



## 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.
4. **Make sure you use a Rhode Island zip code!**
5. Click “Create Account” to continue, then go to your email to verify your account.
6. Log in, and click on your name at the top right corner of the home page, then select “Your Profile”.
7. 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.** Join an employment category in the Rhode Island group by clicking the pencil icon, selecting "Other", and confirming your selection.

A screenshot of the "Manage Groups" interface. At the top, there is a header "Manage Groups" with a question mark icon. Below it is a section titled "Join By Group Search \*". Inside this section is a search input field containing the text "National/Rhode Island". To the right of the input field is a red "x" icon and a blue pencil icon, which is circled in red. Below the search field is a blue button with a white plus sign and the text "Join Another Group".

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”.

### 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.** Don't worry if your organization does not appear in the list.

### Professional Role

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

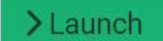
### Work Settings

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

**If you have any questions about creating or updating your TRAIN account, please contact the RI TRAIN Administrator at [Rachael.Sardinha@health.ri.gov](mailto:Rachael.Sardinha@health.ri.gov).**

### **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/rhodeisland/course/1133999/details>

Once at the registration page, click: 

You will then be prompted to enter a registration code. The code you will use is: **HCBS2026**

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

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