

For PA Prepared Users: Getting Started with TRAIN PA

TRAIN PA is the learning management system that has replaced PA Prepared. There are a few important things you need to know:

- All active PA Prepared accounts have been moved to TRAIN PA.
- Your PA Prepared learning records can now be located in TRAIN PA.
- You will need to update your account information in TRAIN PA to ensure you will have access to needed training and information.

What If I Already Have a TRAIN Account?

If you previously set up a TRAIN account through TRAIN National or CDC TRAIN, you will have two TRAIN accounts for the next few months—one account you created in TRAIN and another account that was created for you when your PA Prepared account was moved to TRAIN.

You can log in to TRAIN PA using either account; however, your original TRAIN account will not have your PA Prepared course completions associated listed on your training transcript.

We are working to merge accounts, and we will continue to communicate with you as this process moves forward.

Optional and Required Fields

In all instructions described in this guide, you will find some fields where you must enter information. These fields are marked with a red asterisk. In the example below the **First Name**, **Last Name**, and **Email** fields are all required and must have information entered into them, and so are marked with a red asterisk. The **Middle Name** field is optional and is not marked with a red asterisk.

First Name:*	test	Middle Name:	
Last Name:*	test	Email:*	test@pa.gov

Getting Your TRAIN PA Password

While your TRAIN PA account will use the same username (also called login name) as your PA Prepared account, your password has been changed for security purposes. Before logging in to TRAIN PA, you will need to first get your password using the steps below.

1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to <https://pa.train.org>. You will now be at the TRAIN PA homepage.
3. Click on the **Forgot Your Login Name/Password?** link located inside the blue box in the upper left-hand corner of the TRAIN PA screen. You will now be taken to the **Forgot your Password?** screen (see the graphic at the top of the next page).

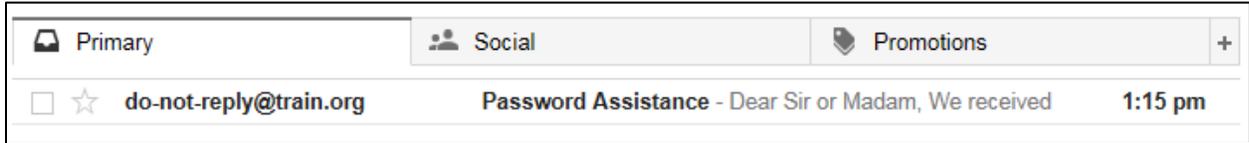
4. Enter the email address associated with your PA Prepared account into the **Email** field on the **Forgot your Password?** screen. For Commonwealth of Pennsylvania employees who have had a PA Prepared account for a number of years, you may need to enter your email address using the [name@state.pa.us](#) format, rather than the newer [name@pa.gov](#) format. Either format will be delivered to your state email account.

Note: The email address associated with your PA Prepared account would be the same email address where you have been receiving regular update emails about the transition to TRAIN PA. This is also the same email address where you receive emails from PA Prepared Administrators, like Beth Beam, Jay Taylor, or Graham Hess.

5. Click the **Submit** button. You will now be taken to the **Please check your e-mail** screen.

Help pages to contact Support Team for further assistance.' Below the text is a 'Back' button."/>

