



Learning Management System

Account Creation

Form Guide

- Please be advised that there will be several steps including with creating your account. Please utilize the form guide below to accurately complete your account set-up.
- If you already have a TRAIN account, please **DO NOT** create an additional account, and utilize the “forgot password” function.
- If you are unable to recall your username but are prompted that you already have an account upon attempts to create one, please see contact information at the bottom of this form guide.
- **Your PROFILE must be completed after creating your account**

On your browser, go to <https://www.train.org/virginia/welcome>

Click on create a new account

The screenshot shows the TRAIN Virginia website interface. At the top left is the TRAIN Virginia logo, and at the top right is the VDH Virginia Department of Health logo. A navigation menu includes Home, Courses, Training Plans, Calendar, Resources, and Help. A search icon is located in the top right corner. The main content area is divided into two columns. The left column contains a 'Log in' section with a description: 'Unlock a world of public health training resources by logging into TRAIN Virginia.' It includes input fields for 'Login name' and 'Password', a 'Forgot password?' link, a blue 'Log in' button, and a red-bordered 'Create new account' button. Below the 'Create new account' button is a link: 'Want to add courses to TRAIN? Become a course provider'. The right column features the VDH logo and tagline 'Protecting You and Your Environment'. Below this is the heading 'How To Create An Account' followed by two paragraphs of instructions. The first paragraph states: 'If you forget your password, **DO NOT** create another account. Just click on the "Forgot password?" link this page.' The second paragraph states: 'If you are a Virginia MRC member, **DO NOT** create an account. The VVHS system will create one for you once you are approved as a volunteer. You can then recover your login credentials using the "Forgot password?" link on this page.' Below these paragraphs is a list of features: 'TRAIN Virginia 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. Through this site, you can:' followed by a bulleted list: 'Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites, Track your learning with personal online transcripts, Access valuable materials, course reviews, and discussions to improve your learning experience, and Stay informed of the latest public health trainings for your area or expertise.' At the bottom of the right column, there is a section titled 'IMPORTANT to RECEIVE EMAILS from TRAIN:' with a paragraph: 'Please select to receive emails from TRAIN.org when asked by the system. TRAIN communicates to you about your TRAIN Virginia account. These are not spam emails. You only receive TRAIN emails about your account, courses you are registered for and training plans that you might have. It is important for you to stay informed about your TRAIN Virginia account. Any questions? Email VA_admin@train.org.'

Create a log in name Create your login name such as the initial of your first name and your full last name without any spaces

