Passwords must be at least 6 characters in length with at least one capital letter and one number.

Confirm Password

Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

Time Zone

Zip/Postal Code

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all [TRAIN policies](#).

Next Step

4. Click on the link to identify whether you are a Virginia certified EMS provider. If Virginia Certified EMS Provider is selected, you would fill out the following page. Then click the green button to confirm the selection.

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

Location / Virginia

(Click any level to return to it)

Select a Job Role

[NOT A VIRGINIA CERTIFIED EMS PROVIDER](#)

[Virginia Certified EMS Provider](#)

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5. Click the “NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES” link. Then click the green button to confirm the selection.

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection.
Please refine your selections below

National/Virginia 
⌵ NOT A VIRGINIA CERTIFIED EMS PROVIDER

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select a Agency/Industry

Group search

[Business and Industry](#)

[Child and Adult Care Food Program](#)

[Firefighter](#)

[Hospital](#)

[Law Enforcement](#)

[Legal Community](#)

[Nonprofit Associations](#)

[NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES](#)

[Nursing Homes & Long Term Care Facilities](#)

6. Click one of the links to identify whether you are part of one of these groups and then click the green button confirm the selection.

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia

- ⌵ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ⌵ NOT A VIRGINIA CERTIFIED EMS PROVIDER



Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select a Affiliation

[NOT A MEMBER OF A VOLUNTEER AGENCY](#)

[Volunteer Agency](#)

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7. Click one of the links to identify whether you are part of a Local Government Agency and then click the green button to confirm the selection.

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia

⌵ NOT A MEMBER OF A VOLUNTEER AGENCY

⌵ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES

⌵ NOT A VIRGINIA CERTIFIED EMS PROVIDER



Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select a Local Health Department

[Local Government Agency](#)

[NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY](#)


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8. Click one of the links to identify whether you are part of a School or University and then click the green button to confirm the selection.



Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia 

- ⌵ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ⌵ NOT A MEMBER OF A VOLUNTEER AGENCY
- ⌵ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ⌵ NOT A VIRGINIA CERTIFIED EMS PROVIDER

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select a Academic Educational Institution

[NOT A MEMBER OF A SCHOOL OR UNIVERSITY](#)

[Schools and Universities](#)

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9. If you belong to a state agency, click the “State Agency” link and then select the correct agency.

10. Click the green button to confirm these selections.

11. Click the "Continue" button to proceed.



Virginia Required Group Selection

National/Virginia X

- ⌵ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ⌵ NOT A MEMBER OF A SCHOOL OR UNIVERSITY
- ⌵ NOT A MEMBER OF A VOLUNTEER AGENCY
- ⌵ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ⌵ NOT A VIRGINIA CERTIFIED EMS PROVIDER
- ⌵ State Agency/Department of Health/Central Office: Office of.../ADM_Office of Administration

[Continue](#)

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12. Select whether you are a Current State Employee (Yes means STATE employee. All others select "no" including contractors, city/county employees, volunteers and interns, industry and academia representatives.) Also, enter any other pertinent information (may not be any) and click the resulting blue "Finish Creating Account" button.