Hawaii TRAIN Account Instructions

Please do not create multiple accounts.

- If you think you already have an account, please enter your *Login Name* and *Password* in the text boxes provided on the left menu and click *Login*.
- Click "Can't log in?" to reset your password through the email listed with your account. For further assistance please email emily.gordon@doh.hawaii.gov.

Hawaii State Department of Health (DOH) Employees:

Please DO NOT create a new TRAIN account.

Your Hawaii TRAIN.org account will be created for you, following your start date:

1. You will receive an email at your agency email address. Please read steps.
2. Enter your Login Name and temporary Password.
3. Select the "Login" button (Do not select "Create an Account").
4. ***Update password and necessary account details.

Hawaii Medical Reserve Corps (MRC) Volunteers:

Please DO NOT create a new TRAIN account.

Your Hawaii TRAIN.org account will be created for you.

1. You will receive an email at the email address you provided on the Na Lima Kako'o volunteer website. Please follow the next steps.
2. Enter your Login Name and temporary Password.
3. Select the "Login" button (Do not select "Create an Account").
4. ***Update password and necessary account details.

Contractors, students, and all other users:

Please DO NOT create multiple TRAIN accounts.

- Click "Create an Account" or "Become a Course Provider" and follow the steps.
- If you already have a TRAIN account or see an "Invalid Account" message, please email the Hawaii TRAIN helpdesk: emily.gordon@doh.hawaii.gov.

Please opt-in to receive emails from TRAIN.org when asked by the system:

TRAIN communicates about your Hawaii TRAIN account. These are not spam emails. You only receive TRAIN emails about your account, courses, and training plans for which you registered. It is important to stay informed about your TRAIN account. Please confirm your email address when prompted by the system.

**Course Providers are unable to opt-out of receiving emails from TRAIN.