

# Hawaii TRAIN

## ACCOUNT CREATION GUIDANCE

**Aloha!** Access to Hawaii TRAIN is open to individuals across Hawaii’s public health community. An account is required to take courses in TRAIN. Accounts are created in two ways:

- Accounts are created for **regular Department of Health (DOH) employees and Medical Reserve Corps volunteers**. These individuals will receive their account information from the Hawaii TRAIN Administrator or Medical Reserve Corps Administrator – **do not** create your own account.
- **All others may create their own account**; this includes DOH 89-day hires, DOH contractors, interns, students, and members of the public.

**To create your own account**, please visit the [TRAIN Home Page](#), click on “Create account,” and follow the steps. After confirming your email, you will be able to update your profile, search the course catalog, and take courses of interest. **Thank you for joining our learning community!**

Have questions? Check out these resources:

[TRAIN Help](#) | [TRAIN Tutorials](#)

The screenshot shows the Hawaii TRAIN website's welcome page. On the left, there is a 'Log in' form with fields for 'Login name' and 'Password', a 'Remember me' checkbox, and a 'Log in' button. Below the form is a 'Create account' button, which is pointed to by a large black arrow. The main content area features a banner for the Hawaiian islands, a 'Welcome to the TRAIN Learning Network' section, a 'New to TRAIN?' section with four links, and a 'Hot Topics' section with three links. A disclaimer is located at the bottom of the page.

Screenshot: Hawaii TRAIN Welcome page, with an arrow showing where to click to create an account

For further assistance, please contact the Hawaii TRAIN Administrator at [lisa.nhomi-koza@doh.hawaii.gov](mailto:lisa.nhomi-koza@doh.hawaii.gov)