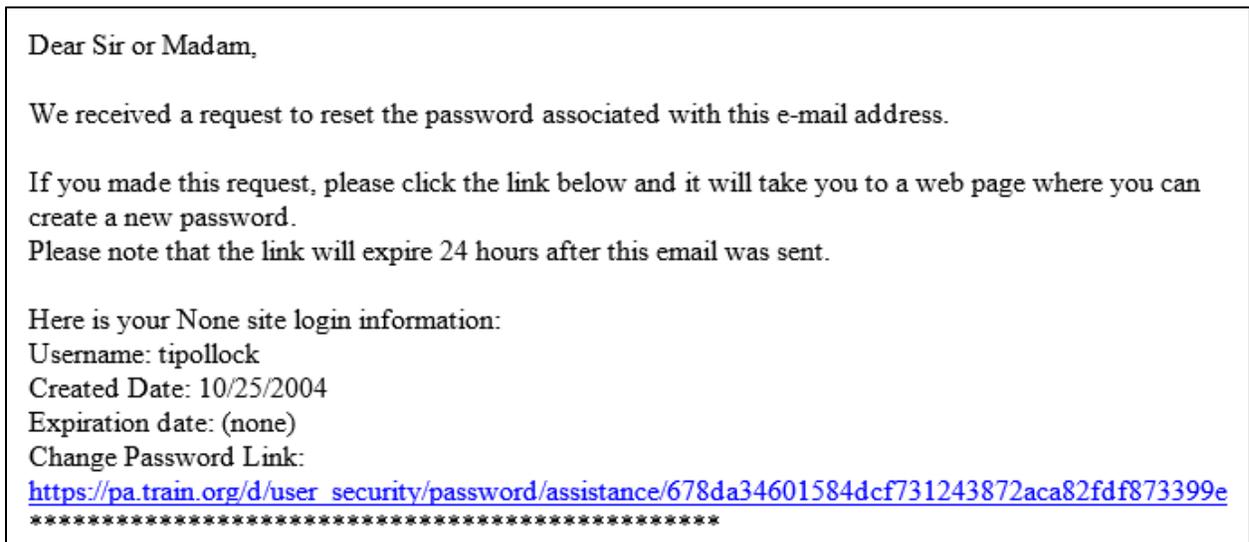
6. Check your email. As long as you entered the email address associated with your PA Prepared account, you will receive an email that ends in **@train.org**. The subject will be **Password Assistance**. The example below is from a Gmail account. Your email program may look different.



Note: If you do not receive an email after 15 minutes, you should check your junk mail folder. Directions for checking your junk mail folder for common email programs is provided below. Also, please contact your organization's IT or computer support staff for more information about checking your junk mail folder.

- [Gmail: Search Spam & Trash](#)
- [Yahoo!: How to Review Your Yahoo! Mail "Spam" Folder](#)
- [Hotmail: How to check your Hotmail junk mail folder](#)
- [Outlook: Overview of the Junk Email Filter](#)
- [iCloud \(Apple\): Manage junk mail](#)

7. Open the email from the address ending in **@train.org** with the subject **Password Assistance**. An example of this email is provided below.



8. Click the link located at the bottom of the email. This link will open the **Password Assistance** screen.
9. Enter and reenter a new password for your TRAIN PA account (see an example of this screen at the top of the next page). Make sure that it's something you can remember—you will use this password to log in to TRAIN PA!

Password Assistance

Please enter new password

New password:* Reenter new password:*

Do not write down, share or distribute your password.

10. Click the **Next** button. You will now be logged in to TRAIN PA. Please retain your TRAIN PA username/login name and password for your records.

Logging in to TRAIN PA

After you set your new TRAIN PA password, you may log in to TRAIN PA at any time.

1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to <https://pa.train.org>. You will now be at the TRAIN PA homepage.
3. Log in to TRAIN PA by entering your **Login Name** and **Password** and clicking the **LOGIN** button. (See graphic below.) You will now be taken to the TRAIN PA homepage.

