CO TRAIN User Guide

Preface

Introduction

CO TRAIN is the Colorado version of the nationwide TRAIN Learning Management System (LMS) which a free source of information and training for learners and course providers, administered by the Public Health Foundation.

The Colorado Department of Public Health and Environment (CDPHE) became a TRAIN Affiliate to provide a LMS for public health professionals in Colorado. It is a separate system from CDPHE; therefore, it requires users to create a CO TRAIN account.

CO Train Used for Executive Director Learning Pathways

CO TRAIN is the LMS used to access online training provided by the Office of Public Health Practice, Planning, & Local Partnerships (OPHP) for your Executive Director Learning Pathway (EDLP)

OPHP's goal in using CO TRAIN is to provide a user-friendly resource that presents public health training, information, and resources to develop and sustain a competent and qualified public health workforce, and to share these resources with Colorado's public health community.

Purpose of this Document

The CO TRAIN User Guide will help you navigate the following:

- Creating a CO TRAIN account
- Searching for courses on CO TRAIN
- Registering for courses on CO TRAIN
- Printing certificates

Note: You must first create an account on CO TRAIN prior to registering for online courses. Do not create a new account if you think you may have a previous account. You may check to see if you have an account by entering your email address(s) here:
https://www.train.org/colorado/admin/forgotPassword

Table of Contents

Office of Practice, Planning and Local Partnerships (OPHP)
For Training Purposes Only

Creating a CO TRAIN Account

Introduction   A CO TRAIN account is required for participation in the Learning Pathways program through OPHP.

If you do not have a COTRAIN account, review this section to get set up. If you already have a COTRAIN account, you can skip to the next section.

Steps for Creating a CO TRAIN Account   Below are the steps required to set-up a CO TRAIN Account. Each of these steps is further described in the sections that follow.

Step	Action
1	Go to the TRAIN website, choose create an account
2	Create login, password, etc.
3	Select your profile, complete fields
4	Manage groups
5	Edit group
6	Fill out the Contact, Address, etc.
7	Save

Step 1   The first step in creating a CO TRAIN account is to visit https://www.train.org/colorado and on the main page, choose 'Create an Account' as seen in the screenshot below.
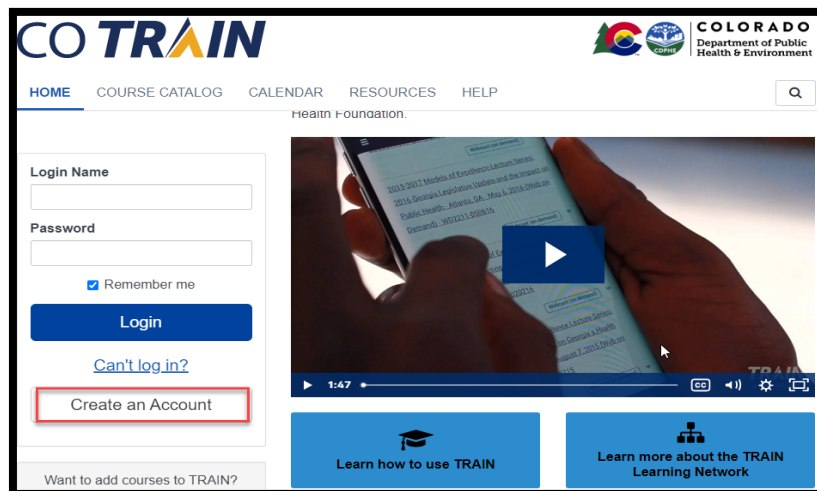
Creating a CO TRAIN Account, Continued

Step 2   The second step in creating an account is to enter the following information in CO TRAIN:

● Create a login name

● Password

● Email address

● First and Last Name

● Time Zone

● Zip Code

Once you have entered the required information you will need to complete the following:

● Click I agree to all Agree to all TRAIN policies box

● Select Create Account

<u>Note</u>: Your account is NOT yet completed. Please continue to step 3.

Step 3   Next, you will need to select Your Profile from the drop down menu that appears by clicking on your name as seen in the screenshot below.

Anything with a red exclamation mark after needs to be filled out. You may also need to clear out notifications on your main page.
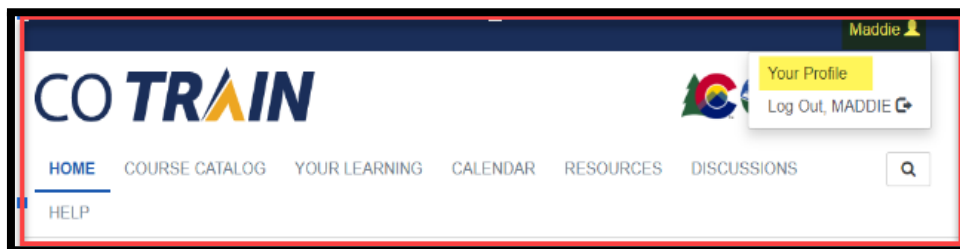

Your account is NOT completed until your Profile is filled out.
You will not be able to take any training until it is complete

Office of Practice, Planning and Local Partnerships (OPHP)
For Training Purposes Only