Create Account

Create login name *

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

Create a password with the noted specification below

Create a password *

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

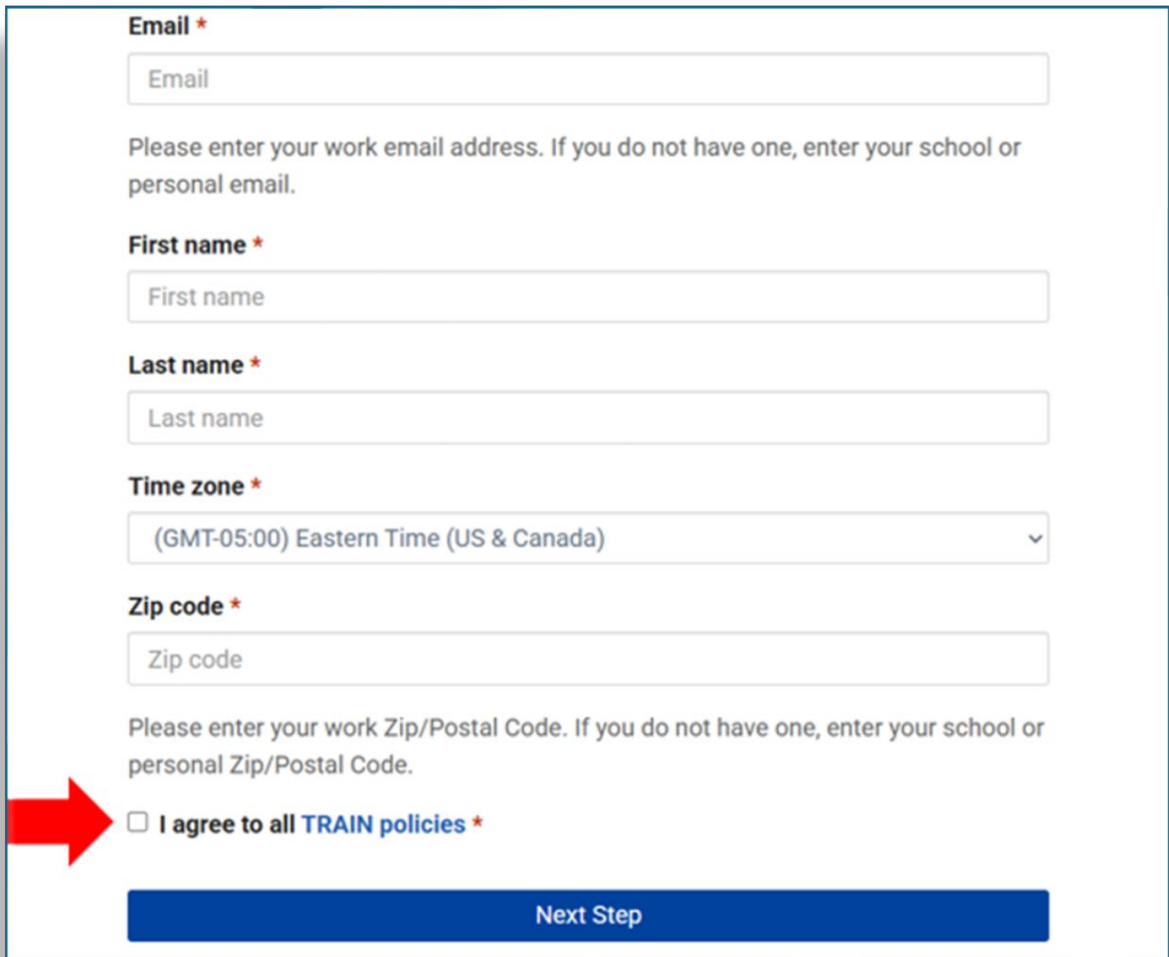
Confirm password *

Provide the following information:

- You Email
- First Name
- Last Name
- Time Zone (US & Canda)
- Zip Code

CLICK - "I agree to all TRAIN polices" - which can be reviewed prior to checking the confirmation box

CLICK - "Next Steps"



Email *

Please enter your work email address. If you do not have one, enter your school or personal email.

First name *

Last name *

Time zone *

Zip 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

Select "Not a Virginia Certified EMS Provider", then click "Confirm these selections"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

Location / Virginia

(Click any level to return to it)

Select: Job Role

- Not a Virginia Certified EMS Provider
- Virginia Certified EMS Provider

Back

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

Location / Virginia / Not a Virginia Certified EMS Provider

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

Select "Not a Member of a Local Government Agency", then click "confirm these selections"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕
↓ Not a Virginia Certified EMS Provider

Location / Virginia
(Click any level to return to it)

Select: Local Agency

Local Government Agency

NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY

Back

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕
↓ Not a Virginia Certified EMS Provider

Location / Virginia / **NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY**
(Click any level to return to it)

✓ Confirm these selections

Back

Select "Not a member of one of these agencies/industries"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY

↓ Not a Virginia Certified EMS Provider

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select: Agency/Industry

Group search

Business and Industry

Child and Adult Care Food Program

Firefighter

Hospital

Law Enforcement

Legal Community

Nonprofit Associations

NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES

Nursing Homes & Long Term Care Facilities

Other

Other Health Care Providers

Back

Confirm these selections

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↳ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↳ Not a Virginia Certified EMS Provider

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia / NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

[✓ Confirm these selections](#)

[Back](#)

Select "Not a member of a volunteer agency," and click "Confirm these selections"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ Not a Virginia Certified EMS Provider
- ↓ Not a member of one of these agencies/industries

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select: Affiliation

- NOT A MEMBER OF A VOLUNTEER AGENCY**
- Volunteer Agency

Back

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ Not a Virginia Certified EMS Provider
- ↓ Not a member of one of these agencies/industries

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia / NOT A MEMBER OF A VOLUNTEER AGENCY

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

Select "Not a member of a school or university" and click "Confirm these selections"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ Not a member of one of these agencies/industries
- ↓ Other Health Care Providers

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia

(Click any level to return to it)

Select: Academic Educational Institution

NOT A MEMBER OF A SCHOOL OR UNIVERSITY

Schools and Universities

Back

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ Not a Virginia Certified EMS Provider
- ↓ Not a member of one of these agencies/industries

Because you are affiliated with Virginia, you will need to answer a few additional questions.

