

## Join the United States Public Health Service Private Learning Group

**If you already have a TRAIN account, in CDC TRAIN or any other TRAIN system, DO NOT CREATE A NEW ACCOUNT. Log in and skip to step #7 to update your profile and join the USPHS group.**

1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. Select the **Create an Account** link.

Login Name  
[ ]

Password  
[ ]

[Forgot Your Login Name / Password?](#)

Login

Keep me logged in

[Create an Account](#)

Welcome to CDC TRAIN

CDC TRAIN is a gateway into the TRAIN Learning Network, the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.

CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC) programs, grantees, and other funded

### Account Creation

- Create your login name and password:
    - Login must be unique (with letters and numbers only), and a minimum of four characters.
    - Password must contain at least six characters with at least one capital letter and one number.
  - Enter your work email address.
  - Enter your first and last name.
  - Select your time zone.
  - Enter your work zip/postal code.
  - Read and agree to all of the CDC TRAIN policies. You cannot create an account until you complete this step.
  - After agreeing, select the **Next Step** button.
3. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, please select *Preparedness & Emergency Response*. Select **Continue**.
  4. You will be asked to confirm your selection. Select the green button to confirm.
  5. *If you are in a TRAIN affiliate state, you may be asked to select a group for the state.* Make the best selection from the given choices (every state is different) and then select the **Confirm** button.
  6. Once the selections are confirmed, select the blue **Finish Creating Account** button.

CDC TRAIN

National/Maryland [x]

Not a Government Employee in Maryland

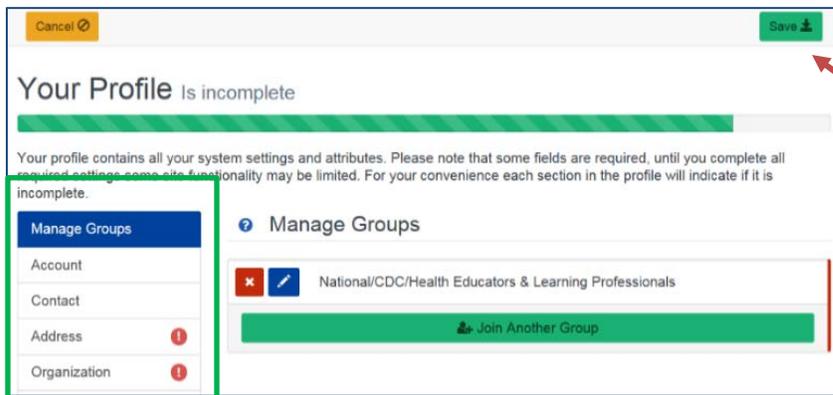
Back

Finish Creating Account

- Once you've created your account and you are logged in, click on your name in the top right corner and select **Your Profile** from the dropdown to complete all required account information.



- Update the required fields (those with the red exclamation mark) of **Your Profile**. Select the exclamation mark to update each field. Once you have completed each field, save the entry by selecting the **Save** button on the top right corner of the page. Continue until all fields have been updated.

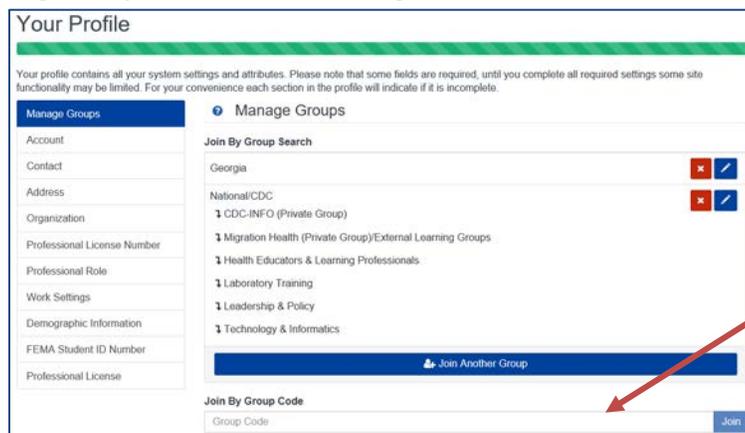


- In the **Account** section in the left navigation of **Your Profile**, select **Yes** under **I would like to allow CDC TRAIN to send me notifications via email** to ensure that you receive updates from CDC TRAIN. Select **Save**.

- Enter the following in the **Organization** section in the left navigation of **Your Profile** and select **Save**:

- For the **Organization Name** field, enter **USPHS**.
- For the **Department/Division** field, enter the agency at which you work.
- For the **Bureau/Section** field, enter **N/A**.
- For the **Title** field, enter the title you hold in the USPHS.

- In the **Manage Groups** section in the left navigation of **Your Profile**, locate the **Join By Group Code** box.



- Enter the code **USPHSCOVID** and select the **Join** button. The United States Public Health Service group will appear under National/CDC. Do not share this code with anyone outside the USPHS.
  - Select **Save** to record your group code.
- Once you join the group, a new field will populate in Your Profile. In the left navigation, scroll down to the bottom of the menu and click on "Please enter your PHS Service Number (SERNO)". Click on the tab to enter

your PHS Service Number (SERNO). Select **Save**.

**Manage Groups**

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

VHA

FEMA Student ID Number

Professional Organization ID Number

Please enter your PHS Service Number (SERNO).

**Manage Groups**

**Join By Group Search**

National/CDC  
Health Educators & Learning Professionals  
United States Public Health Service

National/Maryland  
Not a Government Employee in Maryland

National/VHA  
Other Federal

Join Another Group

**Join By Group Code**

Group Code Join

12. Select **Close** to exit Your Profile.

To learn more about features in CDC TRAIN, please view the video tutorials at <https://www.train.org/tutorials/>. Please contact [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov) if you have any technical issues creating an account or accessing the training plans.