Login Name

Password

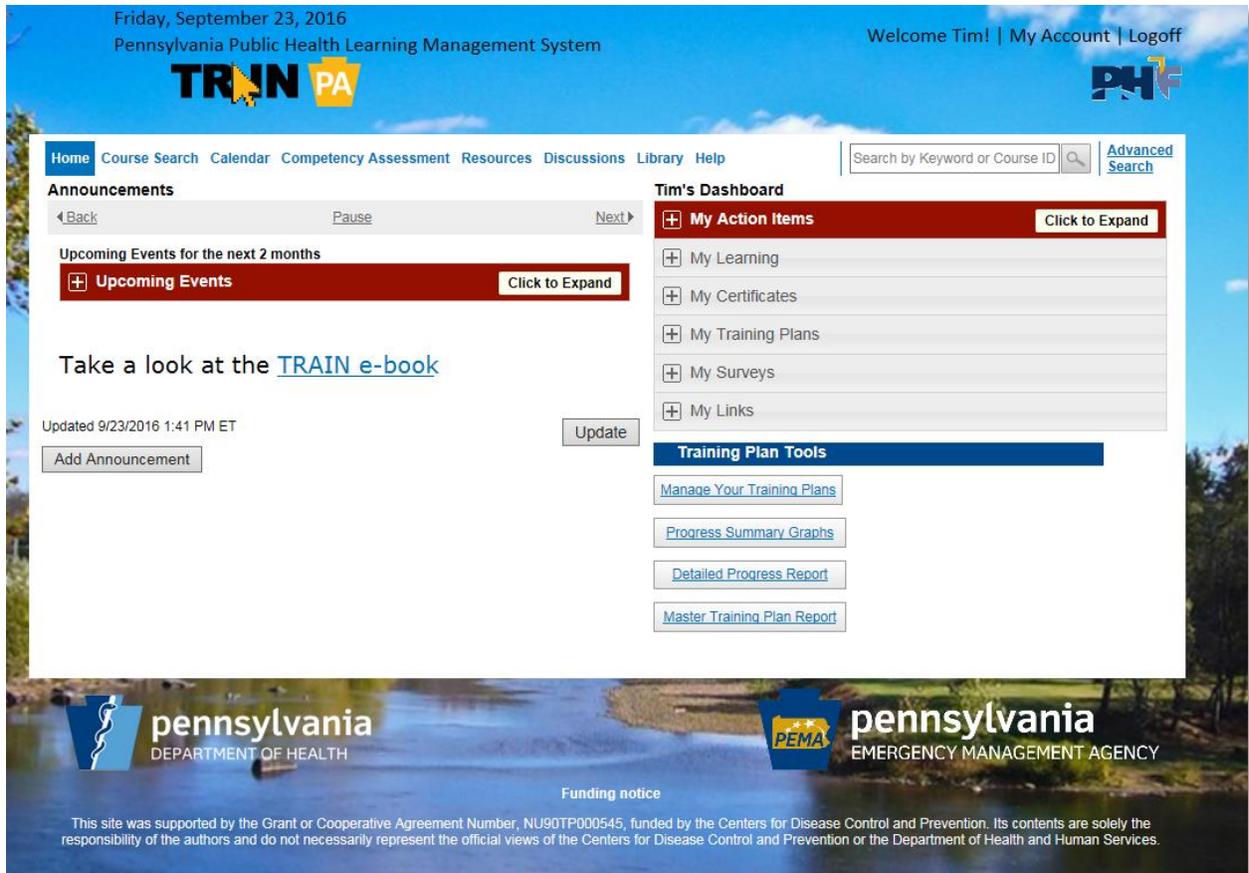
Remember My Login Name and Password

[Forgot Your Login Name/Password?](#)

-OR-

To add your course to TRAIN: [Become a Course Provider](#)

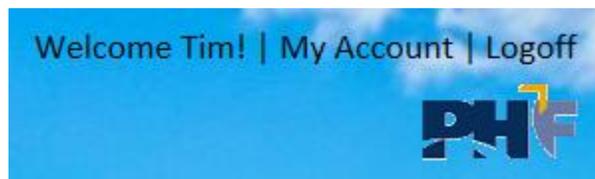
4. Congratulations! You are logged in to TRAIN PA. The TRAIN PA homepage is shown at the top of the next page.



Updating Your TRAIN PA Account

Once you've set your password and logged in to TRAIN PA, it's essential that you update your account information. Without accurate account information, you may not be able to access important training and information.

1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to <https://pa.train.org>. You will now be at the TRAIN PA homepage.
3. Log in to TRAIN PA by entering your **Login Name** and **Password** and clicking the **LOGIN** button.
4. Click the **My Account** link in the upper right-hand corner of the TRAIN PA screen (located above the PHF logo). You will now be taken to the My Account page, and the **Details** tab will be active.



5. Update fields in the **Details** tab as needed (see image at the top of the next page).

Details Groups My Profile

* = required fields.

Login Name: patest1

First Name: * test

Last Name: * test

Middle Name:

Email: * test@pa.gov

Reset Password

Title: * .

Organization name: * .

