

## Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group

*Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down Step 3.*

### Step 1: Create CDC TRAIN Account

- Go to <https://www.train.org/cdctrain/>.
- Select the **Create an Account** link and follow the prompts to create an account.
- Create a login name.
  - Letters and numbers only
  - Minimum of four characters
- Create a 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 CDC TRAIN policies.
- Select the **Next Step** button
- Prepare to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group that aligns with your job role or work setting. Select **Continue**.
- Select the green button to confirm your selection. *If you are in a TRAIN state, you may be asked to select a group for the state.*
- Make the best selection from the given choices and then select the **Confirm** button.
- Select the blue **Finish Creating Account** button after you confirm your selections.

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

## Step 2: Complete User Profile

- Select your name in the top right corner
- Select **Your Profile** link in the top right corner to complete any required account information.
- Any required area of your profile to be completed will have a red exclamation mark next to it.
- Select the exclamation mark to update each field. All fields must be completed before you can register for courses.
- Complete each field and save the entry by selecting the **Save** button on the top right corner of the page.
- Continue this action until all fields have been updated.
- You can search CDC TRAIN for courses without all required information, but in order to register and take a course, you will need to complete your profile.
- Remember to **OPT IN** to receive emails from CDC TRAIN.

The screenshot shows the top right corner of the CDC TRAIN interface. The user is logged in as 'Administrator'. A dropdown menu is open, showing 'Your Profile' (circled in red) and 'Log Out, ADMINISTRATOR'. The main navigation menu on the left includes HOME, COURSE CATALOG, YOUR LEARNING, ADMIN, and HELP. A survey prompt asks for feedback on the new site. An announcement titled 'How to Become a TRAIN Affiliate' is dated Jan 26, 2017.

The screenshot shows the 'Your Profile' page. At the top, there are 'Cancel' and 'Save' buttons. The title 'Your Profile' is followed by 'Is incomplete'. A progress bar is partially filled with green. A message states: 'Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.' Below this, there is a 'Manage Groups' section with a table of profile fields and a 'Manage Groups' panel.

Manage Groups	
Account	
Contact	
Address	!
Organization	!

The 'Manage Groups' panel shows a group named 'National/CDC/Health Educators & Learning Professionals' with a 'Join Another Group' button.

## Step 3: Join CDC HIV Capacity Building Assistance (CBA) learning group

- Locate **Manage Groups** in the left navigation of **Your Profile** (click on your name in the top right corner of the CDC TRAIN homepage to access **Your Profile**). Locate the **Join By Group Code** text box.
- Enter group code **HIVCBA** (no space) and select the **Join** button.
- Select **Save** to record your group code.
- Remember to **OPT IN** to receive emails from CDC TRAIN.

### Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

**Manage Groups**

Account  
Contact  
Address  
Organization  
Professional License Number  
Professional Role  
Work Settings  
Demographic Information  
FEMA Student ID Number  
Professional License

**Manage Groups**

Join By Group Search

Georgia

National/CDC

- 1 CDC-INFO (Private Group)
- 1 Migration Health (Private Group)/External Learning Groups
- 1 Health Educators & Learning Professionals
- 1 Laboratory Training
- 1 Leadership & Policy
- 1 Technology & Informatics

Join Another Group

Join By Group Code

Group Code:

Join

## Step 4: Access the CDC HIV Capacity Building Assistance (CBA) Training Plan

- From the **Home** page, select **Training Plans**.

CDC TRAIN

HOME

COURSE CATALOG  
YOUR LEARNING  
CALENDAR  
RESOURCES  
DISCUSSIONS  
ADMIN  
HELP

Search TRAIN

Announcements

Quick Learn Lessons  
Administrator CDC  
May 6, 2019

Increase your public health knowledge and skills with these [short courses](#).

1 of 5

Hot Topics

- Opioid Issues
- Ebola Virus
- Zika Virus

Search

- Courses
- Training Plans
- Events

Your Training Status

4 COURSES TO COMPLETE

3 Certificates Obtained

Your Recent Courses

- HIV Medication Project E-Learning Module 4  
PH - Safer Sex: An Overview
- Partnership for Health: Safer Sex: An Overview  
This course offers continuing

Courses You May Also Like

- Section 1, Modules 1, 2, and 3 - Antibiotic Re-  
★★★★★ (3322 Ratings)
- Module 1 - Infection Pre-  
vention & Control Pro-  
★★★★★ (6263 Ratings)

- Scroll down to **HIV Capacity Building Assistance (CBA)** and select.

