

Helpful Hints when signing up for an account on Kansas Train for first time users

- Click on Launch Online Training
- Click on Create an Account
- Create a Login Name
- Create a Password
- Enter your WORK e-mail where we can reach you
- First Name
- Last Name
- Time Zone
- Zip
- Check I agree to all TRAIN policies
- Create account
- Select what region of Kansas you work in
- Then Select the county you work in
- Then it will ask you for a Homeland Security Discipline
- Click
- Hospitals – Health Care
- ADRC/AAA – Other
- Then click to confirm these selections
- Then you will click if you are State Agency or Non- State Agency
- If you are unsure what to choose from the selection choose other
- You will confirm again
- You will select Non-Local Health Department Personnel
- Confirm
- Continue
- If you have a FEMA Student ID enter it, if not choose Continue
- If you have a professional license number, then add it. If not select Create Account
- You will then scroll down to where it says Browse Courses and click on it
- Type KDADS in the search bar, should be highlighted blue
- Scroll through the list and search for KDADS CARE Level I Assessor Training and Level I PASRR training
- Click on the PASRR training first
- Then click Launch
- It may pop up a window and want you to add things to your profile, please follow the prompts and add in the information needed to the best of your ability
- You will then go back if you had the pop up window and click on Launch
- Take the training and then the post assessment exam

- When you have completed both trainings if you are a **HOSPITAL ASSESSOR** please e-mail your certificates to KDADS.CARE@ks.gov
- If you are an **ADRC/AAA ASSESSOR** please print your certificates and give them to the person in your agency that is your supervisor.