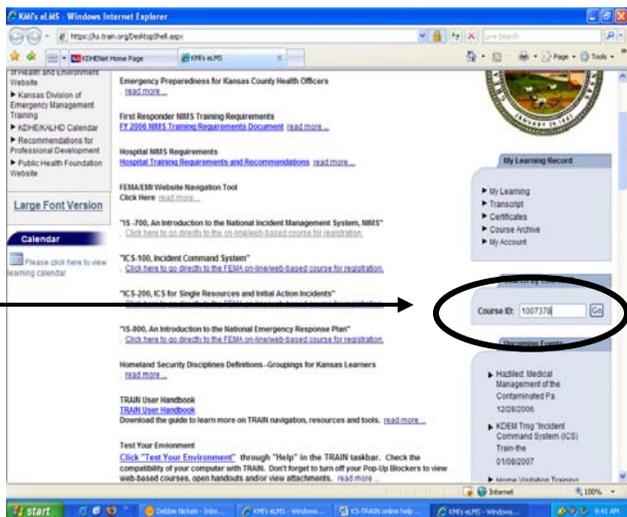**KS-TRAIN**
Prepared. On track. Online.

How to set up a learner account on TRAIN (if you <u>do not</u> have an account)

1. Point your browser to http://ks.train.org (Kansas users) OR www.train.org for other state's workforce.
2. Click on the "**Create Account**" button in the left hand menu.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.

Once you have set up your TRAIN learner account, you will be able to register for **"Ready, Wiling and Able", Course # 1010882.**

1. Log into **www.train.org (http://ks.train.org** for Kansas users)
2. Add course **#1010882** to the **Search by Course ID** field on the right hand side of the Homepage**.** Click Go.
3. Click the course title, Read the 'Course Details' information;
4. Click the 'Registration' tab, pick a credit type, add information per instructions to the text field, and then Register;
5. This will start the Pre-assessment.
6. **Important**…If you 'Quit' a course and come back later to finish, go to 'My Learning' on the right hand side of the homepage, click the course title and follow the prompts.

Course Questions: Cat Rooney
Email: catr@ku.edu
Phone: 785-864-4095

KS-TRAIN Technical Assistance
Email: helpdesk@kdhe.state.ks.us or call
785-296-5655
(Monday – Friday 7:30am-5:00pm)

Course Navigation Questions:
Debbie Nickels, KS-TRAIN Administrator
Email: dnickels@kdhe.state
Phone: 785-291-3457