



CO.TRAIN Quick Guide

This document will take you step-by-step through the process of accessing the online post-tests and courses through CO.TRAIN, how to access Certificates of Completion, and how to retake a test or course. If you already have a CO.TRAIN login name and password you may skip to section *How to Search and Launch Course*.

NOTE: Use Internet Explorer. Other browsers (i.e., Chrome, Firefox or Safari) may not be compatible with the online courses. Before you login, make sure your Pop-up Blocker is turned off.

1. Go to: **CO.TRAIN.org**. If you already have a login and password enter it now and click “**Login**”
2. If accessing CO.TRAIN for the first time click “**Create Account**”.

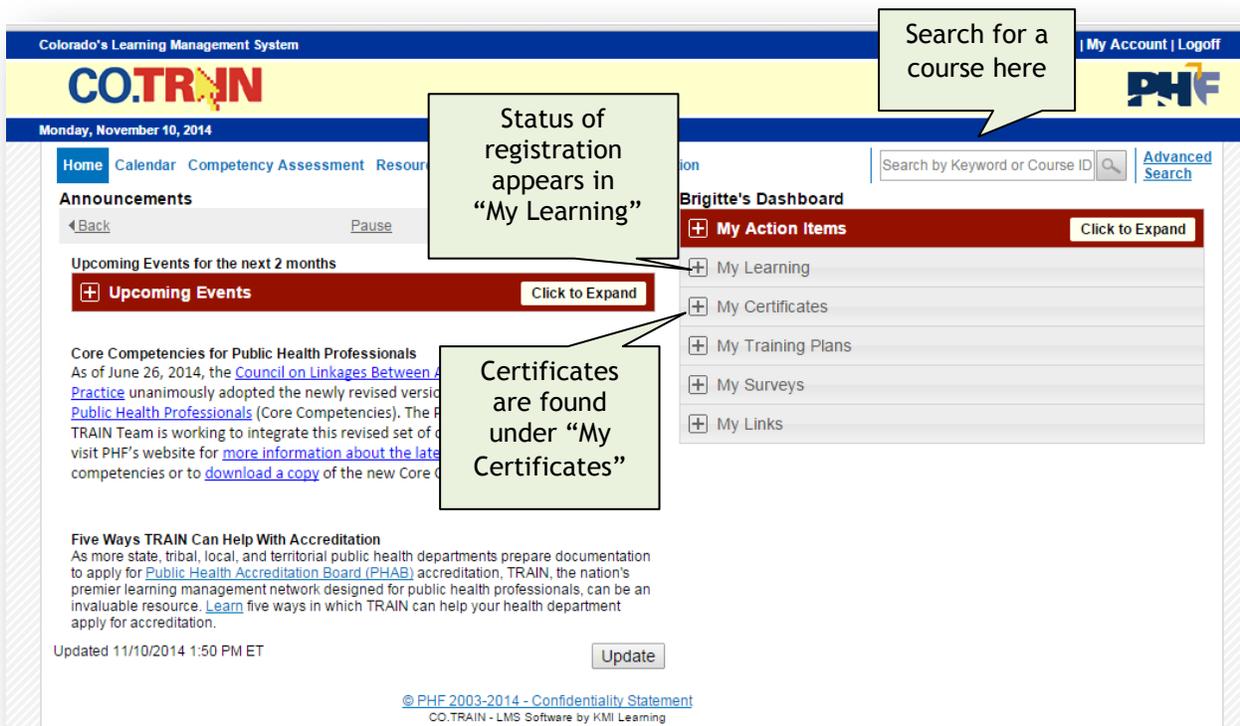
A screenshot of the CO.TRAIN login page. It features two input fields for 'Login Name' and 'Password'. Below these is a blue 'LOGIN' button. Underneath the login button is a checkbox labeled 'Remember My Login Name and Password' and a link 'Forgot Your Login Name/Password?'. Below this is a separator '-OR-' and a blue 'CREATE ACCOUNT' button. An orange arrow points to the 'CREATE ACCOUNT' button. At the bottom of the form, there is a link: 'To add your course to TRAIN: [Become a Course Provider](#)'.

3. Click the Check Box for “**I agree to these TRAIN Policies**”
4. Complete the “**Required Fields**” user information section. Ensure all user information is correct and all fields which have a red star (*) by them are filled in.
 - a. Select “**Yes**” to receive emails from TRAIN. When you enroll in a course the information will be emailed to you.
 - b. Once done click “**Next**”
5. Continue to fill out all the necessary information on the subsequent pages.
6. When you have finished, click “**Continue**” to enter the site. Your new account has been created.
7. You are now logged into the TRAIN system. The landing page (see image 1 on the following page) is where you will search and manage courses.

