# Employee Education System



## **VHA TRAIN Frequently Asked Questions**

#### 1. What is VHA TRAIN?

VHA TRAIN is a gateway into <u>TRAIN National</u>, the most comprehensive catalog of public health learning products. TRAIN is one of the most widely used learning management systems and is a free service of the Public Health Foundation.

The VHA Employee Education System (EES), an internal education and training department to the Veterans Health Administration (VHA), is making training products and programs available to the public through TRAIN. These VHA EES learning products support training needs to non-VHA health care and public health providers to support the Veteran patient. More Veteran-specific educational content will be added to the portal on an ongoing basis.

#### 2. How do I find VHA TRAIN?

VHA TRAIN can be found at <a href="http://www.vha.train.org/">http://www.vha.train.org/</a>

#### 3. How do I register to be a learner on VHA TRAIN?

Go to <u>http://www.vha.train.org/</u>, select the Create an Account button, and follow the directions. VHA TRAIN accounts are free of charge. In order to receive important updates, we encourage all learners to opt-in to emails from TRAIN. To do this, simply select the box next to "I would like to receive emails from TRAIN" in the Optional Fields column when setting up your account. We promise to only email you when it's important (this includes password reset emails)!

#### 4. What if I forgot my password to VHA TRAIN?

Go to <u>http://www.vha.train.org/</u> (or to your own TRAIN portal), select the "Forgot Your Login Name/Password?" Link located below the Login button. Enter your email address and select the Send Password and Login Name button. Please refer to the HELP tab in VHA TRAIN for more information.

### 5. What if I already have a TRAIN account?

Great! You can add VHA as a group to your existing TRAIN account. Adding VHA TRAIN to your groups will not change your TRAIN affiliation, but will grant you access to VHA TRAIN posted content, such as VHA courses, announcements, resources, and discussion boards. View these detailed instructions on how to add groups to your TRAIN account.

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#### 6. I need technical assistance for VHA TRAIN. Whom do I contact?

If you are logged in, contact information can be found by selecting the HELP tab in TRAIN. Also, you can email the VHA TRAIN team at <u>VHATRAIN@va.gov</u>, or, if you are part of a different TRAIN portal, contact your TRAIN administrator.

If you have a problem with a particular VHA course, please email the help desk at <u>VHATRAIN@va.gov.</u>

#### 7. How can I find out more about VHA TRAIN?

Please refer to the <u>HELP</u> tab on VHA TRAIN for more information.

#### 8. What if I have additional questions not answered on this page?

If you have any additional questions, please email us at VHATRAIN@va.gov

Disclaimer: Training found through a search of the TRAIN.org website is made available as a public service. Web pages, training, and programs from non-Federal organizations are provided solely as a service. These links do not constitute an endorsement by the Department.

Only courses offered by VHA EES have been verified and approved by VHA-EES.

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