Location / Virginia / **NOT A MEMBER OF A SCHOOL OR UNIVERSITY**

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

Back

Select "State Agency"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A SCHOOL OR UNIVERSITY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ↓ Not a Virginia Certified EMS Provider

Location / Virginia

(Click any level to return to it)

Select: Agency

- NOT A MEMBER OF A STATE AGENCY
- State Agency**

Back

Then select "Department of Behavioral Health and Developmental Services"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A SCHOOL OR UNIVERSITY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ↓ Not a Virginia Certified EMS Provider

Location / Virginia / State Agency

(Click any level to return to it)

Select: Office or Department

Group search

- Alcohol Beverage Control
- Board for People with Disabilities
- Department for Aging and Rehabilitative Services
- Department for the Blind and Vision Impaired
- Department for the Deaf and Hard of Hearing
- Department of Accounts
- Department of Agriculture and Consumer Services
- Department of Behavioral Health and Developmental Services**
- Department of Conservation and Recreation

Click "Confirm these selections" then click "Finish Creating Account"

TRAIN Virginia

Virginia Required Group Selection

Virginia TRAIN requires more detailed group selection. Please refine your selections below

National/Virginia ✕

- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A SCHOOL OR UNIVERSITY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ↓ Not a Virginia Certified EMS Provider

Location / Virginia / State Agency
/ Department of Behavioral Health and Developmental Services

(Click any level to return to it)

✓ Confirm these selections

Select: Academic Educational Institution

- DBHDS CCCA
- DBHDS CSH

Back

TRAIN Virginia

Virginia Required Group Selection

National/Virginia ✕

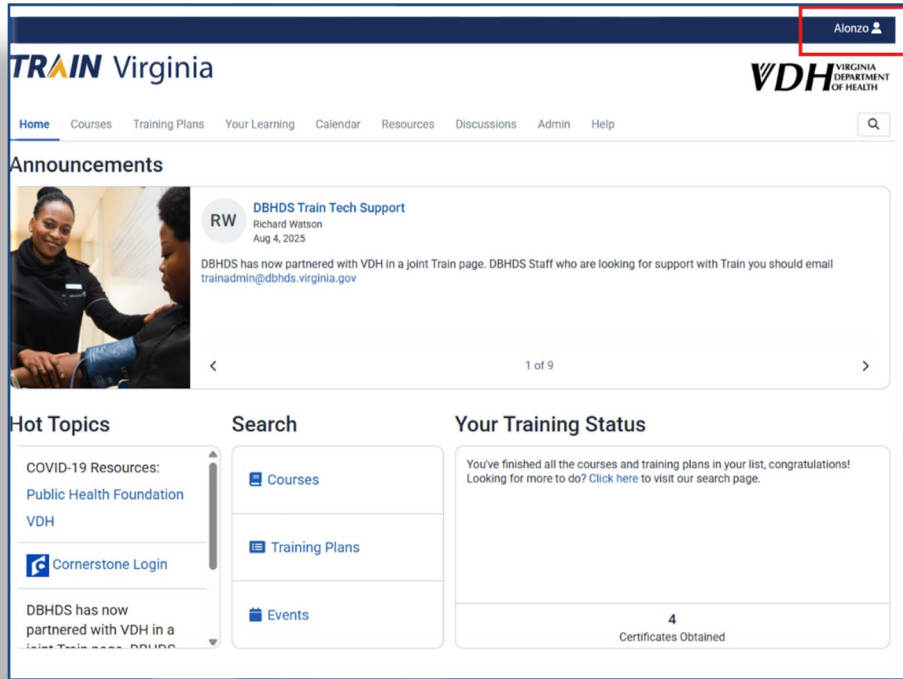
- ↓ NOT A MEMBER OF A LOCAL GOVERNMENT AGENCY
- ↓ NOT A MEMBER OF A SCHOOL OR UNIVERSITY
- ↓ NOT A MEMBER OF A VOLUNTEER AGENCY
- ↓ NOT A MEMBER OF ONE OF THESE AGENCIES/INDUSTRIES
- ↓ Not a Virginia Certified EMS Provider
- ↓ State Agency/Department of Behavioral Health and Developmental Services

