



Creating your OhioTRIN account:

1. Go to the OhioTrain website: <http://oh.train.org>
2. You will need to agree to the OhioTrain policies to begin creating your account.
3. Complete all the necessary information on the subsequent page. Required fields are indicated with a **red** asterisk (*). Do **not** hit the "Back" button at any time during the registration process. (Please remember you only have to complete the **red** asterisk (*) items.)
4. Answer the secret question at the bottom of the page with an easily-recallable, one-word answer. In the event that you forget your password, **you will be asked to answer this question** as a security measure during the password retrieval process. Please take this step seriously. Click "Next" when finished.
5. Please check the box next to "I would like to receive e-mails from TRAIN" so that you receive notifications when you register or withdraw from a course.
6. On the next page, you will be asked to provide information about your grouping –

Please click on "Select Groups" next to **State Portal**

You will then be asked to select your "**Business Unit or Division Unit**" via a drop-down menu.

Please select "**Local Agency (By Region)**" and then under "**Region**" select "**the region where your county is located**" then select "**Your County**" and then select "**Other**".

You only have to select one portal, so you can ignore the others.

You will also be asked to select your job role and additional professional information.

Please select and click in the box 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. Click "Next" when finished.

7. On the resulting page, additional demographic information will be requested. This information is **NOT** required for registration. Click "Continue" to finish registering for OhioTRIN. You will see a "Welcome" screen and you can now enter the site.

If you have any questions please contact:

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