

**Creating a TRAIN Account for Users Outside South Dakota Department of Health**

Graphical user interface, text, application, chat or text message

Description automatically generatedGraphical user interface, text, application, email

Description automatically generated

* Go to the

[SD TRAIN PORTAL](file:///G:\My%20Drive\DOH\TRAIN%20Docs\train.org\sd\home)

Web Address:

train.org/sd/home

* Choose

“Create an Account”

CREATE ACCOUNT

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START

* Please use your WORK email for your login name
* Set Time Zone and Zip Code for your **working** location
* Check “I agree to all TRAIN policies”
* Choose “Next Step”

Graphical user interface, text, application

Description automatically generated

ENTER ACCOUNT INFORMATION

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Table

Description automatically generated with low confidence

● Choose the county in which you **reside**

* Click green ‘Confirm these selections’

SELECT COUNTY

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* Organization: SD Department of Health **partner** you work for
* Title: Job Title
* Department: **Name of Health Clinic**
* Please use **work** address and phone number
* Choose **“**Next**”**

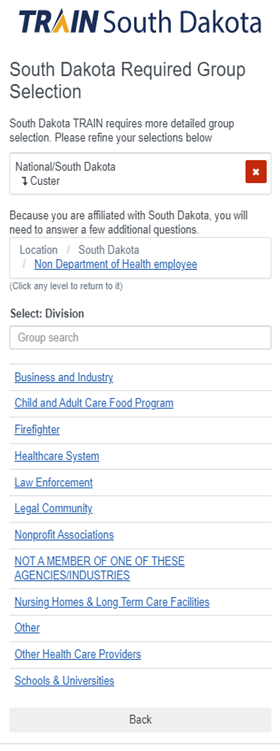
Graphical user interface, text, application

Description automatically generated

SELECT DOH EMPLOYEE STATUS

* Choose “Non-Department of Health Employee”

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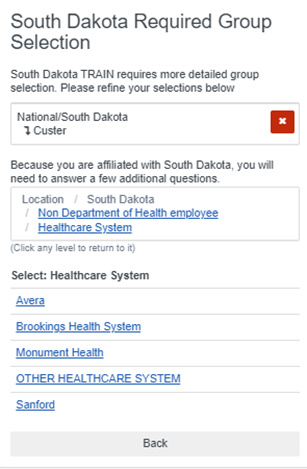


* Select **Healthcare Systems**

SELECT DOH PARTNER TYPE

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Graphical user interface, application

Description automatically generated

* Select the specific group you work for
* Some Healthcare Systems will have an office location to select on the next screen
* Select green “Confirm these selections” button
* Select blue “Continue” button

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* Choose up to **THREE** roles which best fit your job functions
* Click the **circle** on the right of your primary role
* Click the blue “Continue” button that appears

SELECT PROFESSIONAL JOB ROLES

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SELECT OFFICE

Heathcare System

Graphical user interface, text, application

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SELECT WORK SETTING

* Choose up to **THREE** settings which best fit your job functions
* Click the **circle** on the right of your primary setting for work
* Click the blue “Finish Creating Account” button that appears

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