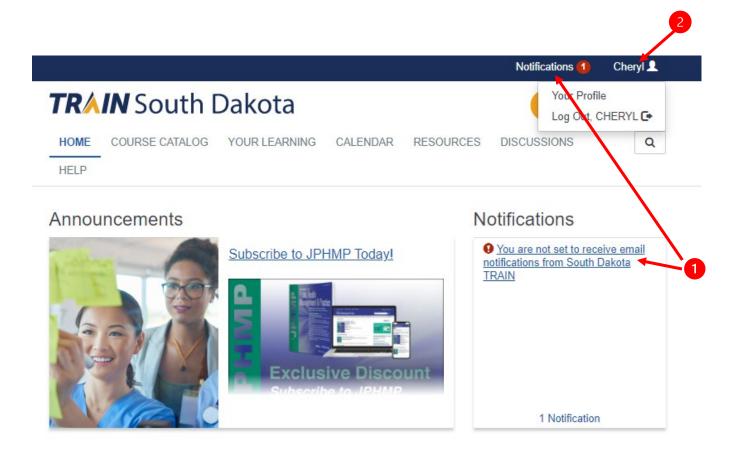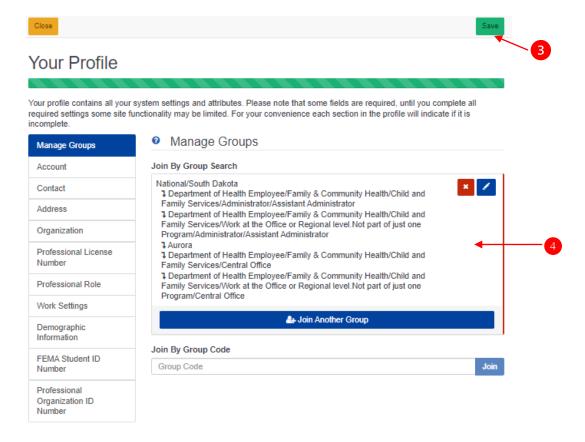## Notifications on Home Page

(1, above) When you have logged into TRAIN for the first time, you will see a notification that your profile is not set to receive email. This is needed to receive important updates on your courses and certificates.

You may also see a notification that your profile is incomplete. This is shown because there are unanswered fields in your profile. It is important to note that this profile status indication will display each time you log into TRAIN until your profile is completed. Additionally, you will be unable to register for courses until your profile is completed.

(2, above) To access your profile, click the any profile related notification links or click on your name in the top right corner and select "Your Profile."
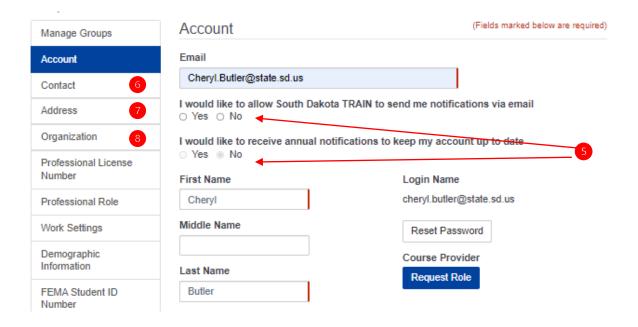

Your Profile

Your profile contains all your system settings and attributes. On the "Your Profile" page, some fields are required and until you complete all required fields, some site functionality may be limited, such as registering for courses. For your convenience, each section on the "Your Profile" page will indicate if it is incomplete.

The "Your Profile" page is organized by Manage Groups, Account, Contact, Address, Organization, Professional License Number, Professional Role, Work Settings, Demographic Information, FEMA Student ID, and Professional License.

If at least one required field is empty, it will be indicated by an icon displayed next to the corresponding section name (red exclamation point). If all required fields in the section are filled in, the icon will disappear. Simply click each incomplete section and fill in the required fields to manage your account. **Click "Save" (3, above) every time you make any changes.**

Manage Groups

On the "Your Profile" page, look at the groups you belong to (4, above). You should have entries for National/South Dakota, County, DOH Employee, Division you work under, Office within Division, Program within Office, Role/Job Title, Location (as appropriate). If any of these are incorrect or need updating, click on the blue pen icon. The system will walk you through making new choices starting with the SD county. As you move between jobs or states you can change these selections as needed. This keeps your information accurate and allows you to keep your account and maintain past course/credit records. **Click "Save."**

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Account
The account section includes your email address and name. Please use your **state email.** It is important that you allow TRAIN to send you email. The ONLY emails will be regarding courses you are enrolled in or account requirements. **Check "Yes" to allow both email types (5, above).**
You may enter your personal information if you wish. This section displays your login name. You are also able to reset your password using the "Reset Password" button. **Click "Save."**

Contact (6, above)
The telephone number text field will be automatically formatted for a 10-digit telephone number, which contains your area code. Please enter the phone number most relevant to your job location. A phone number is required for your account. **Click "Save."**

Address (7, above)
In the Address section, under the "State/Territory" field, the appropriate state/territory will be displayed in the drop-down list. Please enter the address most relevant to your professional job location. An address is required for your account. **Click "Save."**
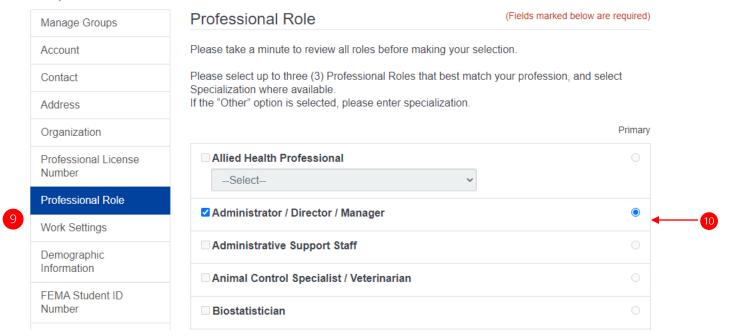
Organization (8, above)
Please fill out this information as follows then **click "Save:"**
- Organization = SD Department of Health
- Department/Division = The name of the division you work within at SD DOH
- Bureau/Section = Office within your division/program (if you have one)
- Title = Official job/role or title

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 Role

(Fields marked below are required)

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.
If the "Other" option is selected, please enter specialization.

Primary

☐ **Allied Health Professional** ○
   --Select--

☑ **Administrator / Director / Manager** ⦿

☐ **Administrative Support Staff** ○

☐ **Animal Control Specialist / Veterinarian** ○

☐ **Biostatistician** ○

Professional Role & Work Settings (9, above)
For each of these two tabs, choose 3 selections (3 roles/3 settings). Then, **click the dot** next to which selection is closest to your primary job role or setting. The dot should turn blue (10, above). **Click "Save."**

All Other Sections
Additional sections include Professional License Number, Demographic Information, FEMA Student ID, and Professional License. These other fields are optional and are purely for your information. These will not be applicable to most of SD DOH's staff. If you do make changes to these tabs, **click "Save."**

April 20, 2022   SOUTH DAKOTA DEPARTMENT OF HEALTH