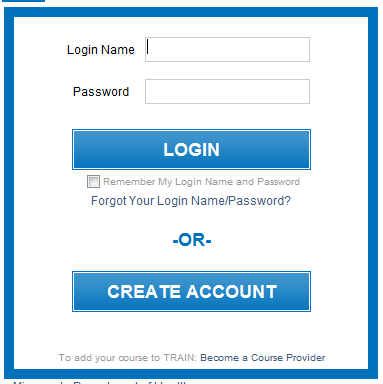


# MN

User’s tip sheet

Create your account on MN.TRAIN

Please use Internet Explorer or Google Chrome



1. Go to [http://mn.train.org](http://mn.train.org/)

* Click on “Create Account” on left side of screen beneath the Login button
* Review MN.TRAIN policies
* Check the “Agree” box
* Click “Next”
* Enter your profile information
  + - * Required fields are indicated with a red asterisk **\***
* Use appropriate capital and lower case letters
* You create your own Login Name and Password
* When completed, click “**Next**”

1. To Select State Portal, click on “Select Groups” button

Image of Select Groups button to click on in order to select the group your MN.TRAIN account will belong to.

* Select Employment Category, select “**Not a** **State Employee”**
* Select Region, select which region you live
  + Color coded legend is below the map
    - Metro region is divided up into Metro East: Anoka, Dakota, Ramsey, Washington counties
    - Metro West: Carver, Hennepin, Scott counties
  + Then select the County in which you work
* Select ODP discipline (the field in which you work)
* Then hit the “**Submit**” button below the map

### Note

* If you would like to add a CDC group to your MN.TRAIN account, you can select the CDC Portal “Select Groups” button. Here you select which area most of your work is based
* Click on the “Submit” button
* Then click on the “**Next**“ button

1. Selecting a Professional Role: You can select up to 3 roles

* Then click “**Next**”

1. Selecting a Work Setting: You can select up to 3

* Then click “**Next**”
* The next screen asks for demographic information, it is not required
  + You may skip this page, if you desire

1. Answer the question: Do you hold a Professional License Number?

* This is for those working professionals that hold a licensure i.e., doctor, nurse, veterinarian, driver, contractor, etc.
  + Make the appropriate selection
* Then click “Next”
* Then you can explore MN.TRAIN by clicking on the “**Continue**” button

### Note

please be sure to do this

* MN.TRAIN will send you an email thanking you for registering and asking that you confirm your email address by clicking on a link in the email
* Write your “Login Name” and “Password” in a secure place
* To exit MN.TRAIN, go to upper right corner of screen
* Click on “Logoff”

## How do I register for “What is SHIP” course?

* If you know the Course ID, enter it in the “Keyword or Course ID” box on the Home Page

Type in: What is SHIP or



Course ID 1072933

## Image of the User's Dashboard where their current registered courses and completion certificates are listed. What is “the Dashboard?”

* After you login, your “Dashboard” appears on the right side
* **“**My Learning” contains your active course registrations
* “My Certificates” contains your course completion certificates

## How do I update My Account on MN.TRAIN?

* **Image of My Account where learner can edit or update their profile information.**Click on “My Account” in the upper right corner of the screen
* The screen will refresh
* Update any fields you wish
* Remember to click on the “Save and Back” button when finished

## How do I change my password or update my MN.TRAIN account?

* Click on “My Account”
* Click on “Reset Password” Enter all fields (Old Password, New Password, & Confirm)
* Click on “Save”
* Update any other information
* When finished, click on “Save and Back” button at bottom of page

## What if I forget my password for MN.TRAIN?

* Go to [http://mn.train.org](http://mn.train.org/)
* Click on “Forgot Your Login Name/Password?” link below the “Login” button
* Enter your email address
* Click on “Send me my password” button
* Your password will be emailed to you
* Or you can contact [MN.TRAIN@state.mn.us](mailto:MN.TRAIN@state.mn.us) to ask for assistance

## How does a MN.TRAIN course get moved from My Learning to my TRAIN Transcript?

* You must be registered for the course through MN.TRAIN
* Image of Current Courses button located in My Learning where the learner's currently registered courses are listed.After you complete the course, return to “My Learning”
* Open “My Learning”
* Click on the “Current Courses” button
* Locate the title of the course you want to manage
* Click the “M” button for Course Registration Management
* Click “Completed”
* Click OK
* Then click “Submit”

## Where can I find my TRAIN Transcript?

* Image of TRAIN Transcript button where learner clicks to view their Transcript.On your Dashboard, open “My Learning”
* Click on the “TRAIN Transcript” button
* Print your certificate of attendance from the “Certificates” link in “My Learning”

## What if I can’t launch a course?

* Turn off popup blockers
* Click “Help” on the TRAIN navigation taskbar
* Click “Test Your Environment” in the left hand menu
* Follow the prompts to diagnose technical problems
* Recommendation: Use “medium” or “lower” on the Privacy Tab of Internet Options
* Use Internet Explorer or Google Chrome if you are using another browser

## Questions?

* Contact the MN.TRAIN State Administrator at [mn.train@state.mn.us](mailto:mn.train@state.mn.us) or call the Minnesota Department of Health, Center for Emergency Preparedness and Response at 651-201-5700

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