Department / Division: * 12

Bureau/ Section:

Address 1: * .0

Address 2:

City / Township / Town: * test@pa.gov

Country: * United States

State / Territory: * Pennsylvania

County: * test@pa.gov

Zip code / Postal code: * 12345

Telephone (daytime): * 0001234567

Extension:

Telephone (evening):

Mobile:

Fax:

Pager:

Please choose your secret question and provide a ONE WORD answer.

Question: * Your Favorite Place

Answer: * PA

I would like to receive emails from TRAIN.

I would like to receive notifications about the site updates by email.

I would like to receive annual notifications to keep my account up to date.

- Click the **Groups** tab. You will now be taken to the Group Selection page.
- Click the **Select Groups** button for the State Portal. A pop-up window will appear displaying Pennsylvania-specific groups.

Note: Your currently selected Pennsylvania-specific groups will be displayed below the Select Groups button. If the group selections are accurate, you do not need to modify your groups. Skip to step 13.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal Select Groups Remove Groups

Selected Groups:
National/Pennsylvania

- Select the **Advanced** radio button in the Select Groups dialog box. This will allow you to select multiple groups at the same time.

Select Groups

Pennsylvania

Assignment mode: Simple Advanced

Please select your location, agency and/or job role as appropriate.

9. Click the check boxes to select or deselect groups as appropriate. Many groups have subgroups, which you can see by clicking the + button located to the left of the group name to expand this group.

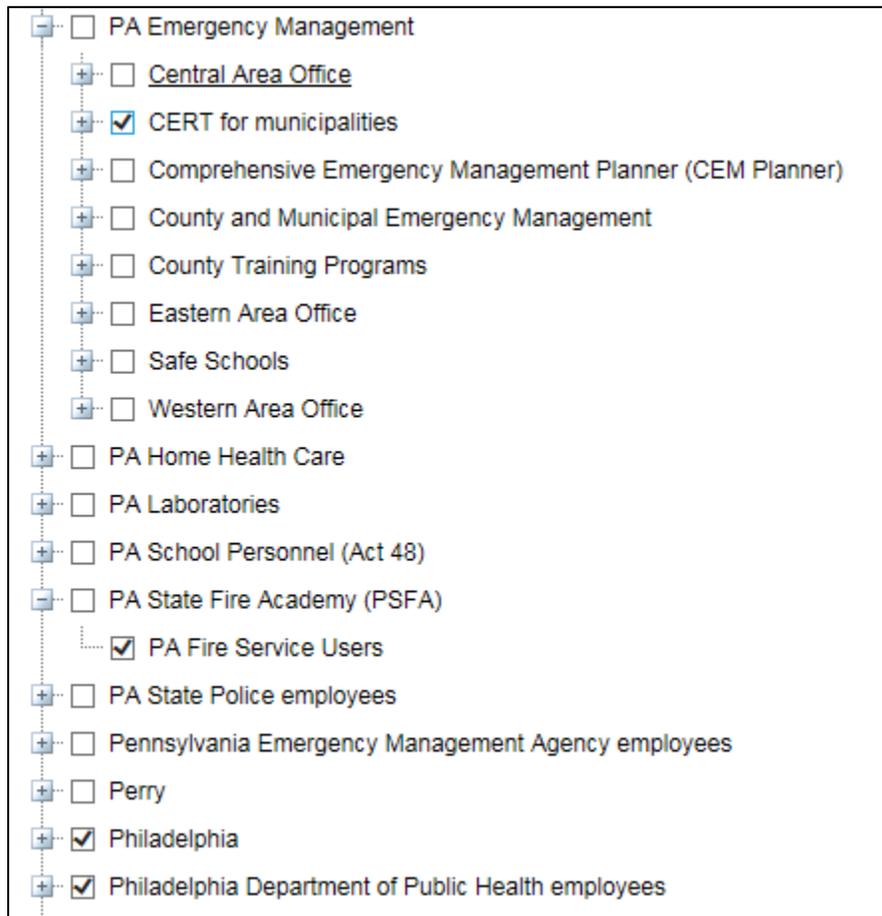
In the example below, a user wishes to modify her groups. During account creation, she was only able to select one group each for her County (**Philadelphia**—this user lives in this county), Organization (**Philadelphia Department of Public Health employees**—this user works for this organization), and Functional Role (**PA State Fire Academy > PA Fire Service Users**—this person is a volunteer firefighter who takes courses at the Fire Academy).

