

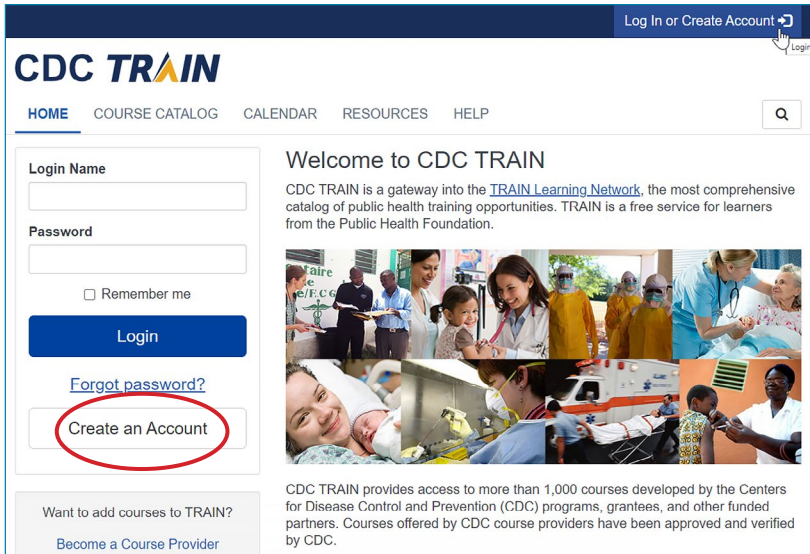
Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down to Step 3.

Step 1: Create CDC TRAIN Account

Go to <https://www.train.org/cdctrain/>

1. Select the **Create an Account** link and follow the prompts to create an account:
2. Create login name
 - » Letters and numbers only.
 - » Minimum of four characters.
3. Create Password
 - » Must contain at least six characters with at least one capital letter and one number.

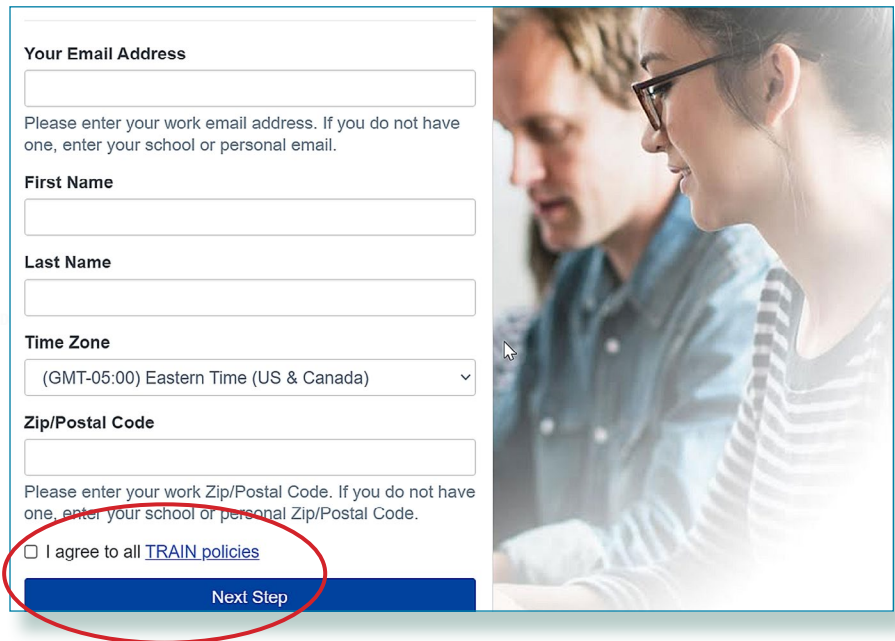


The screenshot shows the CDC TRAIN homepage. At the top right, there is a "Log In or Create Account" link. Below the navigation bar, there are links for "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP". On the left side, there is a login form with fields for "Login Name" and "Password", a "Remember me" checkbox, a "Login" button, and a "Forgot password?" link. Below the login form, the "Create an Account" link is circled in red. On the right side, there is a "Welcome to CDC TRAIN" message and a "Log In" button. Below the welcome message, there is a collage of images showing healthcare workers and patients. At the bottom, there is a link to "Become a Course Provider".



