

Step 1: Navigate to TRAIN SD Webpage

Navigate via your internet browser to the TRAIN SD web portal found at train.org/sd/home. Select *Create new Account*.

TRAIN South Dakota

[HOME](#) [COURSE CATALOG](#) [CALENDAR](#) [RESOURCES](#)

Log in

Unlock a world of public health training resources by logging into South Dakota TRAIN.

Login name

Password [Forgot password?](#)

Want to add courses to TRAIN?
[Become a course provider](#)

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Step 2: Create Account

Complete all fields and check "I agree to all TRAIN policies." Click *Next Step*.

TRAIN South Dakota

Create Account

Create login name *

Utilize your **work email address** for your login name.

Create a password *

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password *

Email *

Please enter your work email address. If you do not have one, enter your school or personal email.

First name *

Last name *

Time zone *

Set your time zone and zip code to match that of your **work location**.

Zip code *

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all TRAIN policies *

[Have an account? Log in.](#)

Step 3: Enter Account Information

Complete all fields utilizing your **work** information and click *Next*.

TRAIN South Dakota

Account information

Organization name *

Title *

Department *

Street address *

Street Address Cont.

City *

State / Territory

Zip / Postal Code *

Country *

Phone number *

Work, Home, or Mobile *

Extension

Utilize the name of the department in which you work. If your organization uses a different naming convention for their structure, such as office, unit, etc., utilize what most closely reflects *Department*. **Do not use abbreviations.**

Step 4: Enter Department Information

Select the correct Department option. Select *Non-SD DOH Employee/General Public* if you are not employed or contracted by SD DOH (i.e., work for one of the health systems, academic institutions, non-healthcare organizations, etc.). Select *SD DOH Contract Staff* **only** if you're filling an SD DOH position which is fully funded through SD DOH (i.e., some Public Health Nursing clerical staff, some Office of Chronic Disease and Health Promotion positions, etc.). **DO NOT select SD DOH Employee unless you are employed directly (not contracted) through the South Dakota Department of Health (SD DOH).** If you are an SD DOH employee, follow the employee account creation instructions found on the intranet.

If you selected SD DOH Contract Staff, skip ahead to Step 12.

Note: It is very important that you make accurate selections so you have access to the appropriate trainings and do not have access to inappropriate trainings.

TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota

(Click any level to return to it)

Select: Department

[Non-SD DOH Employee/General Public](#)

[SD DOH Contract Staff](#)

[SD DOH Employee](#)

Step 5: Confirm Selections

Click *Confirm these selections*.

TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota / Non-SD DOH Employee/General Public

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✓ Confirm these selections

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Step 6: Continue

Select *Continue*.

TRAIN South Dakota

South Dakota Required Group Selection

National/South Dakota
↓ Non-SD DOH Employee/General Public

Continue

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Step 7: Select Professional Role(s)

Select up to three (3) roles which align with your job functions by clicking the box(es) to the left of the options. Then, select the one role that most closely aligns with your job functions by selecting the circle to the right of the options. Once you've made your selection(s), click *Continue*.

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
<input type="checkbox"/> Allied Health Professional Select--	<input type="radio"/>
<input type="checkbox"/> Administrator / Director / Manager	<input type="radio"/>
<input type="checkbox"/> Administrative Support Staff	<input type="radio"/>
<input type="checkbox"/> Animal Control Specialist / Veterinarian	<input type="radio"/>
<input type="checkbox"/> Biostatistician	<input type="radio"/>
<input type="checkbox"/> Childcare Provider	<input type="radio"/>
<input type="checkbox"/> Communicable Disease / Infection Control Staff	<input type="radio"/>
<input type="checkbox"/> Community Health Worker (CHW)	<input type="radio"/>
<input type="checkbox"/> Computer / Information Systems Specialist	<input type="radio"/>
<input type="checkbox"/> Dental Professional Select--	<input type="radio"/>

Step 8: Select Work Settings

Select up to three (3) settings which align with your job functions by clicking the box(es) to the left of the options. Then, select the one setting that most closely aligns with your job functions by selecting the circle to the right of the options. Click, *Finish Creating Account* to complete the account creation process.

Work Settings

(Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

	Primary
<input type="checkbox"/> Academic / Educational Institution --Select--	<input type="radio"/>
<input type="checkbox"/> Official Public Health Agencies --Select--	<input type="radio"/>
<input type="checkbox"/> Military	<input type="radio"/>
<input type="checkbox"/> Other Government Agencies (except Military)	<input type="radio"/>
<input type="checkbox"/> Healthcare Services --Select--	<input type="radio"/>
<input type="checkbox"/> Indian Health Service	<input type="radio"/>
<input type="checkbox"/> Tribal Health Sites	<input type="radio"/>
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Private Industry (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Other (specify) --Select--	<input type="radio"/>

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Step 9: Welcome to TRAIN SD

You will receive a message denoting successful account creation.

TRAIN South Dakota

Welcome to South Dakota TRAIN!

Your account was successfully created.

