
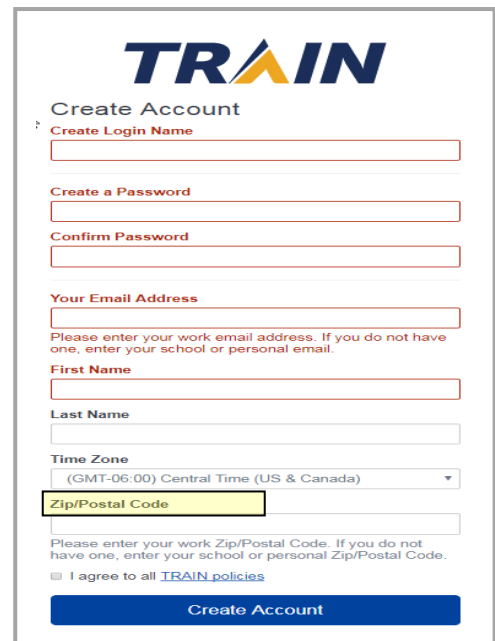
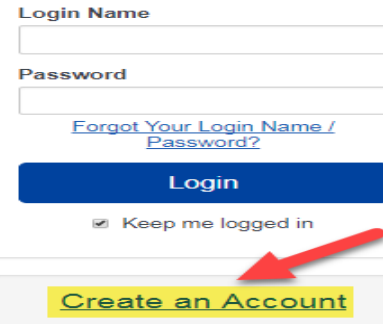


Create a Kansas TRAIN User Account

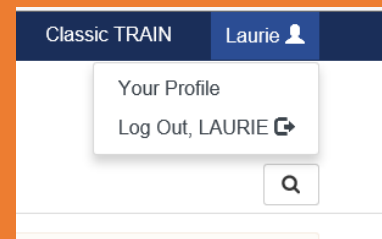


(If you do **not** have an account)

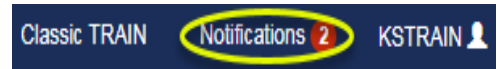
1. Point your browser to <https://www.train.org/ks> if you are a Kansas learner. Non-Kansas learners go to www.train.org to select your appropriate state. You can use any browser.
2. Click the “**Create an Account**” button in the left-hand margin. You must have an email address to create an account. Choose a **unique** login ID and password.
3. Make sure to fill out all fields in the account creation page. Check the “I agree to all TRAIN policies” button when done. 
4. Select the area of the state that applies to you. For example, Shawnee County (Topeka) would select the north-east region.
5. Select the county you work in.
6. Select “**Other**” for Homeland Security Discipline.
7. Select the green box that says, “Confirm these selections”
8. For the agency personnel, select “**Non-State Agency Personnel**”
9. Select the green box that says, “Confirm these selections”
10. For the select a local health department, select the “**non-local health department personnel**” option.
11. Select the green “confirm these selections” button.
12. Select continue.
13. You will not have a FEMA ID number so leave it blank and select continue.
14. If you have a professional license number, you can enter it by selecting the “Add a license number” button.
15. If you do not have a license number or you already put it in, select the blue create account option.



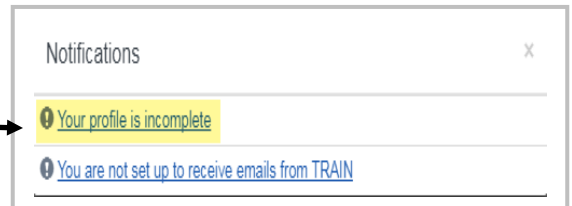
If you need to close and want to come back to continue go to “Your Profile” under your name.




16. Notifications: When you get to the home screen select the "Notifications" button:



a. **Finishing your account information:** Select the line that says, "Your profile is incomplete" for an easy way to finish inputting details such as address and contact information.



b. You must fill out the tabs that have the red  next to it. These areas are only for your own profile so answer them to the best of your ability. They do not have to be perfect.

17. Video Tutorials on how to create an account and other topics can be found at: <https://www.train.org/tutorials/>

If you have any trouble creating an account in KansasTRAIN, please contact:

Kansas Department of Health and Environment helpdesk
785-296-4999

Karen Kelley, KansasTRAIN Project Manager
Kdhe.kstrain@ks.gov

Or
785-296-0425

Tyson Rensch, KansasTRAIN Administrator
Tyson.rensch@ks.gov

Or
785-296-1190