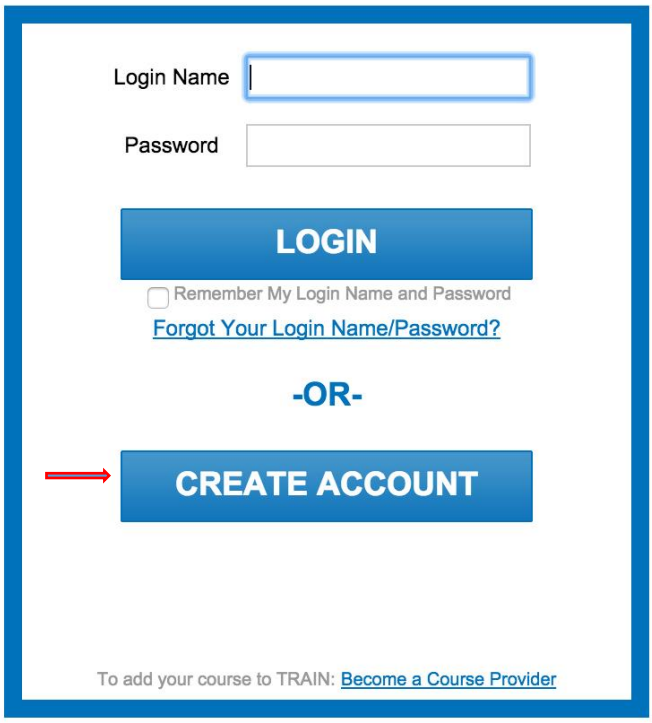
Employee Education System
VHA TRAIN

VA | U.S. Department of Veterans Affairs
Veterans Health Administration
Employee Education System

How to Create an Account in VHA TRAIN

1. Go to https://vha.train.org.
2. Click on **Create Account** in the login box.



3. You will need to agree to the TRAIN policies. Each policy is an active link that leads to more information detailing the specific policy. You must agree with these policies before you may proceed with registration.

4. Fill out all the necessary information on the next page. Required fields are indicated with a red asterisk (*). Do not hit the **Back** button at any time during the registration process.
    a. This page also has the opportunity to opt in to TRAIN emails. We suggest you select this box in order to receive course updates from courses that you might register for, and/or to receive password reset notifications.

5. Answer the secret question at the bottom of the page with an easy to remember, one-word answer. In the event that you forget your password, you will be asked to answer this question as a security measure during the password retrieval process. Click **Next**.

