

How to Create an Account in CDC TRAIN for the HEADS UP course

1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. If you already have a TRAIN account (TRAIN National, or a state TRAIN account), enter your login name and then your password and select **Login**, then skip down to page 3. If you do not have a CDC TRAIN account, click the **Create an Account** link.

Welcome to CDC TRAIN

CDC TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.

Through this site you can:

- Find training and locate CDC courses with continuing education (CE)
- Track your learning via a single transcript

First time to TRAIN? Select "Create Account" on the left menu to register for TRAIN. You only need one TRAIN account to access multiple TRAIN sites. Be sure to opt-in to emails so that you receive important messages.

Learn how to use TRAIN

Learn more about CDC TRAIN

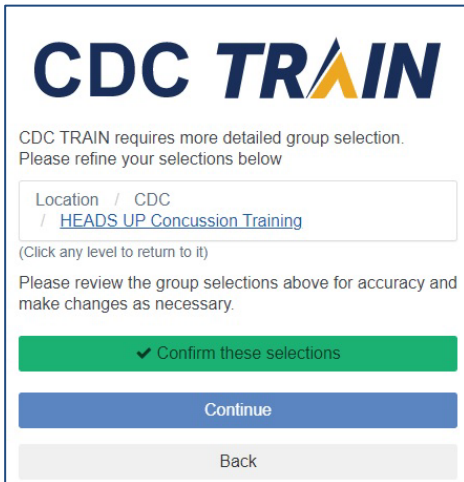
Find courses that offer continuing education (CE)

Become a CDC TRAIN Course Provider

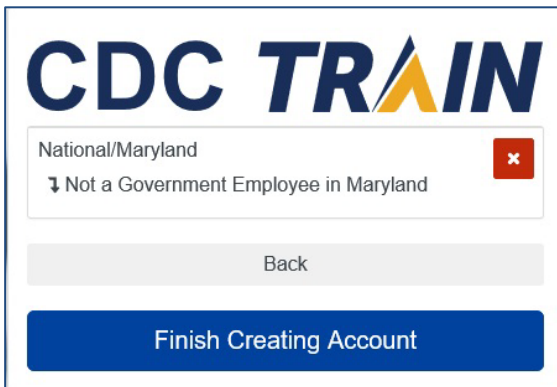
3. Account Creation

- Create your login name and password:
 - Login must be unique (with letters and numbers only), and a minimum of four characters.
 - Password must contain at least six characters with at least one capital letter and one number.
 - Enter your preferred email address.
 - Enter your first and last name.
 - Select your time zone.
 - Enter your preferred zip/postal code.
 - You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Please note that you cannot use CDC TRAIN until you agree to the policies.
 - After agreeing, select the **Next Step** button.
4. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select **HEADS UP Concussion Training**.

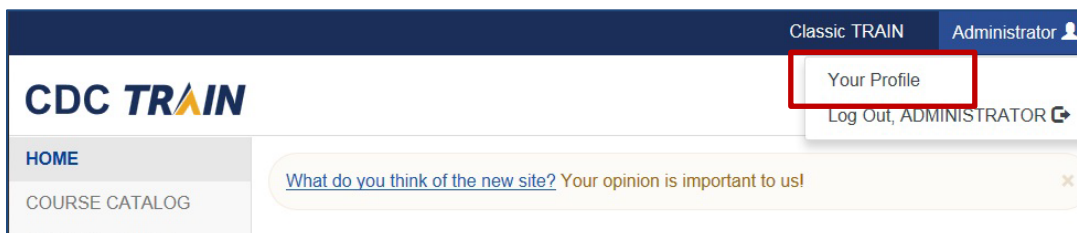
- You will be asked to confirm your selection. Select the green button to confirm.





- If you are located in a state that also uses TRAIN you might be asked to select a group for the state. Make the best selection possible and then select the confirm button. Most states have a “not a state employee” option, select your county, or something similar.
- Select the blue **Finish Creating Account** button.



- The system will automatically log you in. Please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register and take a course you will need to complete your profile.



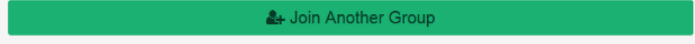




9. Areas of your profile that need to be updated will have a red exclamation mark next to it. Select the exclamation mark to update each field.
 - a. For the Organization section:
 - i. Organization Name: please enter your coaching or sports organization name
 - ii. Department or Division: please enter N/A
 - iii. Title: please enter Coach, Assistant Coach, etc.
 - b. For Professional Role and Work Setting, if none of the categories apply to you, please select **Other** and indicate Youth Sport Coach/Parent, School Official, etc.
10. Once you have completed each field, you will need to save the entry by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.
11. Select **Save** and your account is now set up! You can close this section and register for your course.

Cancel  Save 

Your Profile Is incomplete

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	Manage Groups
Account	  National/CDC/Health Educators & Learning Professionals
Contact	
Address 	
Organization 	

Registering for a HEADS UP to Youth Sports Course:

1. Select the appropriate link below to go to the course you need to take for HEADS UP:
 - a. Coaches version: <https://www.train.org/cdctrain/course/1089818/>
 - b. Parents version: <https://www.train.org/cdctrain/course/1089862/>
 - c. Sports Officials and Athletic Trainers version: <https://www.train.org/cdctrain/course/1089861/>
 - d. All others: <https://www.train.org/cdctrain/course/1089855/>
2. The course details will load for the course. Please read carefully for any instructions.

- To register, select the green **Pre-Assessment** tab.



- The pretest will load in a new tab. Please select the **Start Assessment** button.
- When you have completed the pre-assessment, please exit the tab. CDC TRAIN will still be open in another tab. Please select the **Launch** course button to begin the course.
- 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 CDC TRAIN and selecting **Your Learning** on the home page. Click on the course link and then the **Launch** button to re-launch the course.
- Once you have completed the course, select the course exit button to close the course.
- CDC TRAIN will still be open in the browser. Please select the **Assessment Pending** button to begin the post assessment.
- One you have completed the post assessment, close the tab to return to CDC TRAIN. If you passed the post assessment with 80 points or higher (note – only the first 10 questions are graded at 10 points each), a certificate will be placed in your certificates in CDC TRAIN (**Your Learning/Your Certificates**).
- Download your certificate of completion and save to your computer.
- If you fail, you may retake the post-assessment.