



Initial Registration Instructions to Become a T.R.A.I.N. Learner

How to Create Your Own Learner Record

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www)
2. Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Should only do this once. If login name or password has been misplaced contact Hardin Stevens at 502-564-4990 Ex 3639 or by email at: hardin.stevens@ky.gov).
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. 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, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. MRC Member – Leave this unchecked unless you are a member and Click "Next".
7. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
8. On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting pages, update information as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

Member Login

Login Name:

Password:

Login

▶ Forgot Password?

Create an Account

▶ To take advantage of TRAN click to "Create Account":

Create Account

▶

My Learning Record

- ▶ My Learning
- ▶ Transcript
- ▶ Certificates
- ▶ Course Archive
- ▶ My Account

For assistance contact the Training Branch staff at 502-564-4990 or by E-Mail:

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