TRAIN South Dakota

Creating a TRAIN SD account for users outside South Dakota Department of Health

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 an Account*.

TRAIN South Dakota

HOME   COURSE CATALOG   CALENDAR   RESOURCES   HELP

Login Name

Password

☐ Remember me
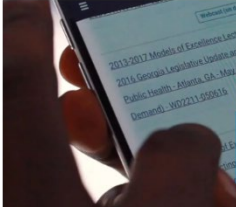
Login

Can't log in?

Create an Account

Welcome to TRAIN

TRAIN South Dakota is a gateway i
comprehensive catalog of public he
serve the citizens of South Dakota.
Public Health Foundation.

Step 2: Create account

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

TRAIN South Dakota

Create Account

Create Login Name

cheryl.butler@state.sd.us   ⟵ Utilize your work email address for your login name.

Create a Password

················

Confirm Password

················

Your Email Address

cheryl.butler@state.sd.us

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

First Name

Cheryl

Last Name

Butler

Time Zone

(GMT-07:00) Mountain Time (US & Canada)   ⟵ Set your time zone and zip code to match that of your working location.

Zip/Postal Code

57702

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

Next Step

SOUTH DAKOTA
DEPARTMENT OF HEALTH

Step 3: Enter account information

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

TRAIN South Dakota

Account information

Organization Name

SD Department of Health

Title

TRAIN Affiliate Site Coordinator

Department

Department of Health

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*.

Street Address   **Street Address Cont.**

1925 N. Plaza Blvd

City   **State / Territory**

Rapid city   South Dakota

Zip / Postal Code   **Country**

57702   United States

Phone Number   **Work, Home, or Mobile**

(605) 440-3246   Mobile

Next

Step 4: Enter county information

Select the county in which you reside.
Note: This is the county of your personal residence, not that of your organization.

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: County

Group search

Aurora

Beadle

Bennett

Bon Homme

Brookings

Brown

Brule

Buffalo

Butte

Campbell

Charles Mix

Clark

Clay

Codington

Corson

Custer

Step 5: SD DOH employee status

Select *Non-Department of Health employee*.

Step 6: SD DOH partner type

Select the appropriate division option.
Note: If you selected *Healthcare System* or *Schools & Universities*, go to step 7. For all other other options, go to step 8.

Step 7: Organization selection

Select the appropriate groups until you reach *Confirm these selections*.

 or

Step 8: Confirm selections

Select *Confirm these selections*.

Step 9: Continue

Select *Continue*.

Step 10: Selecting roles

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.

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 ○
- ☐ Childcare Provider ○
- ☐ Communicable Disease / Infection Control Staff ○
- ☐ Community Health Worker (CHW) ○
- ☐ Computer / Information Systems Specialist ○
- ☐ Dental Professional
  - --Select-- ⌄ ○

Step 11: Selecting 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

- ☐ Academic / Educational Institution
  - --Select-- ⌄ ○
- ☐ Official Public Health Agencies
  - --Select-- ⌄ ○
- ☐ Military ○
- ☐ Other Government Agencies (except Military) ○
- ☐ Healthcare Services
  - --Select-- ⌄ ○
- ☐ Indian Health Service ○
- ☐ Tribal Health Sites ○
- ☐ Non-Profit Organization (except Healthcare) ○
- ☐ Private Industry (except Healthcare) ○
- ☐ Other (specify) ○

Back

SOUTH DAKOTA
DEPARTMENT OF HEALTH