CDC TRAIN

HOME  
COURSE CATALOG  
OUR LEARNING  
CALENDAR  
RESOURCES  
DISCUSSIONS  
ADMIN  
HELP

Search TRAIN

Search By

Any Search By Training Plans

Training Plans X

<a href="#">Autism Case Training</a>	Training Plan
<a href="#">Basics of Public Health Preparedness</a>	Training Plan
<a href="#">Building Awareness of Immunizations &amp; Vaccines</a>	Training Plan
<a href="#">CDC Public Health 101 Training Plan</a>	Training Plan
<a href="#">CDC's Antibiotic Stewardship Training Series</a>	Training Plan
<a href="#">Community Health Assessment &amp; Improvement Planning</a>	Training Plan
<a href="#">Disaster Information Specialist Program - Advanced</a>	Training Plan
<a href="#">Disaster Information Specialization - Basic Level</a>	Training Plan
<a href="#">E is for Epidemiology</a>	Training Plan
<a href="#">Effective Communication for Healthcare Teams</a>	Training Plan
<a href="#">Enteric Disease Outbreak Investigation Module</a>	Training Plan
<a href="#">Environmental Assessment Training Series (EATS)</a>	Training Plan
<a href="#">Environmental Public Health Online Courses (EPHOC)</a>	Training Plan
<a href="#">Foodborne Introductory Training Module</a>	Training Plan
<a href="#">Foundations of Public Health Preparedness</a>	Training Plan
<a href="#">GIS in Public Health</a>	Training Plan
<a href="#">Health Equity Learning Bundle</a>	Training Plan
<a href="#">Health Literacy for Health Professionals</a>	Training Plan
<a href="#">Hepatitis C Online</a>	Training Plan
<a href="#">IIPAA Learning Bundle</a>	Training Plan
<a href="#">HIV Capacity Building Assistance (CBA)</a>	Training Plan
<a href="#">I is for Investigation</a>	Training Plan
<a href="#">Infection Prevention and Control for US Healthcare</a>	Training Plan
<a href="#">Medical Reserve Corps Epidemiology Training</a>	Training Plan
<a href="#">National HIV Curriculum</a>	Training Plan

- The **Capacity Building Assistance (CBA)** training plan is where you will find all the Capacity Building Assistance elearning and classroom trainings.

HIV Capacity Building Assistance (CBA)

[← Back](#) [+ Register](#)

ID 2568

This training plan includes scientifically proven, cost-effective, and scalable interventions and best practices from the Compendium of Evidence-based Interventions and Best Practices for HIV Prevention. They are primarily geared towards U.S.-based HIV prevention providers in health departments, community-based organizations and healthcare organizations. Other geographic regions may find the content of this site suitable for adaptation to their populations.

Name	Completed Date	Score	Hours	Status
<b>ARTAS</b> <a href="#">0 courses required</a>				
<a href="#">ARTAS Online Pre-Course Training Module</a>			1h	Not Started
<a href="#">ARTAS Strengths-Based Case Management Online Pre-Course Training Module</a>			1h	Not Started
<a href="#">ARTAS Classroom Training</a>			16h	Not Started
<b>CLEAR</b> <a href="#">0 courses required</a>				
<a href="#">Choose Life! Empowerment! Action! Results! (CLEAR) Overview Online Pre-Course Training</a>			2h	Not Started
<a href="#">Choosing Life! Empowerment! Action! Results! (CLEAR) Classroom Training</a>			16h	Not Started
<b>Connect HHP</b> <a href="#">0 courses required</a>				
<a href="#">Connect HHP Classroom Training</a>			24h	Not Started
<b>d UP: Defend Yourself!</b> <a href="#">0 courses required</a>				
<a href="#">d-up! Defend Yourself! Online Training Module</a>			40h	Not Started
<b>Every Dose Every Day</b> <a href="#">0 courses required</a>				
<a href="#">HIV Medication Project E-Learning Module 1: Project HEART</a>			1h	Not Started
<a href="#">HIV Medication Project E-Learning Module 1: Project HEART (Accessible Version)</a>			1h	Not Started
<a href="#">HIV Medication Project E-Learning Module 2: SMART Couples</a>			1h	Not Started
<a href="#">HIV Medication Project E-Learning Module 3: SMART Couples (Accessible Version)</a>			1h	Not Started

- Once logged onto CDC TRAIN and a member of the learning group and training plan, learners will be able to register for courses.
- eLearning and Classroom courses are available.
  - Classroom courses may require completion of online prerequisites via CDC TRAIN to register. Learners will be notified of approval or waitlisting for classroom courses.
  - eLearning courses can be completed at your own pace and are immediately approved upon registration.
- All current courses and training plans will appear in section “Your Learning.” Completed courses will appear in section “My Transcript.”
- Certificates will appear in “My Transcript” for courses that have been successfully completed.
  - Successful course completion may include post-test(s) and evaluation(s).