

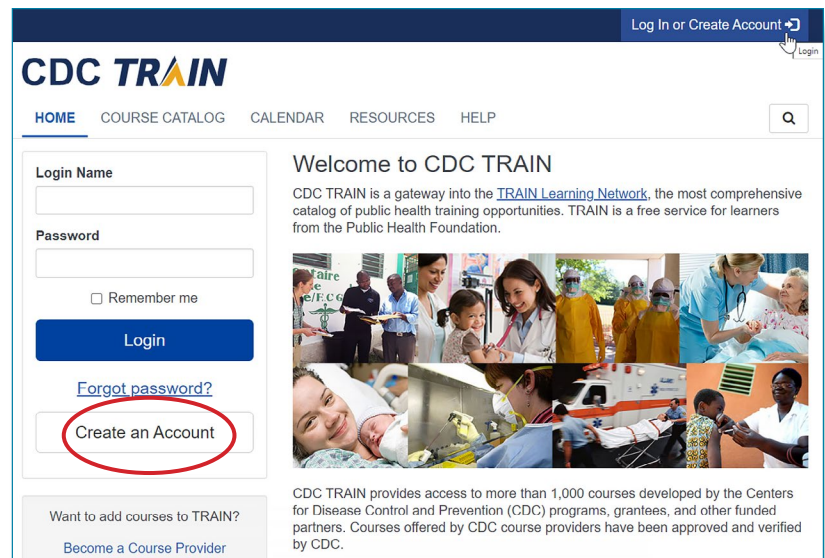
## Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

*Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down to Step 3.*

### Step 1: ➤ Create CDC TRAIN Account

Go to <https://www.train.org/cdctrain/>

1. Select the **Create an Account** link and follow the prompts to create an account:
2. Create login name
  - » Letters and numbers only.
  - » Minimum of four characters.
3. Create Password
  - » Must contain at least six characters with at least one capital letter and one number.

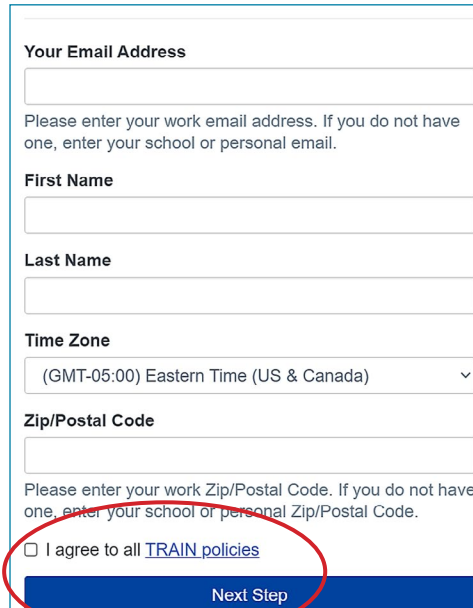


The screenshot shows the CDC TRAIN homepage. At the top right, there is a 'Log In or Create Account' link. Below the header, there is a navigation bar with links: HOME, COURSE CATALOG, CALENDAR, RESOURCES, and HELP. On the left side, there is a login form with fields for 'Login Name' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a 'Forgot password?' link. Below the login form, the 'Create an Account' link is circled in red. On the right side, there is a 'Welcome to CDC TRAIN' message and a collage of images showing healthcare workers and patients. Below the collage, there is a paragraph about CDC TRAIN providing access to more than 1,000 courses.



The screenshot shows the 'Create Account' page on the CDC TRAIN website. The page has a large 'CDC TRAIN' logo at the top. Below the logo, there is a 'Create Account' heading. The first section is 'Create Login Name', which has a text input field and a note: 'The login name must be unique with any characters except spaces and a minimum of four characters.' The second section is 'Create a Password', which has a text input field and a list of requirements: 'Password must:' followed by five radio button options: 'Contain at least one lower case letter', 'Contain at least one upper case letter', 'Contain at least one number', 'Be at least 8 characters', and 'Be different from the user's LoginName, FirstName, LastName, and Email'. Below the password requirements, there is a 'Confirm Password' section with a text input field. On the right side of the page, there is a large image of two people, a man and a woman, looking at a screen.

4. Enter your work email address.
5. Enter your first and last name.
6. Select your time zone.
7. Enter your work zip/postal code.
8. Read and agree to all CDC TRAIN policies.
9. Select the **Next Step** button.



