OhioTRAIN website: https://oh.train.org

If you have ever had an account with Ohio TRAIN, please do not create another account.

What to Do if You Forget Your Password
1. Click on "Forgot Your Password?" on your TRAIN home page.
2. Enter your login name in the appropriate field.

NOTE: If you do not remember your login name, leave the field blank and click "Next." You will be prompted to enter your email address, first name, and last name.

3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for TRAIN. If you cannot recall the answer to your secret question, select "I don't remember the answer" and you will be prompted for your street address.
4. Your password will be displayed on screen and will not be emailed to you.

NOTE: Do not guess. Incorrect guesses can lock your account. If you need help, contact Susan Brumm at Susan.Brumm@odh.ohio.gov.

If you are a first-time OhioTRAIN user, please follow these instructions –

1. Go to the OhioTRAIN website: https://oh.train.org

2. Click on "Create Account" which appears underneath the login box on the left hand side of the page.

3. You will need to agree to the Train policies prior to registering. Each policy is an active link that leads to more information detailing the specific policy.

4. Fill out 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 process.**

5. Answer the two secret questions at the bottom of the page with easily-recallable, one-word answers. In the event that you forget your password, **you will be asked to answer these questions** as a security measure during the password retrieval process. Please take this step seriously and write your answers down somewhere. Click "Next" when finished.

6. If you would like to get email updates about TRAIN in the future, click the "Notification" checkbox.

7. On the next page, you will be asked to provide your agency, location, or job role. Another drop down box will appear where you will indicate you Office or Division. Another box will appear asking if you are a member of the MRC (Medical Reserve Corp). Please answer appropriately.

8. Please select up to three 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. The purpose of selecting professional roles is because you can search for courses based on your professional roles if desired.

9. On the resulting page, please select the three settings that best fit your work environment. Click "Next" when finished.

10. On the resulting page, additional demographic information will be requested. This information is **not** required for registration. Click "Continue" to finish registering for OhioTRAIN. Click "Continue" again to register for the training. You will automatically be directed to the OhioTRAIN home page to begin searching for the training(s) you want to register for.

To search for a course:

Name: PLANET
Course #1024575

1. Log-in to OhioTRAIN.
2. Click on Course Search.
3. Click on "Course ID" and enter the course ID listed next to the course title on the course description page of this booklet for the training you are interested in.
4. Click Search.
5. You should be taken directly to the course information page.

Completing the training:

1. Find course by name or number.
2. Click on registration.
3. Sign up for appropriate credit or none.
4. Click register and download disclosures.
5. Complete pre assessment.
6. Click on Launch course (resource tab will bring up the PP which you can print.)
7. Click on play presentation (60 minute training) If you need to break up the training, the topics tab will allow you to start at the beginning of any module.
8. Close out video, click on home, then my learning, then manage.
9. Update credit if needed, then click completed.
10. Take post assessment and complete evaluation.
11. Go back to my learning record and click certificates.
12. Find Planet under course name and click to the far right on the certificate name. This will allow you to print your certificate.