Create a Kansas TRAIN User Account
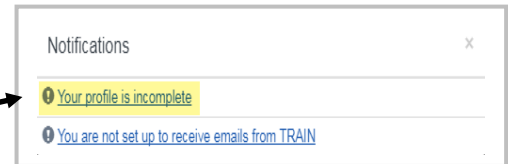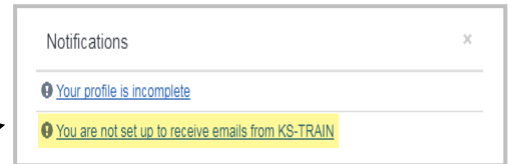
Kansas TRAIN

1. Point your browser to **https://www.train.org/ks**

2. Click the "**Create an Account**" button in the left-hand margin. You must have an email address to create an account. Choose a **unique** login ID and password.

3. Make sure to fill out all fields in the account creation page. Check the "I agree to all TRAIN policies" button when done.

4. In the next section, start selecting your work or volunteer groups.

5. Once you have selected the appropriate groups, the system will prompt you to enter your FEMA Student ID number and professional license number. ==These are **NOT** required to create and account.==

6. When you first get into the home screen select the notification button.

   - **Course registration notifications:** Select the line that has information on receiving TRAIN emails.

   - **Finishing your account information:** Select the line that says, "Your profile is incomplete" for an easy way to finish inputting details such as address and contact information.

     - All fields with a red line on the right side of the text box are required (pictured on the right)

     - Continue inputting information until all red exclamation marks on the category tabs disappear

     - If no options apply to you, choose the closest one or choose the "other" option

     - Make sure to save your profile before closing

7. Video Tutorials on how to create an account and other topics can be found at: https://www.train.org/tutorials/

Login Name

Password

Can't log in?

Login

☑ Keep me logged in

Create an Account

Notifications ② Kansas 👤

Notifications ✕

ⓘ Your profile is incomplete

ⓘ You are not set up to receive emails from KS-TRAIN

Notifications ✕

ⓘ Your profile is incomplete

ⓘ You are not set up to receive emails from TRAIN

Manage Groups
Account
Contact ❗
Address ❗
Organization ❗
Professional License Number
Professional Role ❗
Work Settings ❗

Kansas
Department of Health and Environment

Need your account Login Name?

Click the 'Forgot Your Login Name/Password' link on the TRAIN login page to access your account information OR, contact the Helpdesk at: ebitsm@ks.gov; 785-296-4999