**Your Email Address**

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

**First Name**

**Last Name**

**Time Zone**

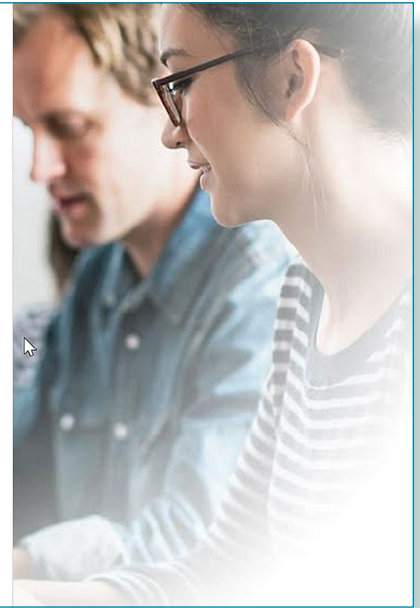
(GMT-05:00) Eastern Time (US & Canada) ▼

**Zip/Postal 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](#)

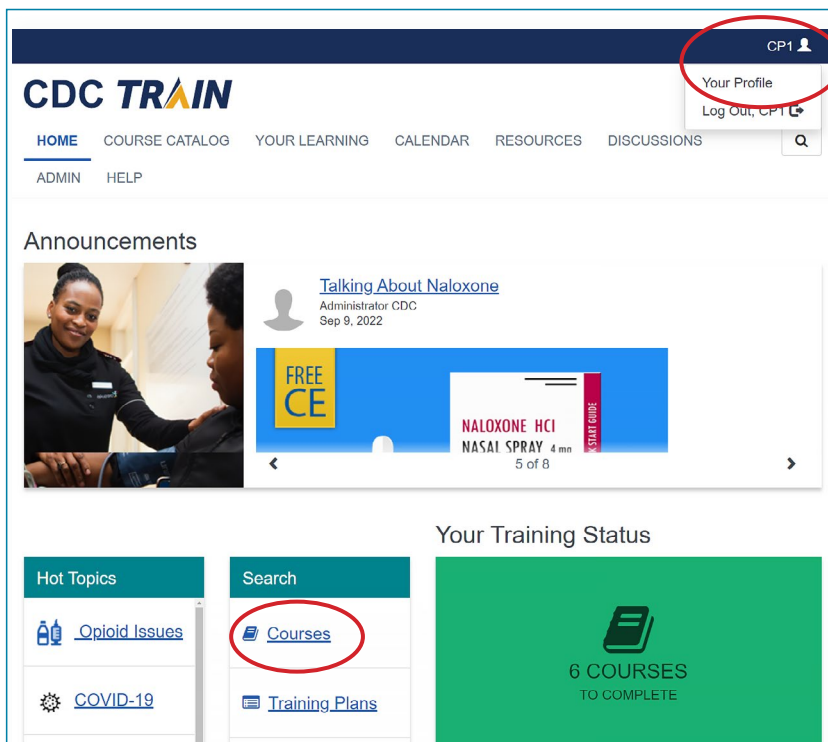
**Next Step**



10. You will be prompted to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group that best aligns with your job role or work setting. Select **Continue**.
11. You will be asked to confirm your selection. Select the green button to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.
12. Make the best selection from the given choices and then select the **Confirm** button.
13. Once the selections are confirmed, select the blue **Finish Creating Account** button.