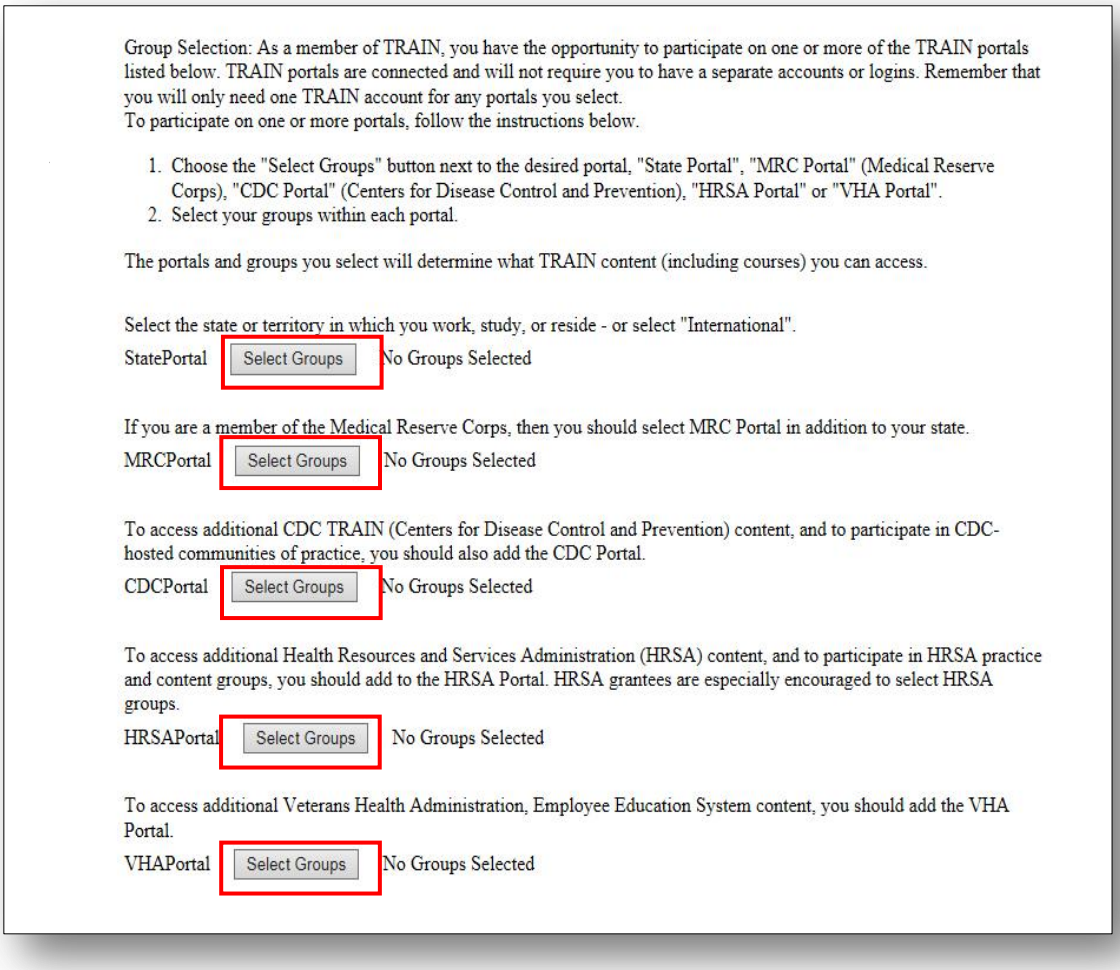
6. Next you will go to the state and group selection page. Use the information below to make your selections.

7. **Group Selections:**
   As a member of TRAIN, you can be a member of one or more of the TRAIN portals listed. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need **one** TRAIN account for any portals you select.

   To participate on one or more portals, follow these instructions:

   a. Choose the **Select Groups** button next to the desired portal ("State Portal," "MRC Portal" [Medical Reserve Corp], "CDC Portal" [Center for Disease Control and Prevention], “Health Resources and Service Administration (HRSA)” Portal and VHA Portal” [Veterans Health Administration]).

