

How to Create an Account in CDC TRAIN and Register for the HEADS UP Concussion Course in Massachusetts

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.

CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC) programs, grantees, and other funded partners. Courses offered by CDC course providers have been approved and verified by CDC.

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.

Through this site you can:

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

Learn how to use TRAIN

Learn more about CDC TRAIN

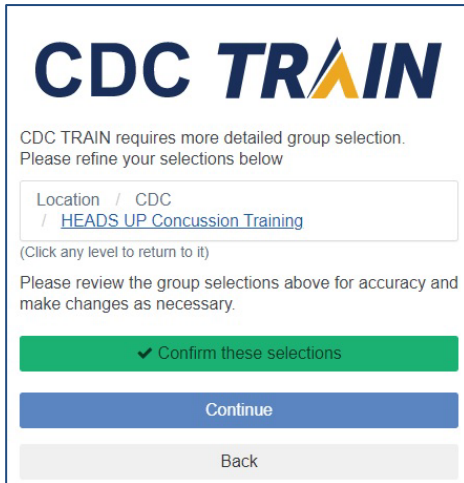
Find courses that offer continuing education (CE)

Become a CDC TRAIN Course Provider

3. Account Creation

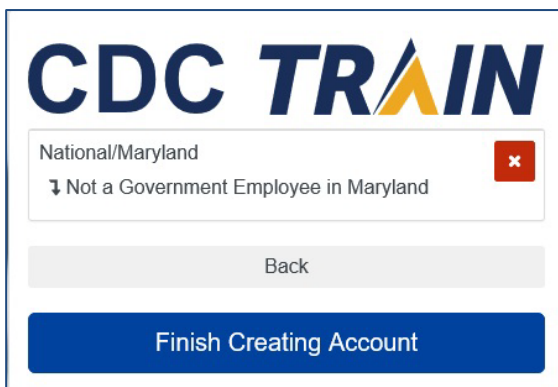
- Create your login name and password:
 - Login must be unique (with letters and numbers only), and a minimum of four characters.
 - Password must contain at least six characters with at least one capital letter and one number.
 - Enter your preferred email address.
 - Enter your first and last name.
 - 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**.

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



The screenshot shows the CDC TRAIN interface. At the top is the CDC TRAIN logo. Below it, a message reads: "CDC TRAIN requires more detailed group selection. Please refine your selections below". A breadcrumb trail shows "Location / CDC / HEADS UP Concussion Training". A note says "(Click any level to return to it)". Another message says "Please review the group selections above for accuracy and make changes as necessary." At the bottom, there are three buttons: a green button with a checkmark and the text "Confirm these selections", a blue button with the text "Continue", and a grey button with the text "Back".

6. Massachusetts is a state that uses TRAIN and currently does not have an option for non-Department of Public Health partners. We have alerted their administrator that our learners should use the following:
- a. Select Internal DPH Partners
 - b. Select Office of Local and Regional Health.
 - c. Confirm these selections.
7. Select the blue **Finish Creating Account** button.



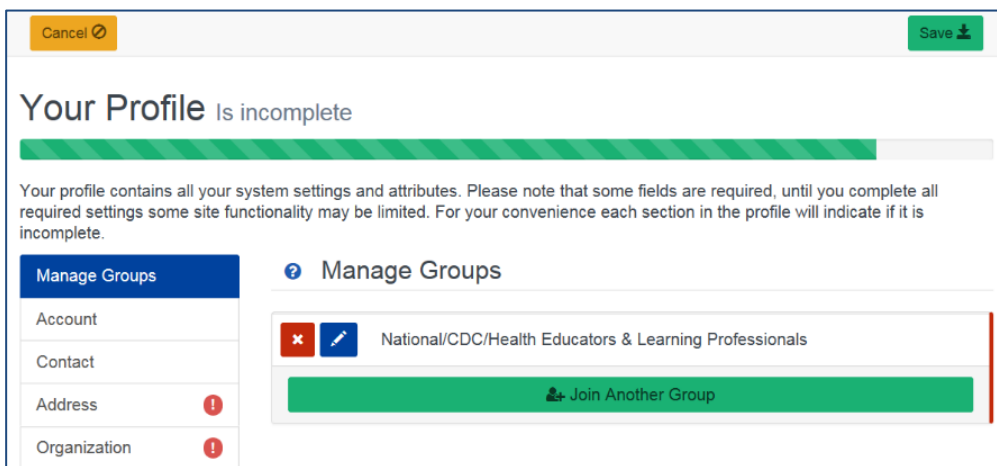
The screenshot shows the CDC TRAIN interface for account creation. At the top is the CDC TRAIN logo. Below it, a dropdown menu is open showing "National/Maryland" with a red 'x' icon to its right. Below the dropdown, a message reads "Not a Government Employee in Maryland". At the bottom, there are two buttons: a grey button with the text "Back" and a blue button with the text "Finish Creating Account".

8. *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.



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.