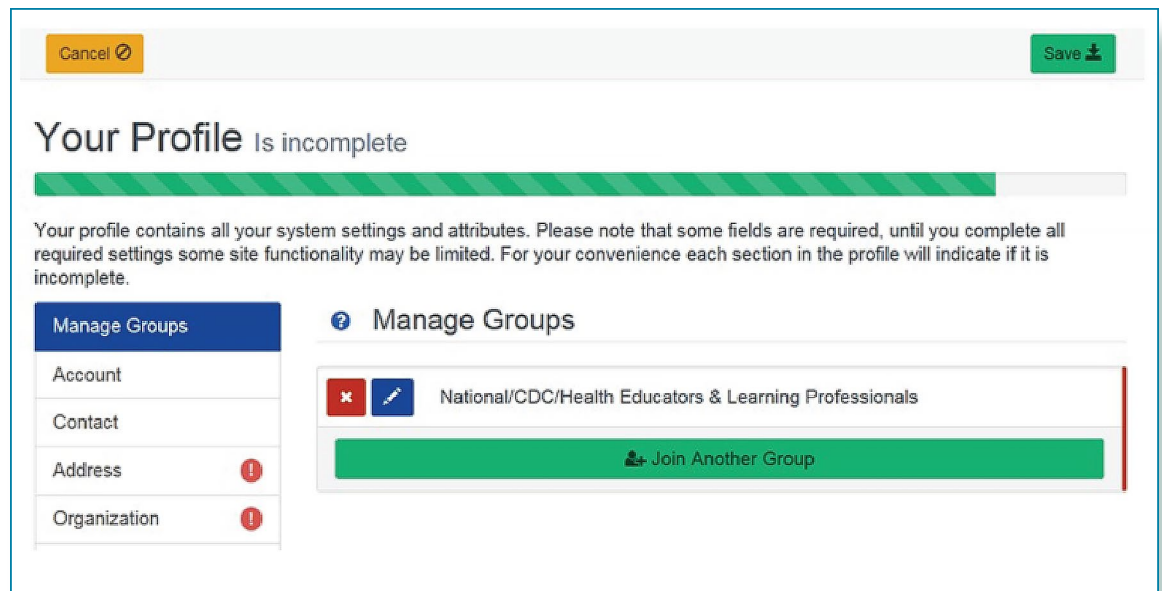
## Step 2: ➤ Complete User Profile

1. Select **your name** in the top right corner.
2. Select **Your Profile** link in the top right corner to complete any required account information.
3. Any required area of your profile to be completed will have a red exclamation mark next to it.
4. Select the exclamation mark to update each field. All fields must be completed before you can register for courses.
5. Once you have completed each field, save the entry by selecting the **Save** button on the top right corner of the page.
6. Continue this action until all fields have been updated.
7. You can search CDC TRAIN for courses without all required information, but in order to register and take a course, you will need to complete your profile.
8. Remember to OPT IN to receive emails from CDC TRAIN.
9. You will be asked to confirm your selection. Select the **green button** to confirm. If you are in a TRAIN state, you may be asked to select a group for the state.



The screenshot shows the 'Your Profile' form. The 'Account' tab is selected in the left sidebar. The main content area has a header 'Your Profile' and a note: 'Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.' Below this, there are sections for 'Manage Groups', 'Account', 'Contact', 'Address', 'Organization', and 'Professional License Number'. The 'Account' section is expanded, showing the 'Email' field with the placeholder text 'your email here'. A note below the email field states: 'Verification email will be sent when you save your changes.' At the bottom, there is a checkbox labeled 'I would like to allow CDC TRAIN to send me notifications via email' with 'Yes' and 'No' radio buttons. The 'Save' button is in the top right corner.

## Step 3: > Join CDC HIV Capacity Building Assistance (CBA) learning group



The screenshot shows the 'Your Profile' page in the CDC TRAIN system. At the top, there are 'Cancel' and 'Save' buttons. Below the title 'Your Profile', a message states 'Is incomplete' with a progress bar. A note explains that some fields are required for full functionality. On the left, a navigation menu includes 'Manage Groups', 'Account', 'Contact', 'Address', and 'Organization'. The 'Manage Groups' section on the right shows a list of groups, with 'National/CDC/Health Educators & Learning Professionals' selected. A green button labeled 'Join Another Group' is visible at the bottom of the group list.

1. Locate **Manage Groups** in the left navigation of Your Profile (click on your name in the top right corner of the CDC TRAIN homepage to access Your Profile). Locate the **Join By Group Code** text box.
2. Enter group code HIVCBA (no space) and select the **Join** button.
3. Select **Save** to record your group code.
4. Remember to OPT IN to receive emails from CDC TRAIN.



## Step 4: ➤ Complete Learning Group Registration form



1. During your next login or as you attempt to locate training, you will be prompted to complete the HIVCBA Learning Group Registration (LGR).
2. This LGR form gathers demographic and employment setting information from our HIV CBA learning group members. The information you share will help CDC understand the types of professionals, organizations, program populations, and geographic areas served by our training courses. Your completion of this form can help improve and potentially expand CDC HIV prevention training efforts. Completion of this form is **voluntary** and **confidential**. You are not required to participate, but your response would be very valuable. Should you have any questions please contact [cbaevaluations@cdc.gov](mailto:cbaevaluations@cdc.gov).
3. Click **Start** to begin the survey.

