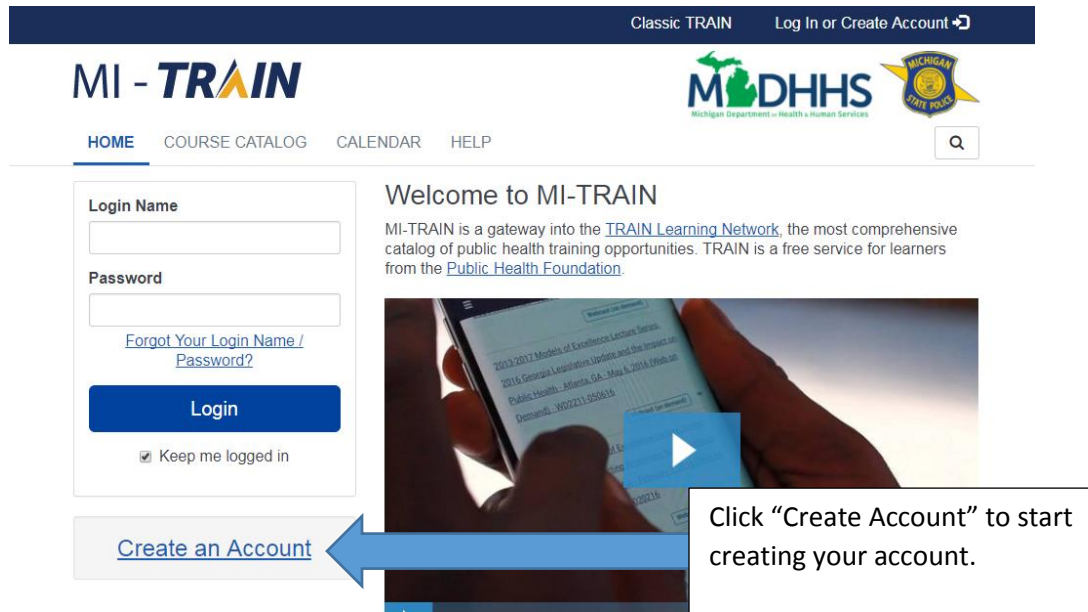


How to create a MI-TRAIN account in TRAIN 3.0

1. Go to <http://www.train.org/mi-train>



The screenshot shows the MI-TRAIN website interface. At the top, there is a dark blue navigation bar with the text "Classic TRAIN" and "Log In or Create Account" with a right-pointing arrow. Below this is the MI-TRAIN logo on the left and the Michigan Department of Health & Human Services (MDHHS) logo on the right, which includes the Michigan State Police seal. A search bar is located to the right of the MDHHS logo. Below the navigation bar, there are links for "HOME", "COURSE CATALOG", "CALENDAR", and "HELP".

The main content area features a login form on the left with fields for "Login Name" and "Password", a "Forgot Your Login Name / Password?" link, a blue "Login" button, and a "Keep me logged in" checkbox. To the right of the login form is a "Welcome to MI-TRAIN" section with a paragraph of text and a video player showing a hand holding a smartphone displaying a list of training opportunities. A blue arrow points from the video player to a callout box that says "Click 'Create Account' to start creating your account." Below the login form, there is a "Create an Account" link with a blue arrow pointing to it from the callout box.

2. "Click Create and Account"
3. Complete all of the information, click "I agree to all TRAIN policies" and click "Next Step"

MI - TRAIN

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Passwords must be at least 6 characters in length with at least one capital letter and one number.

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-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

Have an account?
[Log In](#)

Fill out the form with your information.

Click the box to agree to all TRAIN policies.

Click the "Next Steps" button.

4. Fill in your street address and phone number.

The image shows the MI-TRAIN registration form. At the top is the MI-TRAIN logo. Below it is the heading "Account information". There are two input fields: "Street Address" and "Phone Number". The "Phone Number" field has a dropdown menu for the area code. Below these fields is a "Back" button. At the bottom of the form is a section with the text "Have an account?" and a blue "Log In" link.

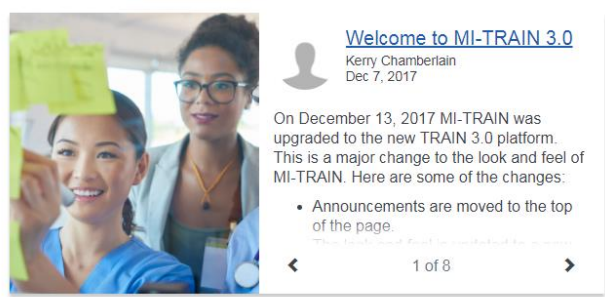
5. Once you fill in the required fields, click "Create Account". You will not get this button unless you fill in your address and phone number.

The image shows the same MI-TRAIN registration form, but now the "Street Address" field contains "123 Any Street" and the "Phone Number" field contains "(517) 555-1212". A blue "Create Account" button is now visible below the "Back" button. The "Log In" link remains at the bottom.

6. At this point you have your account created. Login with this information and fill in the rest of your profile. If the rest of your profile is incomplete, you may not be able to sign up for the courses you need.

What do you think of the new site? Your opinion is important to us!

Announcements



Welcome to MI-TRAIN 3.0
Kerry Chamberlain
Dec 7, 2017

On December 13, 2017 MI-TRAIN was upgraded to the new TRAIN 3.0 platform. This is a major change to the look and feel of MI-TRAIN. Here are some of the changes:

- Announcements are moved to the top of the page.

1 of 8

Notifications

Your profile is incomplete

1 Notification

Click the notification link to complete your profile.

7. All incomplete parts of your profile will have an indicator next to each part. Hit the save button once everything is complete.

Close Save

Save button

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.

Incomplete section

Manage Groups	Address ! <small>(Fields marked below are required)</small>	
Account	Country United States	Street Address 1001 Terminal Rd
Contact	State / Territory Michigan	Street Address Cont.
Address !	City Lansing	Time Zone Select a time zone
Organization	Zip / Postal Code 48909	
Professional Role		
Work Settings		
Demographic Information		
Michigan Volunteer Registry		
FEMA Student ID Number		
Professional License		

8. You're now ready to sign up for courses!