

Accessing a Course in CDC TRAIN with a Direct Link

You might be provided with a direct link to a course in CDC TRAIN.

1. Select the link to go directly to the course details page of the course.
2. Once you have read the course details page and are ready to register for the course, select the registration tab.

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Course Details

Applying Best Practices for Reporting Medical and Health Information on Birth Certificates - Pilot

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Course ID:	1061726
Format:	Web-based Training - Self-study (Online)
Clinical / Non-Clinical:	Non Clinical
Course Number:	
Cost (US\$):	0.00
Credit Type(s):	none
Certificate:	

Course Description: This course is designed for staff at hospitals or free standing birthing centers who are responsible for completing the medical and health information sections of the certificate of live birth or the report of fetal death.

The focus of this course is the medical and health information for the certificate of live birth; however, much of the content also applies to the report of fetal death.

Subject Area(s): Maternal / Child Health
Healthcare

Audience(s): Physicians and Other Clinicians
General Public Health Staff

3. You will need to login with an existing CDC TRAIN account. If this is your first time on CDC TRAIN, please create a new account. If you select to login, a login box will appear. Once you login you will be directed back to the registration page. If you create a new account, you will be guided through the account creation screens and will then be brought back to the registration page. Below are directions on creating the account.

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Course Details

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To access this course, you first need to create an account:

If you already have an account, please login:

How to Create an Account in CDC TRAIN

1. After selecting the Create Account button in registration, the account creation process will begin.
2. You will need to agree to the TRAIN policies. Each policy is an active link that leads to more information detailing the specific policy. You must agree with these policies before you may proceed with registration.

Fill out all the necessary information on the next page. Required fields are indicated with a red asterisk (*). *Do not* hit the **Back** button at any time during the registration process.

- a. This page also has the opportunity to opt in to TRAIN emails. We suggest you select this box in order to receive course updates from courses that you might register for, or to receive password reset notifications.
3. Answer the secret question at the bottom of the page with an easy to remember 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. Click **Next**.
4. Next is the state and group selection page. Use the information below to make your selections.
Group Selections: As a member of TRAIN, you can be a member of **one or more** of the TRAIN portals listed. Train portals are connected and **will not require** you to have a separate accounts or logins. Remember that you will only need **one** TRAIN account for all portals you select.

To participate on one or more portals:

1. Choose the "Select Groups" button next to the desired portal {"State Portal", "MRC Portal" (Medical Reserve Corp), "CDC Portal" (Center for Disease Control and Prevention), and "VHA" Portal}.
2. Select your groups within each portal.

My Account

Details **Groups** My Profile

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "HRSA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal

Selected Groups:
National/Georgia

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal **No Groups Selected**

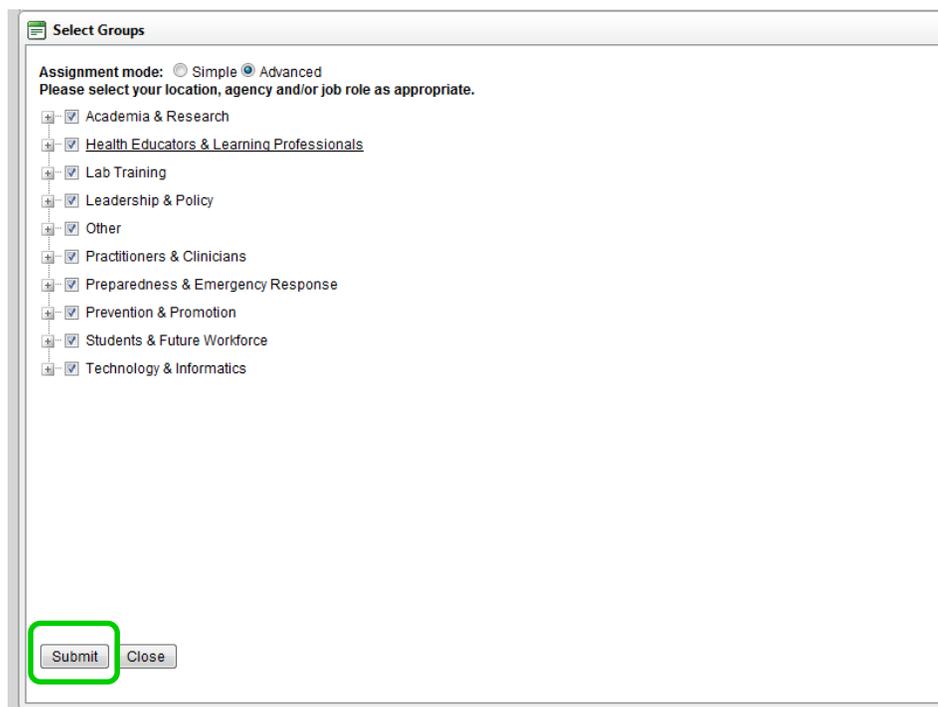
To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal

The portals and groups you select will determine what TRAIN content (including courses) you can access. See the next page for an explanation of selecting groups in the CDC Portal.

Adding CDC Groups

5. Select the **CDC Portal “Select Groups”** button. CDC TRAIN’s Communities of Practice (CoP) groups will allow for more targeted content to keep your TRAIN experience more relevant and less cluttered. **Please note that some groups are very specific learning groups – only select one of these if you are a member. The image below portrays the groups that are open CoPs.**



Select one or more of the Communities of Practice or groups listed, and then click the **Submit** button.

*NOTE: Selecting the **Advanced** assignment mode will allow you to select **multiple** Communities of Practice (CoP).*

6. The following sections will ask for your professional role(s) and work setting. There is also an optional demographic section. Once these are complete, you will see a confirmation page that your TRAIN account has been created.

Hello, **Rhonda**
Your NEW ACCOUNT has been created.
Click on **Continue** button to register for your course.

To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message.

7. Please remember to check your email account for an email from TRAIN and follow the instructions to confirm your email address.

You should now be directed back to the course details or registration page. In the registration tab, select **Launch** to begin the course.

Search and register for courses in CDC TRAIN

1. Enter a course ID # or a keyword from the course title in the search box located at the top right of the CDC TRAIN web page.
2. Click on the magnifying glass.
3. Once the search results load, locate the course you are interested in and click on the course title.
4. The course details will load for the course. Please read carefully for any instructions.
5. To register, select the **Register** tab.
6. If the course has CE you will need to select your CE option from the dropdown box.
7. If the course has a registration code, you will be prompted for it at this time.
8. Select the **Launch** button to complete the registration and launch the course.
9. If you need to leave the course prior to completing it, the system will hold you in progress. You can return to the course by logging back into CDC TRAIN and selecting **My Learning** on the home page. Your course will be listed here. Click on the **In Progress** link to re-launch the course.
10. If you complete the course, the course might move to transcript (if set that way by the course provider). To check, go to **Home, My Learning, Transcripts**. If it is not listed on your transcript, you will need to manually complete the course.
11. To manually complete a course, locate the course in **My Learning, Current Courses** button.
12. Locate the course on the current courses list. To the right of the course will be an **M** button. Select the **M** button.
13. Once the course management page loads, select the **Complete** button. This will move the course to transcript.

Thank you for your participation in **CDC TRAIN**! If you have any questions, suggestions, or concerns, please email the CDC TRAIN Administrator at train@cdc.gov.