

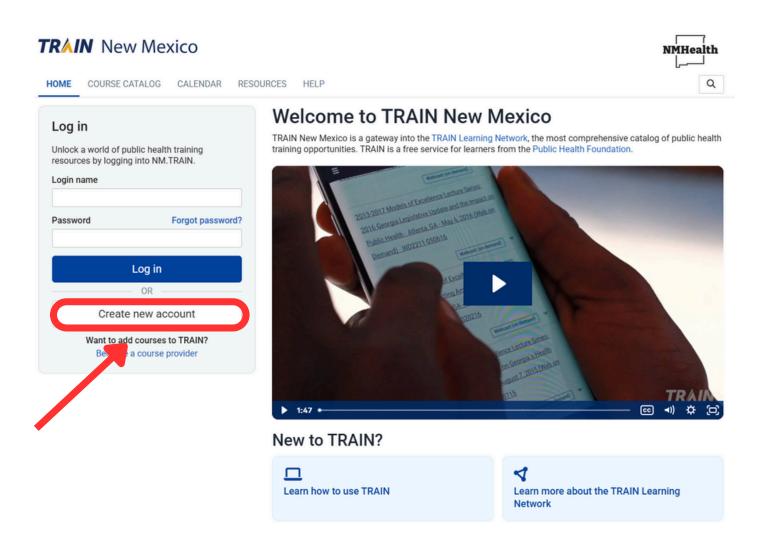
The instructions below will walk you through the process of setting up your account in TrainNM.

How To Get Started in TRAIN

IMPORTANT: You must follow these instructions all the way through to ensure your account is fully configured. **If you fail to do so, you will not be able to access the trainings you need.**

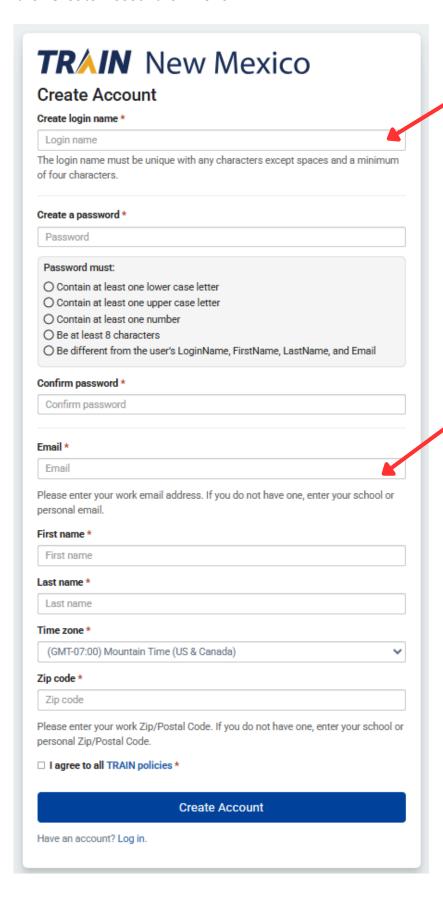
To get started with TRAIN, you'll need to create your TRAIN account.

- 1. Access TRAIN at: www.train.org/nm/welcome
- 2. Create an Account: Click on the "Create an Account" button (circled below).





3. Fill in the "Create Account" online form:



We recommends that you use Firstname.Lastname for your username if it is available. Example: John.Smith

Please be sure to use an email you have easy access to



- 4. If the system won't allow you create the account, look to see if any field titles are red. Click in that field and you will be instructed how to correct the error.
- 5. Once you fill in the above form, you'll land on this page.

TRAIN New Mexico

Welcome to NM.TRAIN!

Your account was successfully created.

Your login name:

Your email address:

You can always change your name, email, and other information in your Profile.

Verification instructions

- 1. You will get an email from NM.TRAIN with a verification link.
- 2. Click on the verification link to verify your email address.
- If you don't receive this email after 20 minutes, please check your junk mail folder or request another verification email.

