



# OPHP TRAINING

CO TRAIN User Guide

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## Preface

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## Preface

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

## Introduction

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.

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## CO Train Used for OPHP Training

CO TRAIN is the LMS used to access online training provided by the Office of Public Health Practice, Planning, & Local Partnerships (OPHP).

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.

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## 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>

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# Creating a CO TRAIN Account

## Introduction

A CO TRAIN account is required for participation in OPHP trainings.

- 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: Searching and Registering for a CO TRAIN Course.

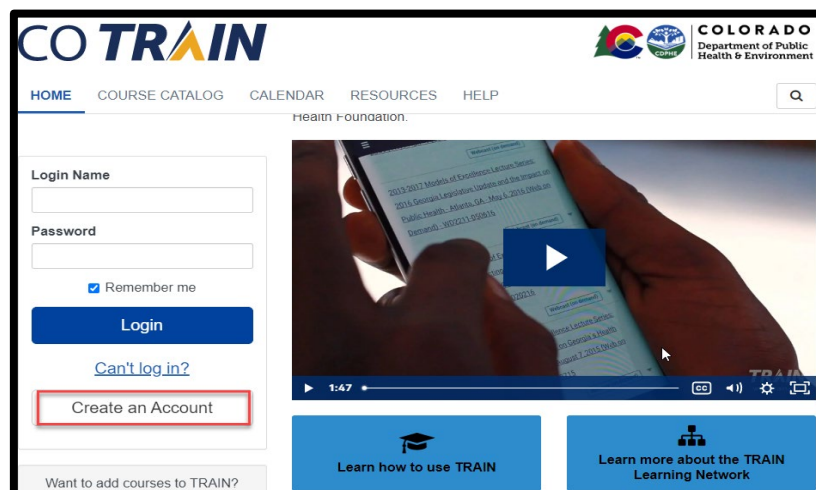
## Steps for Creating a CO TRAIN Account

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	Edit "Account"
7	Fill out the Contact, Address, etc.
8	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.



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## Creating a CO TRAIN Account, Continued

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### 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:

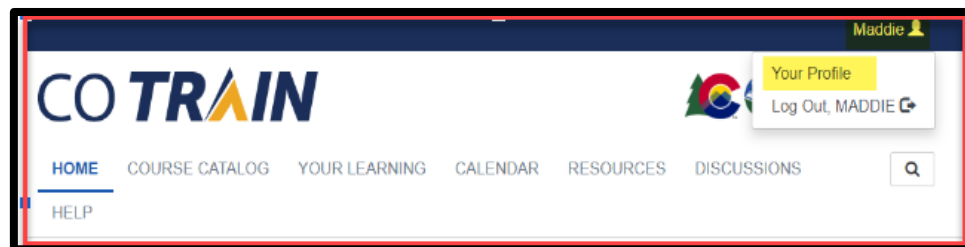
- Click I agree to all Agree to all TRAIN policies box
- Select Create Account

Note: Your account is NOT yet completed. Please continue to step 3.

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### 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.

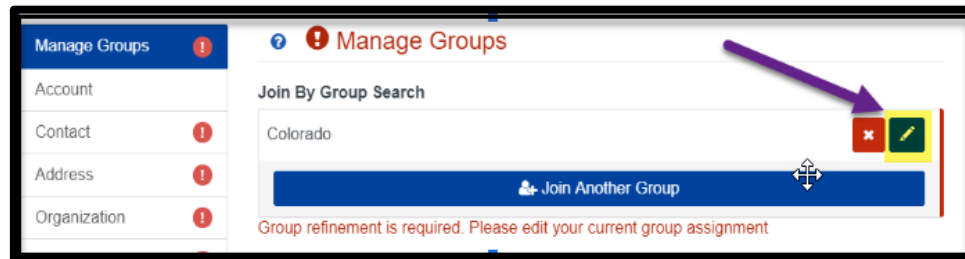
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## Creating a CO TRAIN Account, Continued

### 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

Next, choose "Account," where you will see the option to allow notifications from CO TRAIN. You must select "Yes" to receive important information including completion certificates and other details strictly related to the course you are taking. CO TRAIN will not share your email.

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 (Fields marked below are required)

Email  
test.user@state.co.us

Verification email will be sent when you save your changes.

I would like to allow CO.TRAIN to send me notifications via email  
 Yes  No

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## Creating a CO TRAIN Account, Continued

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### Step 7

The seventh 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.
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### Step 8

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.

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## Searching and Registering for a CO TRAIN Course

### 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 course in the search bar
3	Select a course and Select Launch to begin a new course
4	Click on Launch each time you return to the course

### Step 1

You will receive an automated email from CO TRAIN. 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 course in the search bar. Select the magnifying glass that appears on the top right of the screen. Enter in the course name and press the enter key.

### Step 3

After you have found and 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.



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## Searching and Registering for a CO TRAIN Course, Continued

Plan to Plan CHIP 1 - A Community Health Improvement Plan

Back More Actions Go to Step 2 of Registration **Mark Completed**

In Progress Webcast (Recorded) ID 1098096 Skill Level: Introductory 1h

Publish Date Apr 15, 2021 10:00 PM MDT

★★★★★ (8)

This first webinar in the Plan to Plan series will introduce the community health improvement plan (CHIP): what is it and how to get ready.

After completing the course and returning to CO TRAIN, you'll see that you now have the option to "Mark Complete."

Submit a Review

★ ★ ★ ★ ★ Click on the stars to rate the overall quality of this content

Your review helps content providers and fellow colleagues.

When writing your review try to be descriptive about the quality of this content and about your experience. Your feedback is important for us!

Show my name on the review

Cancel Post

You'll be given an option to submit a review. Select "Cancel" if you don't wish to review the course.

CO TRAIN COLORADO Department of Public Health & Environment

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Download transcript Add an external record  Show withdrawn courses

Title	Status	Completed	Score	Credit Type
<a href="#">Plan to Plan CHIP 1 - A Community Health Improvement Plan</a>	<b>Completed</b>	Dec 20, 2022		

The course will now appear on your CO TRAIN transcript as "Completed."

### Step 4

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

## Printing CO TRAIN Certificates

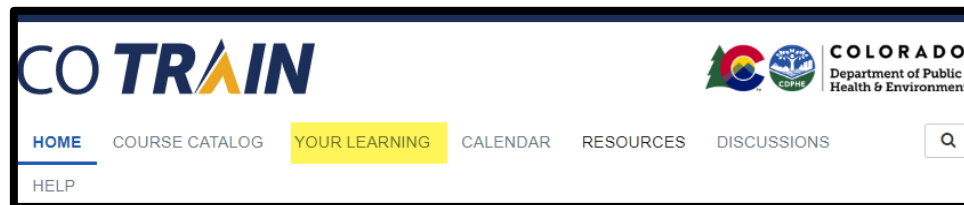
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**Introduction** After completing a CO TRAIN course, you may be asked for a certificate of course completion. This section will detail how to print your certificate.

Step	Action
1	Select Your learning
2	Select Your certificate(s)
3	Print certificate(s)

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**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. Selecting this button will prompt a download of your certificate, which you can then save electronically as a PDF or print.

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