



How to set up a learner account on KS-TRAIN (if you do not have an account)

1. Point your browser to <http://ks.train.org>
2. Click on the "Create Account" button in the left hand margin.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.
4. You must **OptIN** in order to receive TRAIN registration emails.

[Basic Home Visitor Training \(1043474\)](#)

[Basic Home Visitor Training: Abuse and Neglect \(1043466\)](#)

[HIPAA: An Overview \(1041019\)](#)

1. Login to your KS-TRAIN account.
2. On the right hand side of the homepage add the course number to the 'Search by Keyword or Course ID' field. Click the Search (magnifying glass) button.
3. View the 'Course Detail' page for course information including checking the compatibility of your computer for taking this online course. (Compatibility instructions below.)
4. To pay by credit card select the **Registration** tab, applicable credit type and click the Launch button. To receive an invoice send an email to Peggy Kelly at pkelly@ksheadstart.org
5. Complete the course payment process. Your registration request will be approved once the payment has processed.
6. The Basic Home Visitor Training has 6 modules and two additional courses. Each of the courses noted above are self-paced with a pre-post assessment and an evaluation. A certificate will be available on the TRAIN homepage post completing the requirements of the online courses.
7. To withdraw from a course please log into TRAIN, click the 'My Learning' link, Current Courses button, the 'M' to the right of the course title and then Withdraw.



[Sources](#) [Discussions](#) [Library](#) [Help](#)

KS-TRAIN login/password questions to: helpdesk@kdheks.gov
Or call, 785-296-5655

Check the compatibility of your computer for taking online courses; select the **Help** button in the TRAIN Navigation Taskbar; in the left hand menu click the **Test Your Environment** link, **Run Test** Button. All of the checkmarks must be **green**. If there are any **red** links, click the link and follow the prompts.