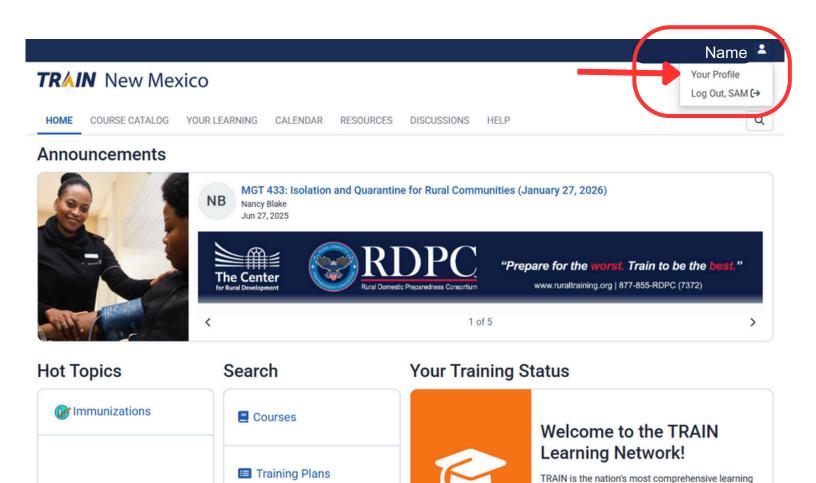
If you don't want to verify your email address, contact support or log out.

6. You will need to go to your email click on the verification link provided to verify your email address.



- 7. Once you complete the email verification, you'll land on this home page.
- 8. Click on your name in the top right corner, then click on "Your Profile"

Events



resource for professionals who protect and improve the public's health. Get started by searching our

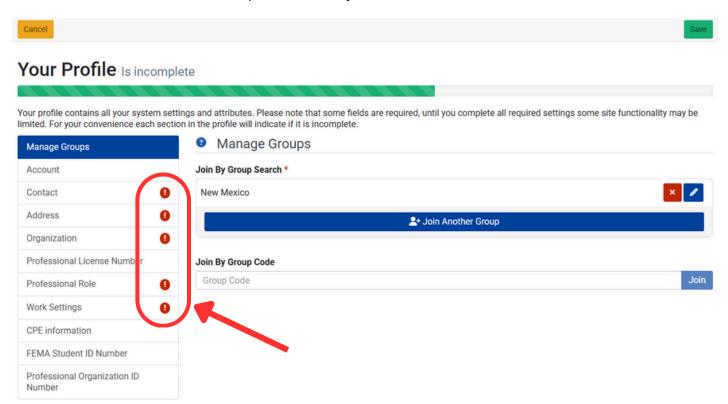
Course Catalog!



9. Next you need to complete your profile



You will notice some red circles with exclamation points in the circle. These required sections must be completed before you can take a course.



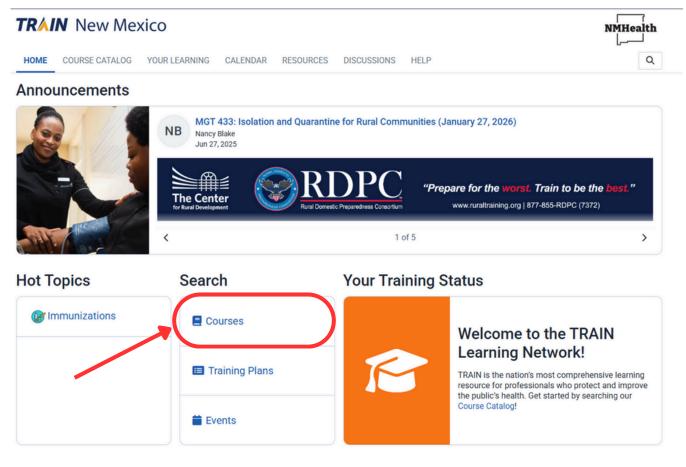
- Contact: You can add your phone number, or you can fill it in with all zeros (000)000-0000
- Address: All red highlighted areas are required. You may use your work address.
- · Organization:
 - Organization name: NMDOH
 - Department/Division: BCCP
 - Title: Work title (CHW, CHR, Medical Assistant, Other)
- Professional Role: Select CHW, or whatever option best matches your role
- Work Settings: Select whichever option best matches your role



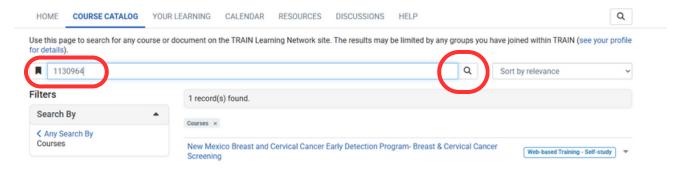
Once your profile is complete you will see the green bar completely filled. Hit the Green Save button



10. Back on the Home page, under the search section, select Courses



11. In the search bar, type: 1130964 and hit the search button



12. Select the course: **New Mexico Breast and Cervical Cancer Early Detection Program- Breast & Cervical Cancer Screening**

- From the course page, select the green +Register button
- Complete the registration questions
- Complete the course



If you have any questions or issues with this process, please contact: DOH-LMC@state.nm.us