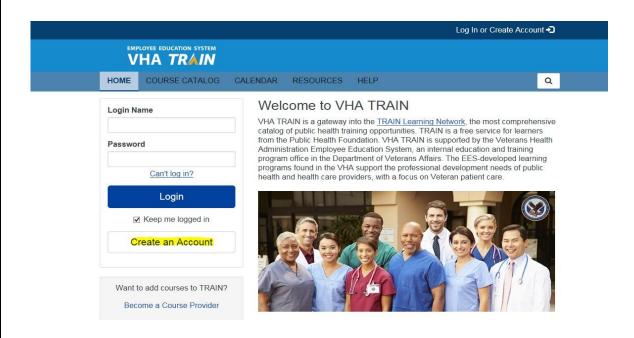


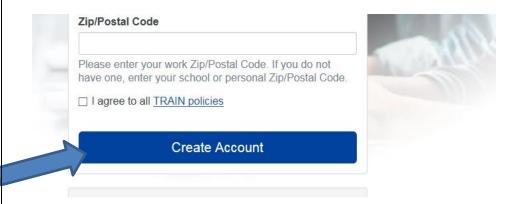


## How to Create an Account in VHA TRAIN

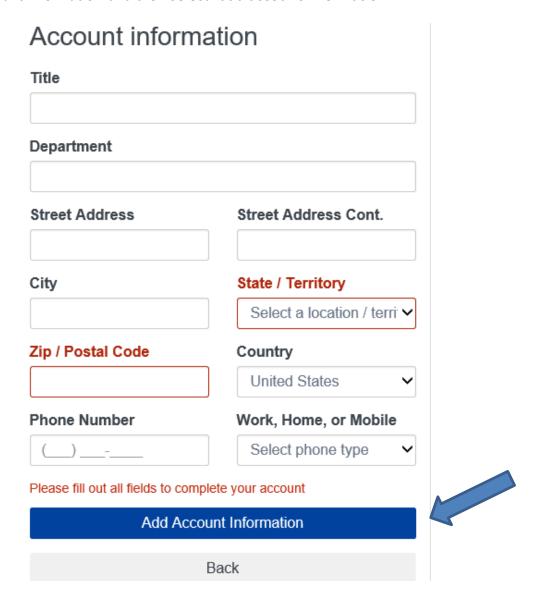
- Go to <a href="https://www.train.org/vha/welcome">https://www.train.org/vha/welcome</a>.
- Click on Create an Account in the login box.



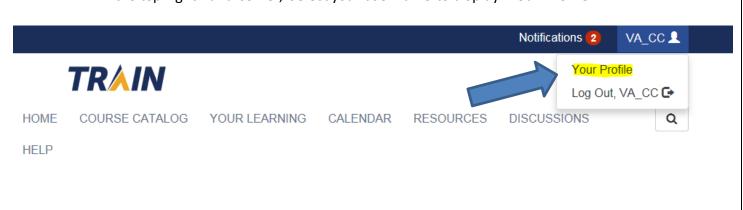
Complete all fields, making sure to accept the TRAIN policies box and then select "Create Account"



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

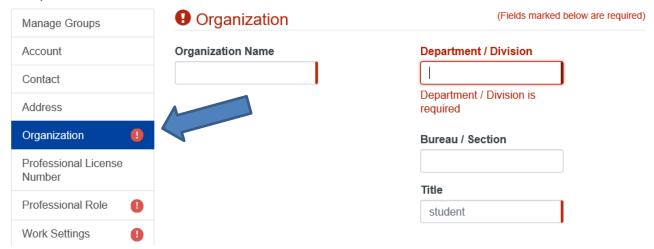


• In the top right-hand corner, select your user name to display "Your Profile"

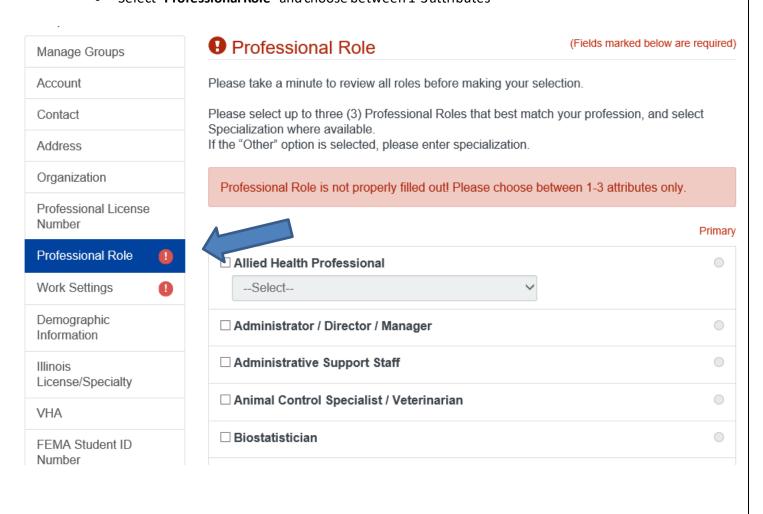


## Select "Organization" and add your organization name and department

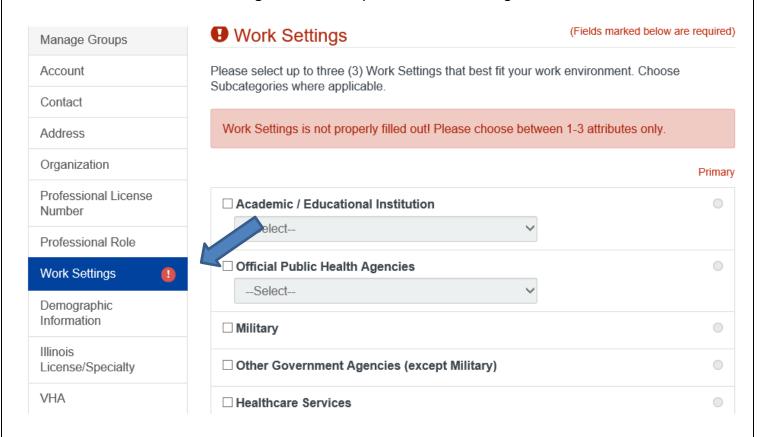
Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.



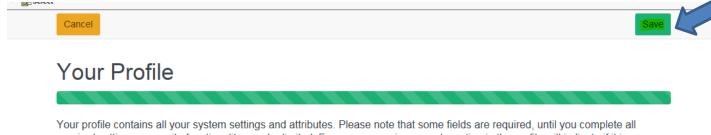
• Select "Professional Role" and choose between 1-3 attributes



• Select "Work Settings" and choose up to three work settings



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



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.