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## How Do I Register For CO.TRAIN?

**To register as a New User:**

1. Go to [www.co.train.org](http://www.co.train.org)
2. Click on the "Create Account" button in left-hand navigation

A screenshot of the CO.TRAIN website interface. The top navigation bar includes 'Colorado Department of Public Health &amp; Environment' on the left, 'Welcome Guest | Log Out' on the right, and the CO.TRAIN logo in the center. Below the logo is the text 'TrainingFinder Real-time Affiliate Integrated Network' and the PHF logo. A secondary navigation bar contains 'Monday, December 06, 2011' and menu items: 'Home', 'Course Search', 'Help', 'Core Competencies', and 'About This Site'. The main content area is divided into two columns. The left column, titled 'Member Login', contains input fields for 'Login Name:' and 'Password:', a 'Login' button, and a 'Create Account' button. A green arrow points to the 'Create Account' button. The right column contains a welcome message: 'Welcome to TRAIN, the premier learning resource for professionals who protect the public's health. A free service of the Public Health Foundation, www.train.org is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN).'. Below this is a banner for the 'COLORADO Department of Public Health and Environment' featuring several small images. At the bottom, a section titled 'Through this site, you can:' lists two bullet points: 'Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites,' and 'Track your learning with personal online transcripts,'.

3. Click on the hyperlinks to review the CO.TRAIN policies, click the “Yes” checkbox under the Review/Agree to Policy Section, and click “Next”.

<a href="#">Course Search</a>	<a href="#">Help</a>	<a href="#">Core Competencies</a>	<a href="#">About This Site</a>
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Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.  
Note: You must agree to these policies to be able to access the TRAIN website.

**TRAIN Policies**

- I. [General Policies and Liability Terms](#)
- II. [Confidentiality Statement](#)
- III. [Learner Rights and Responsibilities](#)
- IV. [Course Provider Rights and Responsibilities](#)
- V. [Definitions](#)

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I agree to these TRAIN policies \*

4. Complete the following screens of personal information – Click “Next” at the bottom of each screen to continue and complete your profile.

**Create a New Account**

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\* = required fields.

**Login Name:** \*

**Password:** \*

**Confirm Password:** \*

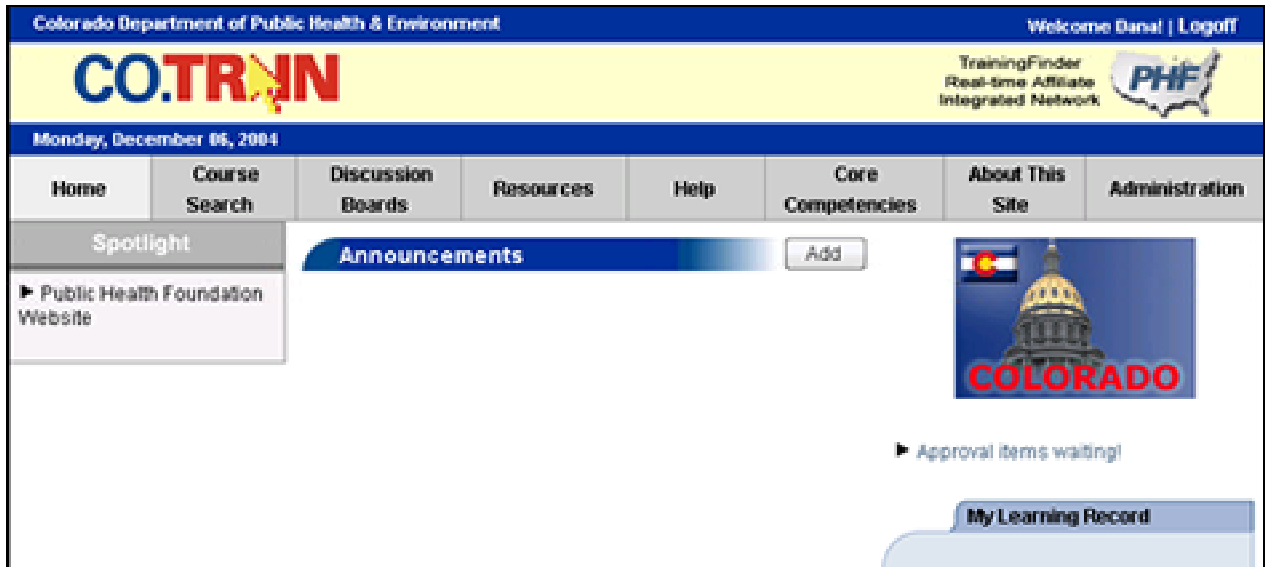
**First Name:** \*

**Last Name:** \*

5. You will determine what your user name and password will be. Please make note of your Login Name and Password for future reference.

**How Do I Find the Child Health Liaison Course in CO.TRAIN?**

1. Once you've created your profile, log in to CO.TRAIN using your new user name and password. Your screen should look something like this:



2. On the middle right-hand side of this screen, you will see the “Search By Course ID” tab. In this box enter “1007462” and click the “Go” button.

Search By Course ID

Course ID:

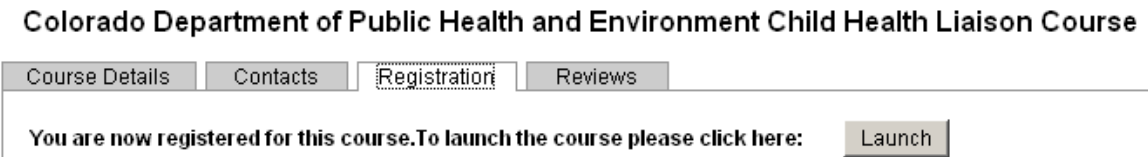
3. When the search results appear, click on the title “Colorado Department of Public Health and Environment Child Health Liaison Course” to be taken to the Course Details page.

		Title	Provider	Format
		Colorado Department of Public Health and Environment Child Health Liaison Course	CDPHE, in collaboration with Boulder County Public Health and Healthy Child Care Colorado	Web-based Training - Self-study

4. Once you've reached the Course Details page, Click on the Registration tab.



5. Lastly, on the Registration page, Click on the “Launch” button. The course should then open in a separate browser and this course will then be added to your Learner Record.



### **Troubleshooting & Additional Information**

If for some reason, the course window does not load, or locks your Internet browser you may need to install an update to [update your Java](#). Once you have done so, close all browsers and repeat the above steps to find/launch the course.

Hopefully this document will help you to get started. For additional information on CO.TRAIN, or to find out about future CO.TRAIN training opportunities in your community, please email [cdphe.co.train@state.co.us](mailto:cdphe.co.train@state.co.us) or call 303-692-2683 for more information.