Continue

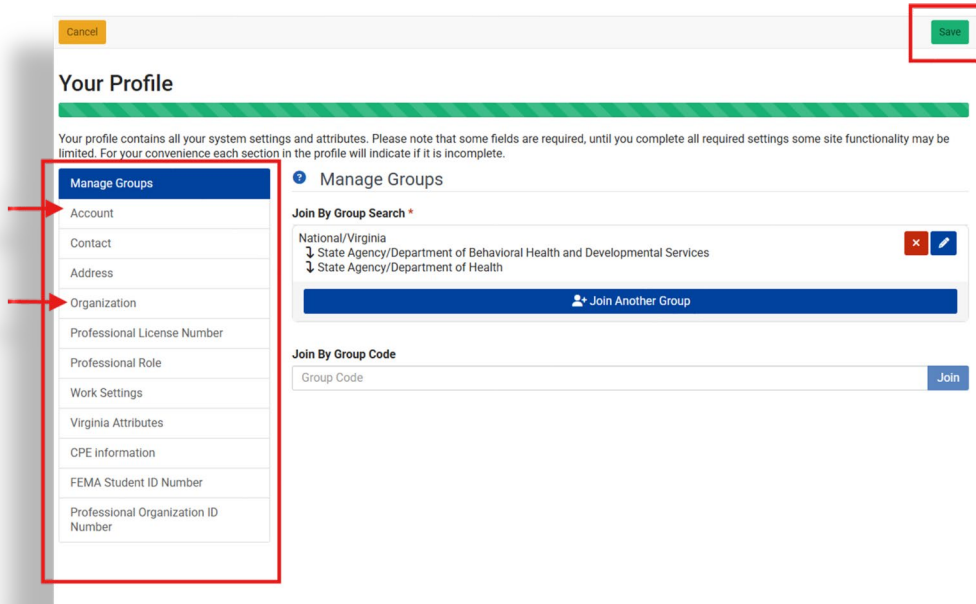
Back

Finish Creating Account

One logged in you MUST complete your profile, by clicking your name and icon at the top of the page:



Complete the Profile fields, at minimum being **Account** and **Organization** and save:



Once logged into TRAIN, navigate to the “Courses” tab

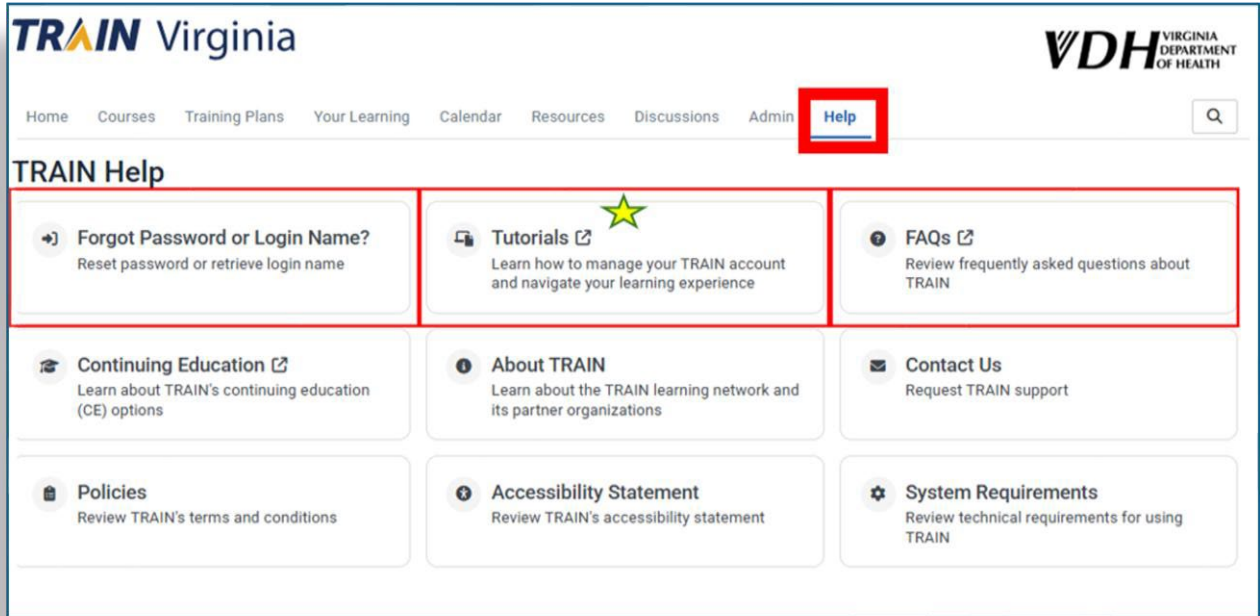
The screenshot shows the TRAIN Virginia homepage. The navigation menu at the top includes Home, Courses (highlighted with a red box), Training Plans, Your Learning, Calendar, Resources, Discussions, Admin, and Help. Below the navigation is an Announcements section with a post from Richard Watson dated Aug 4, 2025, regarding a partnership with VDH. The main content area is divided into three sections: Hot Topics (with links for COVID-19 Resources, Public Health Foundation, VDH, and Cornerstone Login), Search (with buttons for Courses and Training Plans), and Your Training Status (with a congratulatory message).