Creating a CO TRAIN Account, Continued

Step 4   The fourth step requires you to choose a group by clicking on the blue pencil icon to the right of Colorado as seen below. Here you can manage your groups based on the zip code entered in the initial account creation.
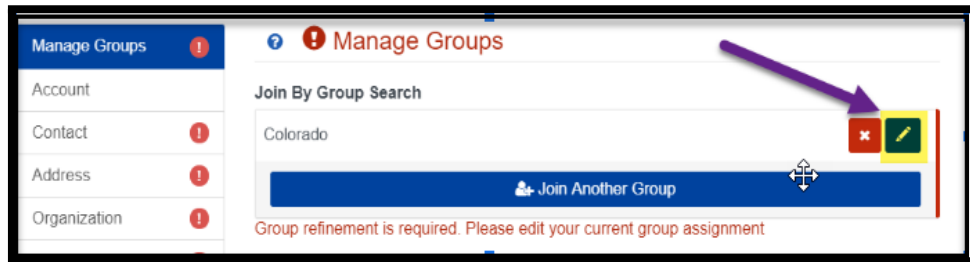
Note: Please do not click 'Join Another Group' in the blue bar, as this step is not necessary

Step 5   Once in the Edit Group screen, you will be asked to select a discipline. It is optional to select a discipline and will not impact your courses or training plan in any way.

You can also select No Discipline or Select a Discipline to narrow down the job field. You will have to select Confirm these selections twice. This step completes the requirements for the Manage Groups section.

Step 6   The sixth step requires you to fill out the Contact, Address, Organization, Professional Role, and Work Settings sections as prompted. See below for some guidance on the specific sections.

1. Organization: You may enter N/A in any field that is not relevant.

2. Professional Role & Work Settings: Select the settings that best match your profession; you can always select OTHER.

Step 7   The final step is for you to save your work! Be sure to select SAVE in the top right corner of the screen. When you no longer see **(!)**, your profile is complete and you can now register for the necessary courses.

Searching and Registering for a CO TRAIN Course or Training Plan

Introduction   Once you have created your CO TRAIN account and completed set-up, you may begin taking courses. Follow the steps below to search and register for a course.

Step	Action
1	Find automated email from CO TRAIN and follow instructions
2	Search for your learning plan in the search bar
3	Select a course
4	Click on Launch to begin a new course
5	Click on Launch each time you return to the course

Step 1   You will receive an automated email from CO TRAIN with the link to your training plan. Please check your junk email box if you do not see this email. The email will contain the information you need to get started.

Step 2   Alternatively, you can search for your learning plan in the search bar. Select the magnifying glass that appears on the top right of the screen. Enter in the Training plan name provided to you (i.e. EDLP 1001) and press the enter key to find your training plan.

Searching and Registering for a CO TRAIN Course or Training Plan, Continued

Step 3   After you have found and clicked on your individualized training plan, you are ready to start taking the courses in your plan. Click on a course to get started. Once you've selected the course, it will take you to a new page showing the course details. Here you can see information about the following:

● Course name

● Contacts

● Reviews

● Discussion

Begin the course by selecting the green 'Launch' button, shown below.

Once you launch the course, you may be asked for additional information. If so, enter the information and select the green 'OK' button. Your course will then launch in a new window.

Searching and Registering for a CO TRAIN Course or Training Plan, Continued

Step 4   Once you have started a course, you may leave the and resume at a later time by selecting 'Launch' on the course details page from the screenshot above.

Step 5   The final step is to complete all the courses in your training plan. When you have finished all the required courses, this part of your learning pathways is complete.

Your OPHP training team representative will work with you to determine if any additional training may be helpful.

Note: This training plan may be used to share additional training with you in the future.

Printing CO TRAIN certificates

Introduction   After completing a CO TRAIN course, you may be asked for a certificate of course completion. This section will detail how to print your certificate.

Step	Action
1	Select Your learning
2	Select Your certificates
3	Print certificates

Step 1   After logging into CO TRAIN, select Your Learning from the top bar, shown below.
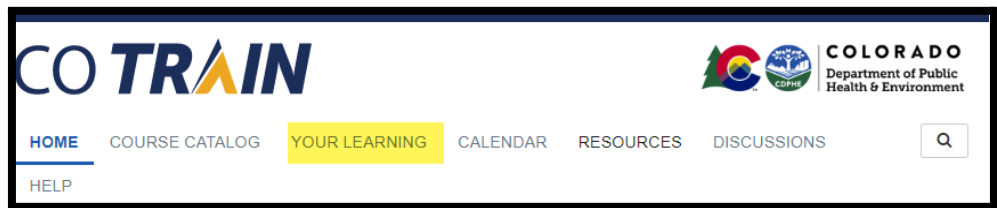
Step 2   On the next page, select Your Certificates and select the course for which you are printing the certificate. If your course does not appear here, it is likely that you did not complete it all the way through.

Step 3   Selecting the course will take you to the course details page. From here, select the blue, Print Certificate button displayed on the top right. See screenshot below. Selecting this button will prompt a download of your certificate, which you can then save as a PDF electronically or print.