## Step 5: ➤ Access the CDC HIV Capacity Building Assistance (CBA) Training Plan

The screenshot shows the CDC TRAIN website interface. At the top, the CDC TRAIN logo is displayed. Below the logo is a navigation bar with links: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search icon is also present. The main content area features an 'Announcements' section with a post titled 'TRAIN Courses Approved by Georgia OEMS' by David Newton, dated Oct 25, 2021. Below the announcements is a 'Your Training Status' section. On the left, there are 'Hot Topics' (Opioid Issues, COVID-19, Monkeypox) and a 'Search' menu. The 'Search' menu includes links for Courses, Training Plans (which is circled in red), and Events. The 'Your Training Status' section shows a green box with '6 COURSES TO COMPLETE' and '3 Certificates Obtained'.

1. From the Home page, select Training Plans.

## 2. Scroll down to HIV Capacity Building Assistance (CBA) and select.

**CDC TRAIN**

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

<a href="#">Environmental Public Health Online Courses (EPHOC)</a>	Training Plan
<a href="#">Foodborne Introductory Training Module</a>	Training Plan
<a href="#">FOTC: QBHSB Training Plan</a>	Training Plan
<a href="#">Foundational Training for COVID-19 Responders</a>	Training Plan
<a href="#">Foundations of Public Health Preparedness</a>	Training Plan
<a href="#">GIS in Public Health</a>	Training Plan
<a href="#">Health Equity Learning Bundle</a>	Training Plan
<a href="#">Hepatitis C Online</a>	Training Plan
<a href="#">HIPAA Learning Bundle</a>	Training Plan
<a href="#">HIV Capacity Building Assistance (CBA)</a>	Training Plan
<a href="#">Immunization and Effective Communication Learning Bundle</a>	Training Plan
<a href="#">Integrating Racial Equity into Practice Learning Bundle</a>	Training Plan

## 3. The Capacity Building Assistance (CBA) training plan is where you will find all the Capacity Building Assistance eLearning, classroom, and virtual, instructor-led trainings.

### HIV Capacity Building Assistance (CBA)

[< Back](#) [+ Register](#)

ID 3966

**To view and register for scheduled virtual, instructor-led trainings:**

- Access the National HIV Classroom Learning Center [training calendar](#) hosted on Cicatelli Associates, Inc.'s (CAI's) website.
- Pre-register for your selected course via the link provided in the [training calendar](#).
- Complete your registration on CDC TRAIN as directed when you receive an email from the National HIV Classroom Learning Center. You must join the HIV CBA Learning Group and locate the HIV CBA Training Plan in order to complete your CDC TRAIN registration for a specific virtual, instructor-led session.

The courses listed below provide training on how to implement CDC-supported HIV prevention interventions and public health strategies. These are primarily geared towards U.S.-based HIV prevention providers in health departments, community-based organizations and healthcare organizations. Courses marked with an asterisk (\*) indicate trainings on interventions and best practices that are listed in the *Compendium of Evidence-Based Interventions and Best Practices for HIV Prevention*.

[▲ Show Less](#)

Components

Name	Completed Date	Score	Hours	Status
<b>ARTAS*</b> 0 courses required				
#2 of 2 ARTAS Strengths-Based Case Management Online Pre...			1h	Not Started
#2 of 2 ARTAS para el manejo de casos basado en las fortalezas			1h	Not Started
#1 of 2 ARTAS Online Pre-Course Training Module			1h	Not Started
ARTAS (Virtual Training)			11h	Not Started
ARTAS Classroom Training			16h	Not Started
ARTAS Training of Trainers (TOT) Classroom Training			16h	Not Started
ARTAS Training of Trainers (TOT) Virtual Training			10h	Not Started

## Step 6: Register for courses on the Training Plan

Once logged onto CDC TRAIN and a member of the learning group with completed Learning Group Registration form, learners will be able to register for courses on the Training Plan.

- » “eLearning, classroom, and virtual, instructor-led courses are available.
- » To view and register for scheduled virtual, instructor-led or classroom trainings:
  1. Access the National HIV Classroom Learning Center training calendar hosted on Cicatelli Associates, Inc.’s (CAI’s) website.
  2. Pre-register for your selected course via the link provided in the training calendar.
  3. Complete your registration on CDC TRAIN as directed when you receive an email from the National HIV Classroom Learning Center.
    - You must join the HIV CBA Learning Group and locate the HIV CBA Training Plan in order to complete your CDC TRAIN registration for a specific classroom session.

eLearning courses can be completed at your own pace and are immediately approved upon registration.

All current courses and training plans will appear in section **Your Learning**. Completed courses will appear in section **My Transcript**.

Certificates will appear in **My Transcript** for courses that have been successfully completed. Course completion may include post-test(s) and evaluation(s).