The screenshot shows the "Create Account" page. At the top, there is the CDC TRAIN logo. Below the logo, there is a "Create Account" heading. The page has two main sections: "Create Login Name" and "Create a Password". The "Create Login Name" section has a text input field and a note: "The login name must be unique with any characters except spaces and a minimum of four characters." The "Create a Password" section has a password input field and a list of requirements: "Password must:" followed by five radio button options: "Contain at least one lower case letter", "Contain at least one upper case letter", "Contain at least one number", "Be at least 8 characters", and "Be different from the user's LoginName, FirstName, LastName, and Email". Below the password requirements, there is a "Confirm Password" section with a text input field. On the right side of the page, there is a large image of two people, a man and a woman, looking at a screen together.

4. Enter your work email address.
5. Enter your first and last name.
6. Select your time zone.
7. Enter your work zip/postal code.
8. Read and agree to all CDC TRAIN policies.
9. Select the **Next Step** button.



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-05:00) Eastern Time (US & Canada) ▾

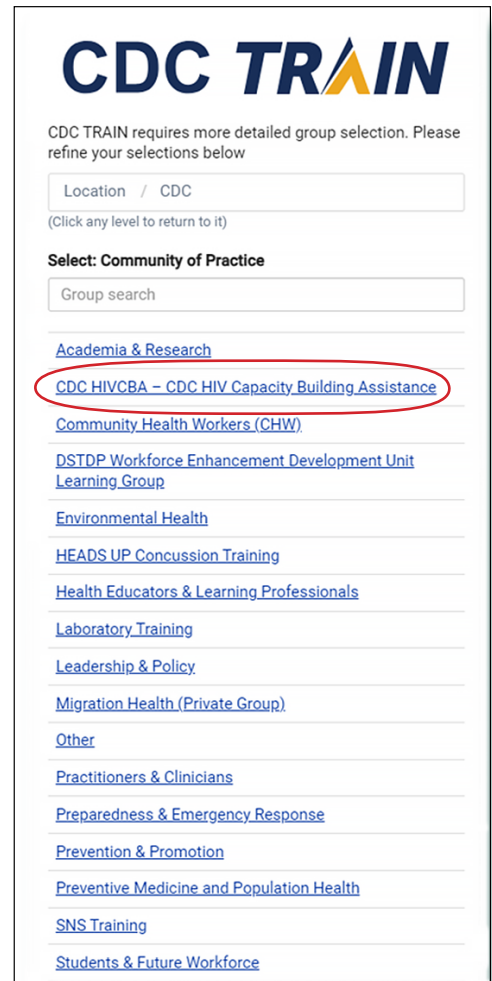
Zip/Postal Code

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](#)

Next Step

10. You will be prompted to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group for **CDC HIVCBA - CDC HIV Capacity Building Assistance**. Select **Continue**.
11. You will be asked to confirm your selection. Select the green button to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.
12. Make the best selection from the given choices and then select the **Confirm** button.
13. Once the selections are confirmed, select the blue **Finish Creating Account** button.



CDC TRAIN

CDC TRAIN requires more detailed group selection. Please refine your selections below

Location / CDC
(Click any level to return to it)

Select: Community of Practice

Group search

- [Academia & Research](#)
- [CDC HIVCBA - CDC HIV Capacity Building Assistance](#)
- [Community Health Workers \(CHW\)](#)
- [DSTDP Workforce Enhancement Development Unit Learning Group](#)
- [Environmental Health](#)
- [HEADS UP Concussion Training](#)
- [Health Educators & Learning Professionals](#)
- [Laboratory Training](#)
- [Leadership & Policy](#)
- [Migration Health \(Private Group\)](#)
- [Other](#)
- [Practitioners & Clinicians](#)
- [Preparedness & Emergency Response](#)
- [Prevention & Promotion](#)
- [Preventive Medicine and Population Health](#)
- [SNS Training](#)
- [Students & Future Workforce](#)

