# Create a Kansas TRAIN User Account

**Kansas TRAIN**

**If you do <u>not</u> have an account. follow the instructions below.**
**If you have a Kansas Train account, <u>do not</u> create a new one.**

1. Point your browser to **https://www.train.org/ks.**  You can use any browser.

2. Click the "**Create an Account**" button in the left-hand margin. You must have an email address to create an account. Choose a unique login ID and password.  *The password must contain at least one lower case letter, one capital letter, and one number.*

3. Make sure to fill out all fields in the account creation page. Check the **"I agree to all TRAIN policies"** button when done.

4. In the next section, start by selecting your geographic region.

5. In this section, select a homeland security discipline.  If your particular discipline isn't listed, select other.

6. Select agency personnel.  If you are not a direct state employee (e.g., state contractor) select non-state agency personnel.

7. Next, select a local health department.  If you are not a health department employee, select non-local health department personnel.

8. Having verified your homeland security discipline selections, click Continue.

9. The FEMA Student ID number may be left blank.  Click Continue.

10. You may or may not enter a professional license number at your discretion.

11. Click "**Create Account**".

12. You will receive a red exclamation point for each incomplete category in your profile.  After completing each category, click the green "**Save**" button in the upper right corner.

13. After each red exclamation point has been eliminated, click "**Close"** in the left corner.

14. Select the blue "**Notifications"** box at the right of the screen.

**Login Name**

**Password**

Forgot Your Login Name / Password?

Login

☑ Keep me logged in

Create an Account

**TRAIN**

Create Account

Create Login Name

Create a Password

Confirm Password

Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

Time Zone
(GMT-06:00) Central Time (US & Canada)

Zip/Postal Code

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

☐ I agree to all TRAIN policies

Create Account

Notifications 2

15. Verify your email.  Click OK.

16. Check your email to confirm your receipt of a train confirmation email.

## Video Tutorials on how to create an account and other topics can be found at:
### https://www.train.org/tutorials/



Your ability to work within TRAIN depends on you having a TRAIN account. Here, we'll take a look at how you must set up your account.
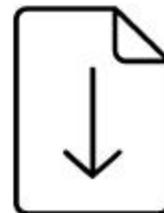
**Need your account Login Name?  Need Assistance in creating an account?**

Click the 'Forgot Your Login Name/Password' link on the TRAIN login page to access your account information OR, contact:
> Tyson Rensch, tyson.rensch@ks.gov, 785-296-1190
> or Karen Kelley, kdhe.kstrain@ks.gov, 785-296-0425