



## TRAIN Instructions: Account Creation & HCBS Training

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1. Navigate to the **Rhode Island** TRAIN portal at <https://www.train.org/rhodeisland/welcome>
2. Click **Create Account** in the Login box on the left side of the home page.
3. On the first page, enter the required fields. Please follow these instructions when creating a login name: Your Login Name should be professional and based on your name. For example. You could use your last name then first initial (DoeJ for John Doe; If there is also a James Doe, the username is DoeJo and DoeJa respectively.)
4. Click “Create Account” to continue.
5. Click on your name at the top right corner of the home page, then select “Your Profile”.
6. You will see a list of sections on the left side of the page. Required information will be marked with a red exclamation point (**you will not be able to take courses without completing the required sections**). As you navigate down the list, please make note of the following within their respective sections:

### Manage Groups

The default group should be Rhode Island. If it is not, join the Rhode Island group using the Group Search bar.

If you **need** to be part of a more specific group, you can select this by clicking “edit group” (the blue pencil icon to the right of “Rhode Island”) and searching for your group. Alternatively, if you have a group code, you can enter it in the “Join by Group Code” field. If you have issues with finding your group, please contact the RI TRAIN Administrator at [Rachael.Sardinha@health.ri.gov](mailto:Rachael.Sardinha@health.ri.gov). Please note that **most** general users will not need to be part of a group other than “Rhode Island”.

### Account

Select **yes** for “I would like to allow TRAIN Rhode Island to send me notifications via email”.

### Contact

It is recommended that you use your work phone number, unless otherwise specified by your supervisor.

### Address

It is recommended that you use your work address, unless otherwise specified by your supervisor.

### Organization

Begin typing the name of the organization you currently work for and select the best option when the drop-down list appears. **If there are multiple options, please check with your TRAIN Administrator to confirm the correct choice and be aware of spelling errors in the drop-down list.**

### Professional License Number

Include your license number if you are a licensed professional. Otherwise, this can be left blank.

### Professional Role

Review the list of options and choose up to three roles that best describe what you do.

### Work Settings

Review the list of options and choose up to three settings that best describe where you work.

### Demographic Information

Complete the demographic information fields (this is **optional**, but it is helpful information to have for reporting purposes to make sure we are best serving all of our populations).

### FEMA Student ID Number

Include your FEMA Student ID Number if that applies to you. Otherwise, this can be left blank.

### Professional Organization ID Number

Include your Professional Organization ID Number if that applies to you. Otherwise, this can be left blank.

## **Home and Community Based Services (HCBS) Training**

To access the annual HCBS training, use this link once your TRAIN account is created:

<https://www.train.org/main/course/1115522/details>

Once at the registration page, click:

 > Launch

You will then be prompted to enter a registration code. The code you will use is: **HCBS2024**

**Please note that this code is case sensitive.**

The training will then appear in a new tab. Complete all slides to obtain your certificate.