U.S. Department of Veterans Affairs
Veterans Health Administration
Employee Education System

How to Create an Account in VHA TRAIN

- Go to https://www.train.org/vha/welcome.

- Click on **Create an Account** in the login box.

- Complete all fields, making sure to accept the TRAIN policies box and then select "Create Account"

- Fill out account information and then select "**add account information**"

Account information

Title

Department

Street Address   **Street Address Cont.**

City   **State / Territory**

Select a location / terri ⌄

Zip / Postal Code   **Country**

United States ⌄

Phone Number   **Work, Home, or Mobile**

(___) ___-____   Select phone type ⌄

Please fill out all fields to complete your account

Add Account Information

Back

- In the top right-hand corner, select your user name to display "**Your Profile**"

Notifications ❷   VA_CC 👤

TRAIN

Your Profile
Log Out, VA_CC ↪

HOME   COURSE CATALOG   YOUR LEARNING   CALENDAR   RESOURCES   DISCUSSIONS   🔍

HELP

- Select "**Organization**" and add your organization name and department

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	
Address	
Organization	❗
Professional License Number	
Professional Role	❗
Work Settings	❗

❗ **Organization**   (Fields marked below are required)

Organization Name

Department / Division

Department / Division is required

Bureau / Section

Title

student

- Select "**Professional Role**" and choose between 1-3 attributes

Manage Groups	
Account	
Contact	
Address	
Organization	
Professional License Number	
Professional Role	❗
Work Settings	❗
Demographic Information	
Illinois License/Specialty	
VHA	
FEMA Student ID Number	

❗ **Professional Role**   (Fields marked below are required)

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.
If the "Other" option is selected, please enter specialization.

Professional Role is not properly filled out! Please choose between 1-3 attributes only.

Primary

☐ **Allied Health Professional**   ○

--Select--

☐ **Administrator / Director / Manager**   ○

☐ **Administrative Support Staff**   ○

☐ **Animal Control Specialist / Veterinarian**   ○

☐ **Biostatistician**   ○

- Select "**Work Settings**" and choose up to three work settings

| Manage Groups | **❗ Work Settings** | (Fields marked below are required) |

| Manage Groups |
| Account |
| Contact |
| Address |
| Organization |
| Professional License Number |
| Professional Role |
| Work Settings ❗ |
| Demographic Information |
| Illinois License/Specialty |
| VHA |

❗ Work Settings   (Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

> Work Settings is not properly filled out! Please choose between 1-3 attributes only.

                                                                                                    Primary

☐ **Academic / Educational Institution**   ○

  [--Select-- ⌄]

☐ **Official Public Health Agencies**   ○

  [--Select-- ⌄]

☐ **Military**   ○

☐ **Other Government Agencies (except Military)**   ○

☐ **Healthcare Services**   ○

- When you are done, select "**Save**" and then select "**Close**"

[Cancel]   [Save]

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

To search and register for a course in VHA TRAIN:

1. Enter a course ID # or a keyword from the course title in the search box located at the top right of the VHA TRAIN web page.

2. Click on the magnifying glass.

3. Once the search results load, locate the course you are interested in and click on the course title.

4. The course details will load for the course. Please read carefully for any instructions.

5. To register, select the **Register** tab.

6. If the course has continuing education (CE), you will need to select your CE option from the dropdown box.

7. If the course has a registration code, you will be prompted for it at this time.

8. Select the **Launch** button to complete the registration and launch the course.

9. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into VHA TRAIN and selecting **Your Learning** on the home page. Your course will be listed here. Click on the title of the course and click "**launch**" on the next page to re-launch the course.

Thank you for your participation in VHA TRAIN! If you have any questions, please email the VHA TRAIN help desk at VHATRAIN@va.gov.