How to Search & Launch Course

1. Click the box “Search by Keyword or Course ID”, located in the top right hand section of the landing page (see image 1).
2. Enter the course name or course ID (refer to the orientation checklists for level I, II and III), click the search icon  .

Image 1:



3. If you search by course name select the correct course from the course search results.
4. Click the registration tab; enter your agency and clinic in the text box field, lastly click the **Launch** button to begin the course (see images 2-3).

Note: If you are unable to launch the course you may need to work with your agency's IT department to obtain the necessary computer system requirements.

Image 2:

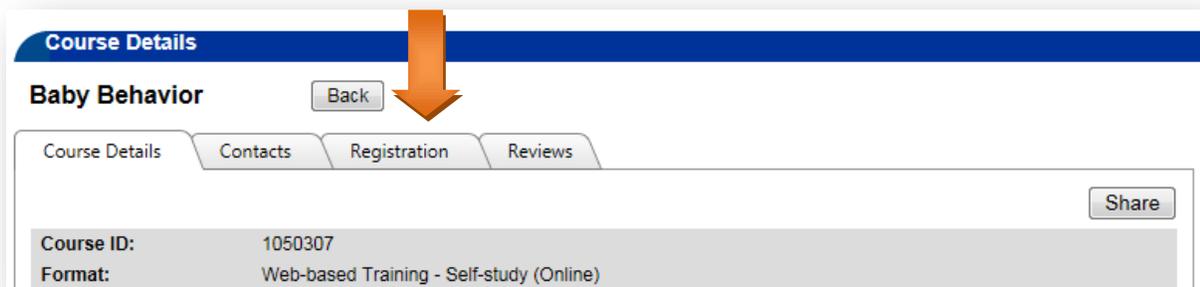
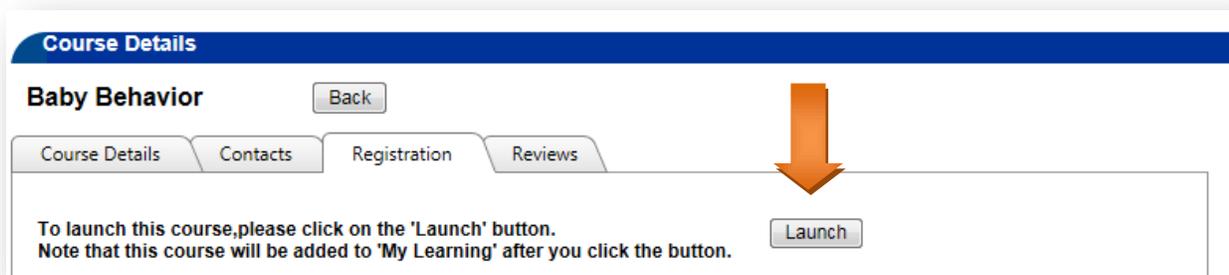


Image 3:



Learner Record & Certificates of Completion

1. Once you have enrolled in a course you will find confirmation of this by clicking “My Learning” from the Dashboard section on the home page (see image 1). All enrolled courses will appear with a status of “in progress” until the course is successfully completed. Once successfully completed the status will change to “completed”.
2. Once you complete the post-test and/or course a certification of completion can be found under “My Certificates” from the landing page (see image 1).
 - a. Click on the print icon to the right to view/save/print the certificate.
 - b. Certificates must be shown to your supervisor who enters completion into Compass.

Note: to save paper when verifying completion of tests/courses a staff member may:

- Log-in and have the supervisor visually view the certifications of completion on your computer screen as proof that the training was completed.
- Open the certificate and save the pdf file. Email the certificate to your supervisor.
- Click on “My Certificates” then “View All Certificates”. Press *Ctrl+P* on the keyboard to print the page(s) of the tests/courses completed and provide the printout to the supervisor. This will also confirm the passing score achieved, although only passed tests/courses will appear.

How to Retake a Test/Course

Learners will need to retake a test or course if they do not pass the post-test with a score of 90% or greater. Note: all tests/courses that are not passed will appear with a status of “*in progress*” and a certificate of completion will not be available.

1. Once logged on select “**My Learning**” on the dashboard located on the right hand side.
2. Select the post-test you would like to retake.
3. In the *Course Registration Management* page, select the “**Withdraw**” button.
4. A pop-up message appears, select “**OK**”.
5. Click the “**Back**” button.
5. Click the box “**Search by Keyword or Course ID**”, located in the top right hand section of the landing page (see image 1). Enter the course ID of the test/course to retake.