ALWAYS begin your search with typing **DBHDS** in the search bar to locate and access trainings offered by DBHDS (*or you may type in the course number if known)

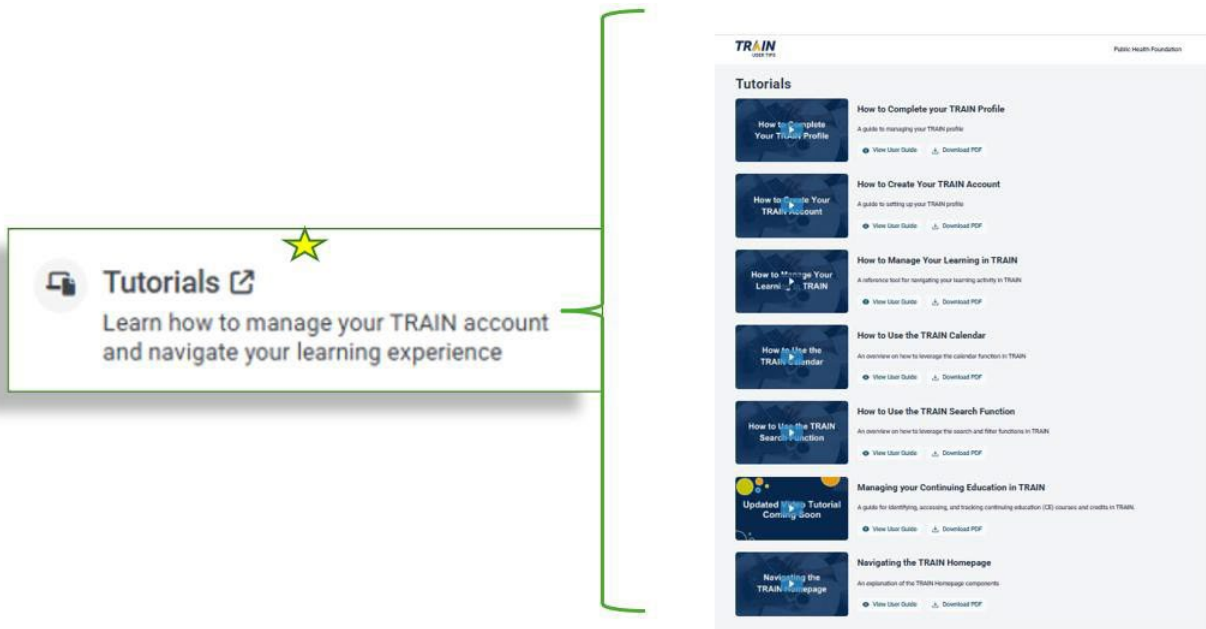
The screenshot shows the search results page for 'DBHDS'. The search bar contains 'DBHDS' and is highlighted with a green box. The results show 16 records found. The search bar also includes a 'Sort by relevance' dropdown. The results list various training items, each with a rating (stars) and a count in parentheses. The items include:

- DBHDS- Problem Gaming and Gambling Curriculum (Web-based Training - Self-study)
- DBHDS (5 stars, 12)
- DBHDS - The Role of DBHDS in the Commonwealth of VA Emergency Operations Plan: VBH MRC (Webcast (recorded))
- DBHDS (5 stars, 77)
- DBHDS: EO 43 - Benefits and Opportunities (External Content)
- DBHDS (4 stars, 40)
- DBHDS: Executive Order 43 (EO 43) training for Community Services Board staff (Training Plan)
- DBHDS: Problem Gaming and Gambling Trainer Orientation (Training Plan)
- DBHDS: EO 43 - Monitoring and Communication Strategies (External Content)
- DBHDS (5 stars, 32)
- DBHDS: Orientation to Disaster Behavioral Health: In Person (On-Site - Classroom course or workshop)
- DBHDS (5 stars, 62)
- DBHDS: Problem Gaming & Gambling Prevention Curriculum (Training Plan)
- DBHDS: Tools to Support Citizens Affected By Disasters (Webcast (live event))
- DBHDS (5 stars, 48)
- DBHDS- Problem Gaming and Gambling Curriculum Trainer Orientation (Web-based Training - Self-study)
- DBHDS
- DBHDS: EO 43 - Digital Literacy and Critical Thinking (External Content)