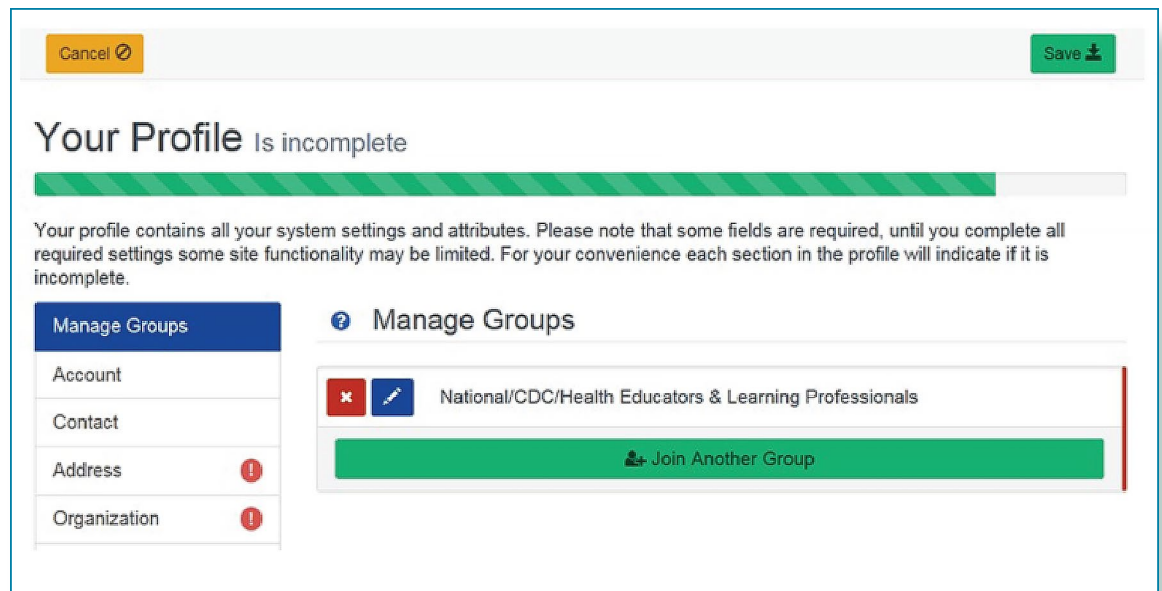
Step 2: Complete User Profile



1. Select **your name** in the top right corner.
2. Select **Your Profile** link in the top right corner to complete any required account information.
3. Any required area of your profile to be completed will have a red exclamation mark next to it.
4. Select the exclamation mark to update each field. All fields must be completed before you can register for courses.
5. Once you have completed each field, save the entry by selecting the **Save** button on the top right corner of the page.
6. Continue this action until all fields have been updated.
7. 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.
8. Remember to OPT IN to receive emails from CDC TRAIN.
9. You will be asked to confirm your selection. Select the **green button** to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.

The screenshot shows the CDC TRAIN homepage. In the top right corner, the user's name 'CP1' is displayed with a dropdown menu containing 'Your Profile' (circled in red), 'Log Out, CP1', and a search icon. Below the navigation bar, there are sections for 'Announcements' (featuring a 'Talking About Naloxone' post), 'Hot Topics' (with links for 'Opioid Issues' and 'COVID-19'), a 'Search' bar (with 'Courses' circled in red), and 'Your Training Status' (displaying '6 COURSES TO COMPLETE').

The screenshot shows the 'Your Profile' page. The 'Account' section is highlighted in blue and has a red exclamation mark next to it. The 'Email' field contains the placeholder text 'your email here'. Below the form, there is a light blue box stating 'Verification email will be sent when you save your changes.' At the bottom, there is a question: 'I would like to allow CDC TRAIN to send me notifications via email' with radio buttons for 'Yes' and 'No'. The 'Save' button is in the top right corner.