The screenshot shows a list of groups in a selection interface. Each group has a small square button with a plus sign (+) to its left, which is used to expand the group. A checkbox is located to the right of each group name. The groups listed are:

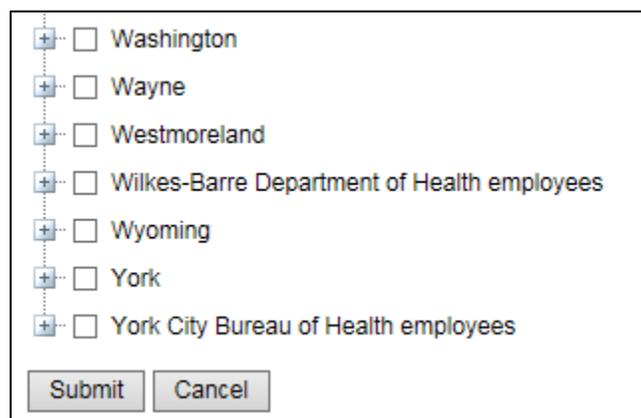
- PA Emergency Management
- PA Home Health Care
- PA Laboratories
- PA School Personnel (Act 48)
- PA State Fire Academy (PSFA)
 - PA Fire Service Users
- PA State Police employees
- Pennsylvania Emergency Management Agency employees
- Perry
- Philadelphia
- Philadelphia Department of Public Health employees
- Pike
- Potter
- Schuylkill
- Snyder
- Somerset

This example continues on the next page.

This user recently taken on emergency management duties for her municipality, so she needs to add the appropriate group to her TRAIN PA account. She expands the **PA Emergency Management** group by clicking the + button and selects the **CERT for municipalities** check box to add this group.



10. Scroll to the bottom of the Select Groups dialog box. You will now see the **Submit** button.



11. Click the **Submit** button. You will now be returned to the Groups tab.

12. Repeat steps 7 through 11 for the MRC Portal, CDC Portal, and VHA Portal if you need to add or modify groups related to these sites.

13. Click the **My Profile** tab. You will now be taken to the My Profile section of the My Account screen, and you will see the Professional Role category of My Profile attributes.
14. Click the check boxes to select or deselect professional roles as appropriate.
15. Click the drop-down menu to select other category of attributes. **Some of these attributes are required, and you will not be able to save the changes to your accounts unless you update them**, so check all categories—Professional Role, Work Settings, Demographic Information, Help Make Train Better!, and FEMA Student ID Number (and Pennsylvania EMS attributes for EMS users). Required fields are marked with a red asterisk. Fields without a red asterisk can be left blank.

Note: EMS users will also be able to modify their certification information in the Pennsylvania EMS attributes drop-down menu within My Profile. Please ensure that this information is accurate. If this information is not accurate and you do not correct it, your continuing education will not be recorded in the EMS Registry database.

Pennsylvania EMS attributes	Value
Date of Birth of the practitioner *	1/1/1977 (Format: MM/DD/YYYY)
EMS Certification Level/Type *	EMT
PA EMS certification number *	123456
Primary county the individual receiving training resides in *	Cumberland

16. Repeat steps 14 and 15 for each category of attributes you wish to update.
17. Scroll to the bottom of the page. You will now see the **Save and Back** button.
18. Click the **Save and Back** button. You will now be returned to the TRAIN PA homepage.

Note: If you receive a prompt to select a primary functional user group, please select the group that most closely relates to how you will use TRAIN PA. Don't worry—you will still be a member of all other groups displayed, and you will still be able to access training associated with all of these groups.

19. Congratulations! You have updated your TRAIN PA account! For more information on using TRAIN PA, please refer to the [TRAIN User Handbook](#).

Accessing Certificates on PA Prepared

While your training records, including your training completion transcript, were brought over to TRAIN PA along with your account, **any certificates you earned in PA Prepared would need to be downloaded or printed from PA Prepared**. You will still be able to access PA Prepared through the end of November 2016 to download or print your certificates using your PA Prepared username and password.