Your login name: TRAINSD@state.sd.us

Your email address: trainsd@state.sd.us

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

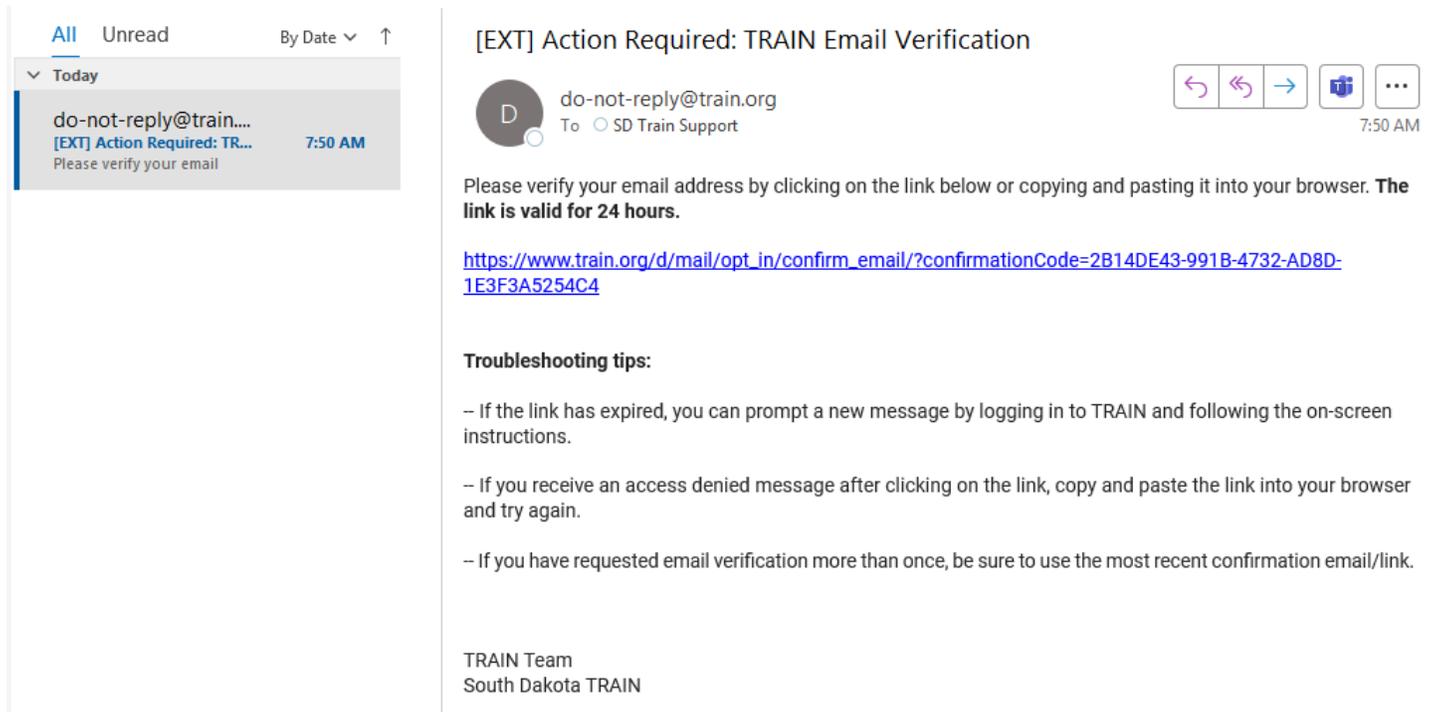
Verification instructions

1. You will get an email from South Dakota TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. 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](#).

Step 10: Email Verification

You will receive an email requesting verification of your email address. Follow the instructions within the message to complete the verification process.



The screenshot shows an email interface. On the left, a list of emails is visible, with the selected one from 'do-not-reply@train.org' at 7:50 AM. The main content of the email is as follows:

[EXT] Action Required: TRAIN Email Verification

do-not-reply@train.org
To: SD Train Support

Please verify your email address by clicking on the link below or copying and pasting it into your browser. **The link is valid for 24 hours.**

https://www.train.org/d/mail/opt_in/confirm_email/?confirmationCode=2B14DE43-991B-4732-AD8D-1E3F3A5254C4

Troubleshooting tips:

- If the link has expired, you can prompt a new message by logging in to TRAIN and following the on-screen instructions.
- If you receive an access denied message after clicking on the link, copy and paste the link into your browser and try again.
- If you have requested email verification more than once, be sure to use the most recent confirmation email/link.

TRAIN Team
South Dakota TRAIN

Step 11: Email Confirmed

Click *Continue*. You may now begin using TRAIN SD.

TRAIN South Dakota

Email address is confirmed.

You can now receive emails from South Dakota TRAIN. To ensure the privacy of our users and to avoid being labeled as SPAM, South Dakota TRAIN will automatically ask you to re-verify your account every one year.

Continue

Step 12: Select SD DOH Division

Select the division in which you work. If you work across multiple areas instead of just one specific division, select *Work at the Department of Health Level, not part of just one Division.*

TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota / SD DOH Employee

(Click any level to return to it)

Select: Division

Group search

Division of Disease Prevention and Control

Division of Family and Community Health

Division of Finance and Operations

Division of Health Care Access

Division of Licensure and Accreditation

Public Health Laboratory

Work at the Department level. Not part of just one division.

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Step 13: Select SD DOH Office

Select the office in which you work. If you work across multiple areas instead of just one specific office, select *Work at the Division level. Not part of just one Office.*

TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota / SD DOH Employee
/ Licensure and Accreditation

(Click any level to return to it)

Select: Office

Group search

Health Protection

Health Statistics

Infrastructure and Accreditation

Licensure and Certification

Medical Cannabis

Professional and Occupational Boards

Vital Records

Work at the Division level. Not part of just one office.

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Step 14: Completing Account Creation

Follow steps 5-11 to complete your account creation.

Creating a TRAIN SD Account: Non-SD DOH Users Instructions

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