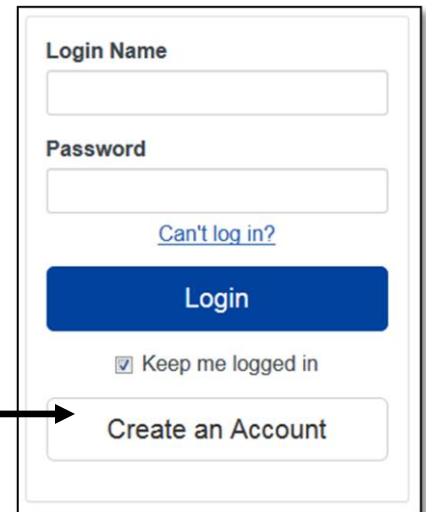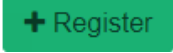# Kansas TRAIN

How to set up a learner account on KansasTRAIN
(if you do <u>not</u> have an account)

1. If you are a Kansas learner point your browser to **https://www.train.org/ks/**. For all other users go to **www.train.org**.

2. Click the **Create an Account** button on the TRAIN login page.

3. Complete the online registration form to set up your account. Choose a login ID and password that are unique to you, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.

4. In order for TRAIN to send registration notifications, check the two boxes in Your Profile, Account button.

Login Name

Password

Can't log in?

Login

☑ Keep me logged in
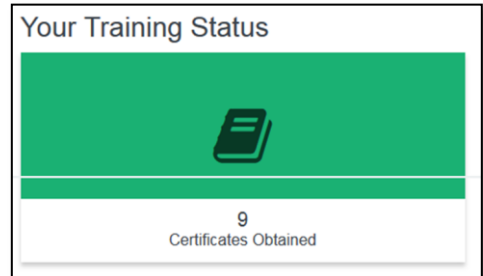
Create an Account

Course Title

1. You must be logged into to your KansasTRAIN account to register for a course. If you do not remember your Login and Password, see instruction at the bottom of this page.

2. Click the [Q] button on the right hand side of the homepage to enter KDADS to search by specific words. All KDADS Courses will display.

3. Click the title link to view important course information.

4. Select the **+ Register** button for an online course.

To withdraw from a course please log into KansasTRAIN:

   a. Click **Your Training Status** on the right hand side of the homepage;
   Select the Course
   b. On the Course page, click on **More Actions** button
   c. Select **Withdraw**

Your Training Status

9
Certificates Obtained

Need your account Login or Password?

Click the 'Forgot Your Login Name/Password' link on the login page to access your account information OR, contact the Helpdesk at: kdhe.helpdesk@ks.gov; 785-296-5655 or 785-291-0425.

Direct course content questions to: KDADS Information Services Division Help Desk at KDADS.HELPDESK@ks.gov or 785-296-4987