

## CREATING AN ACCOUNT ON TRAIN

New users wishing to access TRAIN can easily create an account by following these steps.

Got to [ky.train.org](http://ky.train.org) page.

1. Click the Join button below.
2. You must agree to TRAIN policies before creating a new account. The policy page will provide you with links to review these policies. If you accept the terms, click the checkbox labeled "I agree to these TRAIN policies," then click "Next."
3. In the next screen you must provide relevant information in every field marked with an asterisk. This information will uniquely identify your account within the TRAIN system. The "Optional Fields" can be filled out or left blank at your own discretion.
4. Once you have entered all the required information and any optional information you wish to provide, click the "Next" button to continue.
5. On the next page, you must specify which TRAIN organization's main page you will be using. For most users, this will be their State Portal. Click the appropriate button for your account, then select the grouping options from the pop-out window.
6. Once you have selected your group options, click "Submit."
7. The next page will require you to select professional attributes which describe your occupation. You must select at least one, but you may select up to three.
8. Once you have selected your professional attributes, click "Next."
9. You will then be prompted to select work settings which describe your working environment. You must select at least one, but you may select up to three.
10. You will then be prompted to describe various demographic information about yourself. This information is optional.
11. Depending on the settings selected in the above steps, you may also be prompted to answer one or more survey questions. Any questions marked with an asterisk are required information. Answer any survey questions, then click next to continue.
12. Your account is now created! Click "Continue" to be automatically logged in. In future, you can log in from your group portal by entering the login information provided in step 5.