Clicking the “Help” Tab for log-in help, **Tutorials**, and FAQs about navigating the TRAIN Learning Management System

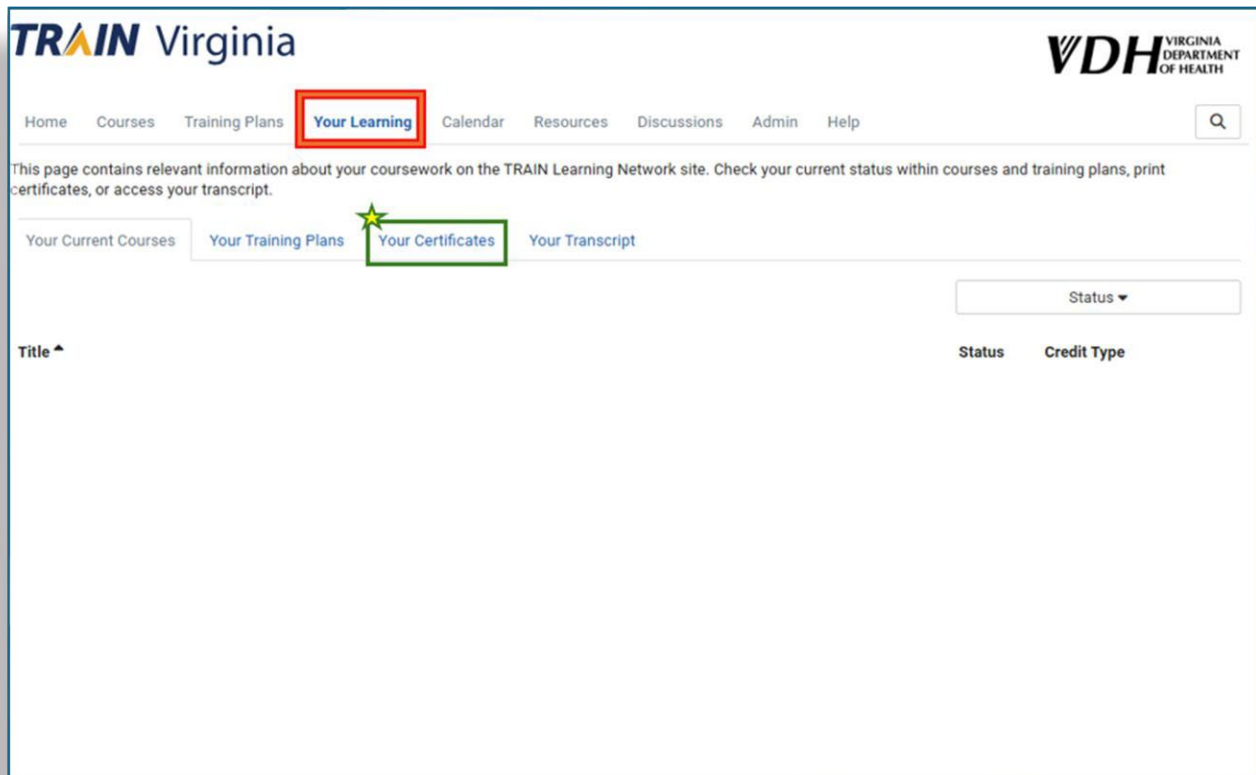


In clicking on Tutorials shown above you will be provided with options of recordings for support in utilizing TRAIN



By clicking on the “Your learning” tab you can:

- Access courses you are enrolled to complete or have begun, but not completed
- Obtain copies of your certificates from completed courses
- View a list of courses taken



For additional assistance in utilizing TRAIN for the purposes of Human Rights Training, contact:

Alonzo Riggins
Training and Development Coordinator
Office of Human Rights
alonzo.riggins@dbhds.virginia.gov