Step 3: Join CDC HIV Capacity Building Assistance (CBA) learning group





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
- Account
- Contact
- Address 
- Organization 

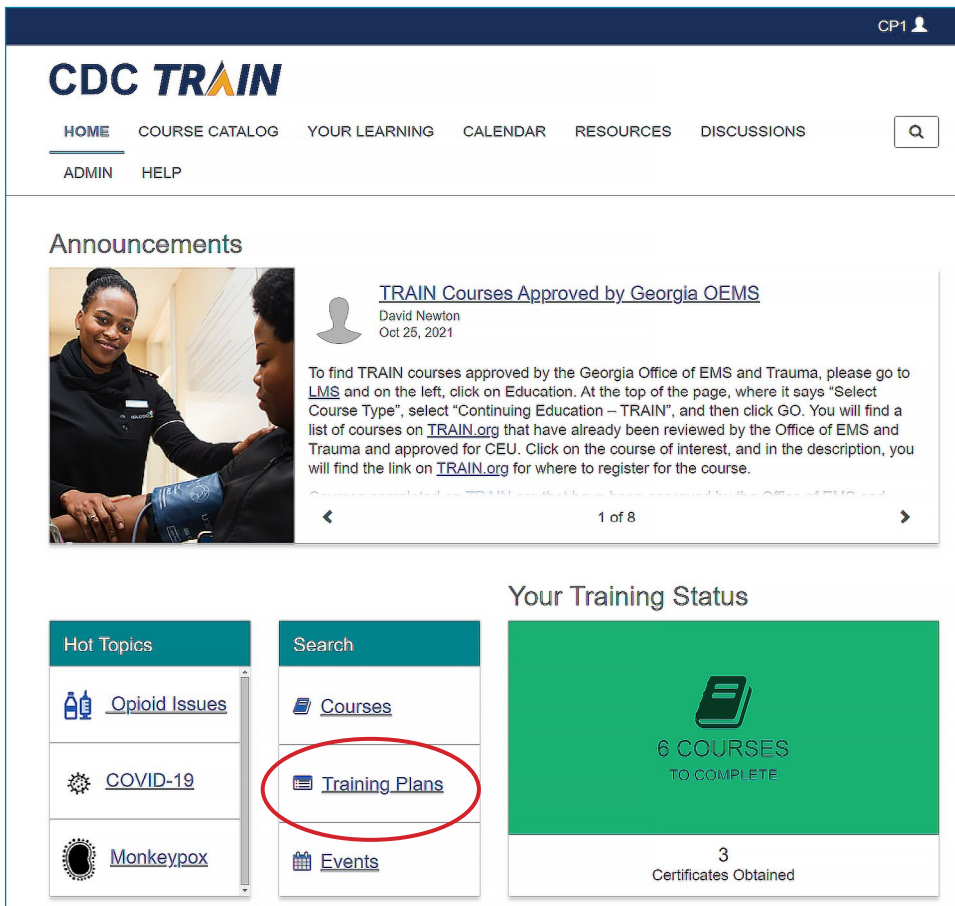
Manage Groups


  National/CDC/Health Educators & Learning Professionals

[Join Another Group](#)

1. Locate **Manage Groups** in the left navigation of Your Profile (click on your name in the top right corner of the CDC TRAIN homepage to access Your Profile). Locate the **Join By Group Code** text box.
2. Enter group code HIVCBA (no space) and select the **Join** button.
3. Select **Save** to record your group code.
4. Remember to OPT IN to receive emails from CDC TRAIN.

Step 4: Access the CDC HIV Capacity Building Assistance (CBA) Training Plan




CP1 

CDC TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Announcements




[TRAIN Courses Approved by Georgia OEMS](#)
David Newton
Oct 25, 2021

To find TRAIN courses approved by the Georgia Office of EMS and Trauma, please go to [LMS](#) and on the left, click on Education. At the top of the page, where it says "Select Course Type", select "Continuing Education – TRAIN", and then click GO. You will find a list of courses on [TRAIN.org](#) that have already been reviewed by the Office of EMS and Trauma and approved for CEU. Click on the course of interest, and in the description, you will find the link on [TRAIN.org](#) for where to register for the course.