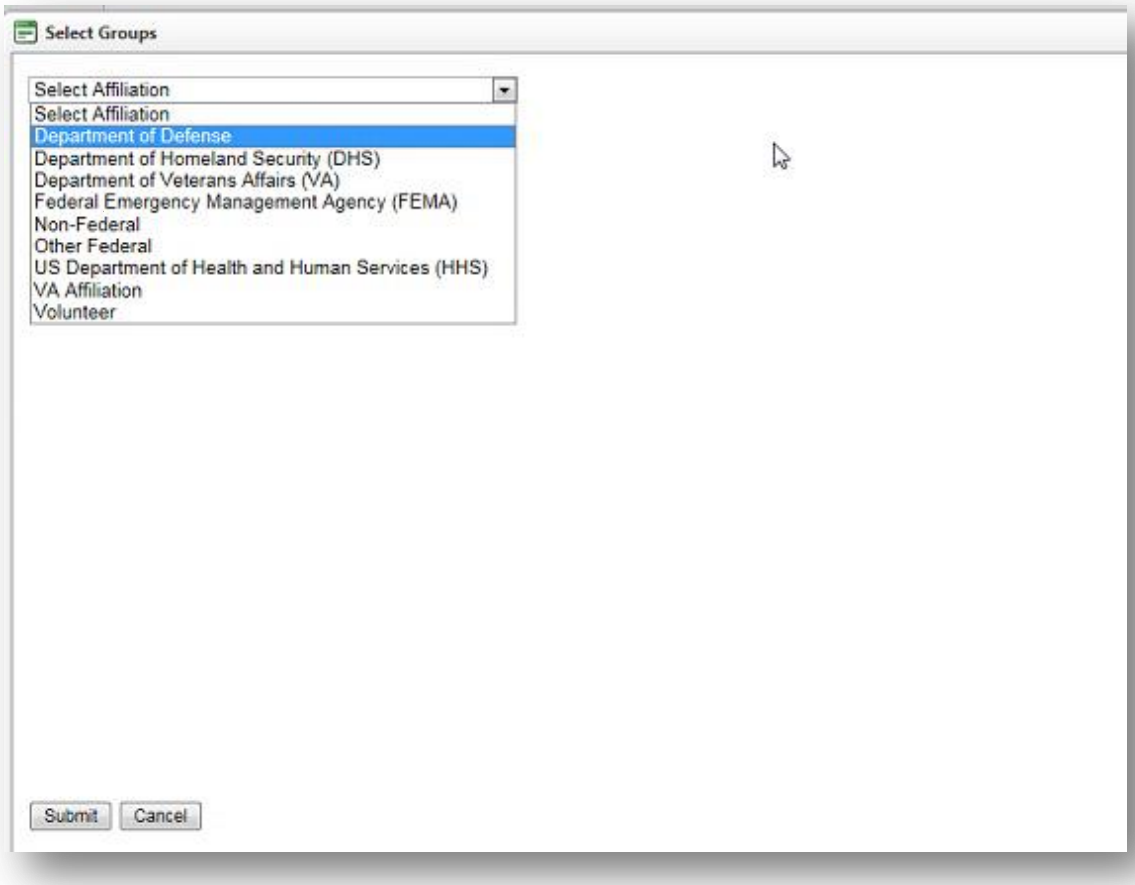
Select your groups within each portal.



Adding VHA Groups:

8. To add VHA groups, click on the **VHA Portal Select Groups** button. Select one of the VHA TRAIN Communities of Practice from the dropdown menu, and then click the **Submit** button. VHA TRAIN's Communities of Practice (CoP) groups will allow for more targeted content to keep your TRAIN experience more relevant and less cluttered.

   Note: You can change or add CoP groups in the future by repeating this process.



9. Click the **Save & Back** button at the bottom of the TRAIN group selection page to save your TRAIN grouping structure. To change your TRAIN groups, return to My Account, Groups tab and click on Remove Groups to exit a portal or Select Groups to make changes to groups within a chosen portal. Click on the **Save & Back** button at the bottom of the group selection page to record your changes in TRAIN.

10. The following sections will ask for your professional role(s) and work setting. Please be sure to complete the demographic section. Once these are complete, you will see a confirmation page that your TRAIN account has been created.

11. Please remember to check your email account for an email from TRAIN and follow the instructions to confirm your email address.

To search and register for a course in VHA TRAIN:

1. Enter a course ID # or a keyword from the course title in the search box located at the top right of the VHA TRAIN web page.
2. Click on the magnifying glass.
3. Once the search results load, locate the course you are interested in and click on the course title.
4. The course details will load for the course. Please read carefully for any instructions.
5. To register, select the **Register** tab.
6. If the course has continuing education (CE), you will need to select your CE option from the dropdown box.
7. If the course has a registration code, you will be prompted for it at this time.
8. Select the **Launch** button to complete the registration and launch the course.
9. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into VHA TRAIN and selecting **My Learning** on the home page. Your course will be listed here. Click on the **In Progress** link to re-launch the course.

Thank you for your participation in VHA TRAIN! If you have any questions, please email the VHA TRAIN help desk at VHATRAIN@va.gov.