

# Instructions for Accessing TRAIN for Training/Classes

## 2020 Data Security and Confidentiality Training

### This handout contains instructions for how to access TRAIN:

Use [Google Chrome](#) browser when taking this course.

- **NON-HHS employee**, use the instructions on page 1, [Section A](#).
- **HHS employee**, follow the instructions on page 2, [Section B](#).
- **Taken courses on TRAIN before**, refer to instructions on page 3, [Section C](#).
- For **technical assistance**, use instructions on page 3, [Section D](#).

### A. NON-HHS Employees

Login information:

1. Login at: <https://train.org/Texas>

2. Instructions for accessing TRAIN are in the middle of the login screen, a little past the first section.

**Use your agency email account and NOT a personal email account as your User ID.**

3. When you create your account, select "Texas Not State-Level Admins" under the GROUPS tab.

Detail Groups Profile

Assign User to Groups.

+ Texas

Save and back Cancel Save Go To Verifications  Send User Notification of New Account

Help | Contact | PHF 2003-2019- Confidentiality Statement | TRAIN - LMS Software by KMI Learning Font Options: Zoom In | Zoom Out | Reset Zoom Select Language | ▼

4. Select "Join Another Group"

5. Select "Location"

6. Select "Texas"

[Tennessee](#)

[Texas](#)

[Tribal Epidemiology Centers](#)

7. Select "Non-State Level Admin" under Job roles

## 8. Select a Role

### Group Selection

[↑](#) / [Location](#) / [Texas](#)  
(Click any level to return to it)

### Select a Job Role

[Texas User Group](#)

### Group Selection

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#)  
(Click any level to return to it)

### Select a Region

Group search

[Central Office](#)

[Region 1 – Headquartered in Amarillo](#)

[Region 2/3 – Headquartered in Arlington](#)

[Region 4/5 – Headquartered in Tyler](#)

[Region 6/5 – Headquartered in Houston](#)

[Region 7 – Headquartered in Temple](#)

[Region 8 – Headquartered in San Antonio](#)

[Region 9/10 – Headquartered in El Paso](#)

[Region 11 – Headquartered in Harlingen](#)

[UNKNOWN Region](#)

9. You may select UNKNOWN for Homeland Security group.

10. Continue completing your profile.

You **ONLY** need to **complete items** marked with a **red box, agency address\*, and organization\***.

*\*This will help with site reporting of security training and helping find certification when needed.*

11. You may also watch a [short video](#) on creating an account.

12. Continue with instructions for “**Taking a Course**”, **Section C**.

13. Technical help is found in **Section D**.

## B. HHS Enterprise Employees

The system automatically creates an account for you when you are hired. Your agency email address is your User ID.

1. Go to <https://train.org/Texas> and login. You must login before searching for the course. If you search for the course and try to register without logging in, you will get an error message.

2. Complete your profile. You **ONLY** need to **complete items** marked with a **red box, agency address\*, and organization\***.  
*\*This will help with site reporting of security training and helping find certification when needed.*
3. Continue with instructions for **“Taking a Course”, Section C.**
4. Technical help is found in **Section D.**

### **C. Taking a Course:**

1. **Use Google Chrome to take the course**. Make sure you have turned off pop up blockers.
2. Login to <https://train.org/Texas>
3. On the left side of the home screen there is a search field. Search using the 2020 Data Security and Confidentiality Course ID: **1087698**
4. Double click on the “2020 Data Security and Confidentiality” hyperlink that appears on the search results page.
5. Click on the Green ‘Launch’ button on the top right corner of the page to open the course, then follow instructions on the screen.

### **D. Technical Issues:**

1. From the home screen of TRAIN, select Help from the blue tabs.
2. Select System requirements and make sure your system can take the course in TRAIN.
3. If you cannot find the course, make sure you are in TRAIN Texas. *(If you are in the CDC TRAIN site, it will not show up.)*
4. Contact your local IT support staff to see if they can resolve the issue.

For Assistance:

Ellen Chang ([Ellen.Chang@dshs.texas.gov](mailto:Ellen.Chang@dshs.texas.gov))

Mary VanWisse ([Mary.VanWisse@dshs.texas.gov](mailto:Mary.VanWisse@dshs.texas.gov))

**NOTE:** The TRAIN Help Desk will not be able to assist you with questions related to this course. If the problem required the assistance of the Help Desk, Mary VanWisse will escalate the issue.