← 1 of 8 →

Your Training Status





6 COURSES
TO COMPLETE

3
Certificates Obtained

Hot Topics

-  [Opioid Issues](#)
-  [COVID-19](#)
-  [Monkeypox](#)

Search

-  [Courses](#)
-  [Training Plans](#)
-  [Events](#)

1. From the Home page, select Training Plans.

2. Scroll down to HIV Capacity Building Assistance (CBA) and select.

CDC TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Environmental Public Health Online Courses (EPHOC)	Training Plan
Foodborne Introductory Training Module	Training Plan
FOTC: QBHSB Training Plan	Training Plan
Foundational Training for COVID-19 Responders	Training Plan
Foundations of Public Health Preparedness	Training Plan
GIS in Public Health	Training Plan
Health Equity Learning Bundle	Training Plan
Hepatitis C Online	Training Plan
HIPAA Learning Bundle	Training Plan
HIV Capacity Building Assistance (CBA)	Training Plan
Immunization and Effective Communication Learning Bundle	Training Plan
Integrating Racial Equity into Practice Learning Bundle	Training Plan

3. The Capacity Building Assistance (CBA) training plan is where you will find all the Capacity Building Assistance eLearning, classroom, and virtual, instructor-led trainings.

HIV Capacity Building Assistance (CBA)

[← Back](#) [+ Register](#)

ID 3966

To view and register for scheduled virtual, instructor-led trainings:

1. Access the National HIV Classroom Learning Center [training calendar](#) hosted on Cikatelli Associates, Inc.'s (CAI's) website.
2. Pre-register for your selected course via the link provided in the [training calendar](#).
3. Complete your registration on CDC TRAIN as directed when you receive an email from the National HIV Classroom Learning Center. You must join the HIV CBA Learning Group and locate the HIV CBA Training Plan in order to complete your CDC TRAIN registration for a specific virtual, instructor-led session.

The courses listed below provide training on how to implement CDC-supported HIV prevention interventions and public health strategies. These are primarily geared towards U.S.-based HIV prevention providers in health departments, community-based organizations and healthcare organizations. Courses marked with an asterisk (*) indicate trainings on interventions and best practices that are listed in the *Compendium of Evidence-Based Interventions and Best Practices for HIV Prevention*.

[▲ Show Less](#)

Components

Name	Completed Date	Score	Hours	Status
ARTAS* 0 courses required				
#2 of 2 ARTAS Strengths-Based Case Management Online Pre...			1h	Not Started
#2 of 2 ARTAS para el manejo de casos basado en las fortalezas			1h	Not Started
#1 of 2 ARTAS Online Pre-Course Training Module			1h	Not Started
ARTAS (Virtual Training)			11h	Not Started
ARTAS Classroom Training			16h	Not Started
ARTAS Training of Trainers (TOT) Classroom Training			16h	Not Started
ARTAS Training of Trainers (TOT) Virtual Training			10h	Not Started

Step 5: Register for courses on the Training Plan

Once logged onto CDC TRAIN and a member of the learning group with completed Learning Group Registration form, learners will be able to register for courses on the Training Plan.

- » eLearning, classroom, and virtual, instructor-led courses are available.
- » To view and register for scheduled virtual, instructor-led or classroom trainings:
 1. Access the National HIV Classroom Learning Center training calendar hosted on Ciatelli Associates, Inc.'s (CAI's) website.
 2. Pre-register for your selected course via the link provided in the training calendar.
 3. Complete your registration on CDC TRAIN as directed when you receive an email from the National HIV Classroom Learning Center.
 - You must join the HIV CBA Learning Group and locate the HIV CBA Training Plan in order to complete your CDC TRAIN registration for a specific classroom session.

eLearning courses can be completed at your own pace and are immediately approved upon registration.

All current courses and training plans will appear in section **Your Learning**. Completed courses will appear in section **My Transcript**.

Certificates will appear in **My Transcript** for courses that have been successfully completed. Course completion may include post-test(s) and evaluation(s).