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How Do I Register For CO.TRAIN?

To register as a New User:

1. Go to www.co.train.org
2. Click on the "Create Account" button in left-hand navigation

A screenshot of the CO.TRAIN website interface. The top navigation bar includes the Colorado Department of Public Health & Environment logo, the CO.TRAIN logo, and a 'Welcome Guest | Log Out' link. Below this is a date bar for 'Monday, December 06, 2011' and a main navigation menu with links for 'Home', 'Course Search', 'Help', 'Core Competencies', and 'About This Site'. On the left side, there is a 'Member Login' section with input fields for 'Login Name:' and 'Password:', a 'Login' button, and a 'Create Account' button. A green arrow points to the 'Create Account' button. The main content area features a welcome message, a banner for the Colorado Department of Public Health and Environment, and a list of site features.

3. Click on the hyperlinks to review the CO.TRAIN policies, click the “Yes” checkbox under the Review/Agree to Policy Section, and click “Next”.

Course Search	Help	Core Competencies	About This Site
<p>Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration. Note: You must agree to these policies to be able to access the TRAIN website.</p> <p>TRAIN Policies</p> <ul style="list-style-type: none">I. General Policies and Liability TermsII. Confidentiality StatementIII. Learner Rights and ResponsibilitiesIV. Course Provider Rights and ResponsibilitiesV. Definitions <hr/> <p><input type="checkbox"/> I agree to these TRAIN policies *</p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>			

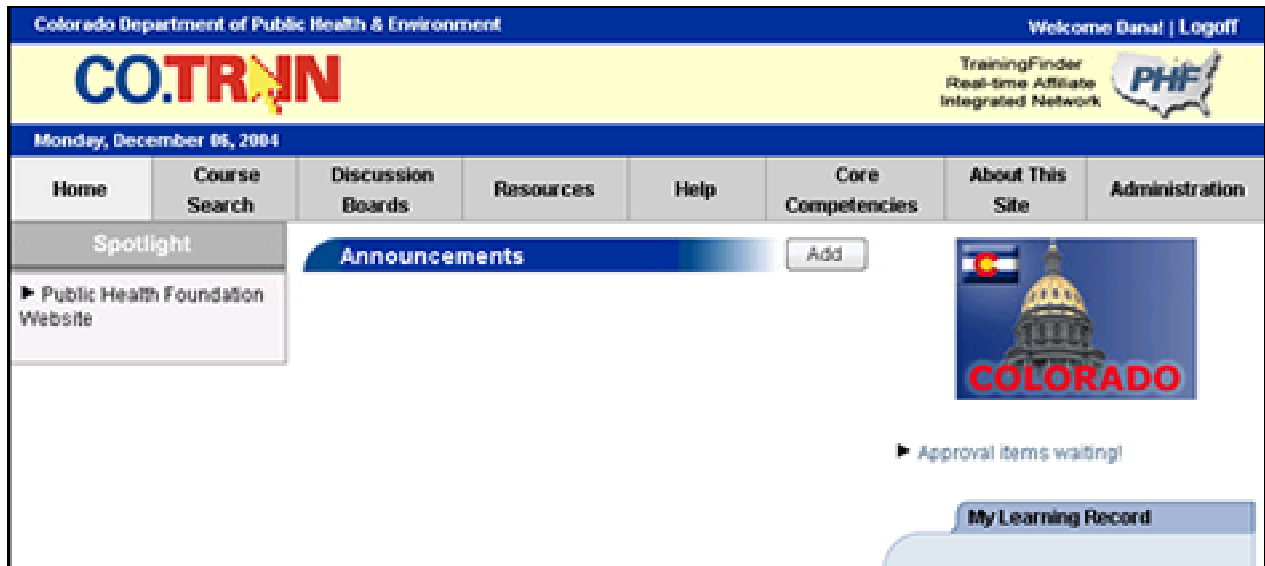
4. Complete the following screens of personal information – Click “Next” at the bottom of each screen to continue and complete your profile.

Create a New Account	
<p>* = required fields.</p>	
<p>Login Name:*</p> <input type="text"/>	
<p>Password:*</p> <input type="text"/>	<p>Confirm Password:*</p> <input type="text"/>
<p>First Name:*</p> <input type="text"/>	<p>Last Name:*</p> <input type="text"/>

5. You will determine what your user name and password will be. Please make note of your Login Name and Password for future reference.

How Do I Find the Child Care Health Consultation Course in CO.TRAIN?

1. Once you've created your profile, log in to CO.TRAIN using your new user name and password. Your screen should look something like this:



2. In the upper left-hand side of this screen, you will see the “Course Search” tab. Click on this tab. On the next page Click on the “By Course Provider” text under Search Options.



3. On this next page, type into the search text box – “Qualistar”, and click the “Search” button.

Course Search

Course provider

Qualistar

Search

4. When the search results appear, click on the title “Child Care Health Consultation Training” to be taken to the Course Details page.

	Title	Provider	Format
	Child Care Health Consultation Training	Qualistar Early Learning	Web-based Training - Self-study

5. Once you’ve reached the Course Details page, Click on the Registration tab.

Course Details

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Format: Web-based Training - Self-study (Online)

6. Lastly, on the Registration page, Click on the “Launch” button. The course should then open in a separate browser and this course will then be added to your Learner Record.

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To launch this course, please click on the 'Launch' button.
Note that this course will be added to 'My Learning' after you click button.

[Launch](#)

Troubleshooting & Additional Information

If for some reason, the course window does not load, or locks your Internet browser you may need install an update to [update your Java](#). Once you have done so, close all browsers and repeat the above steps to find/launch the course.

Hopefully this document will help you to get started. For additional information on CO.TRAIN, or to find out about future CO.TRAIN training opportunities in your community, please email cdphe.co.train@state.co.us or call 303-692-2683 for more information.