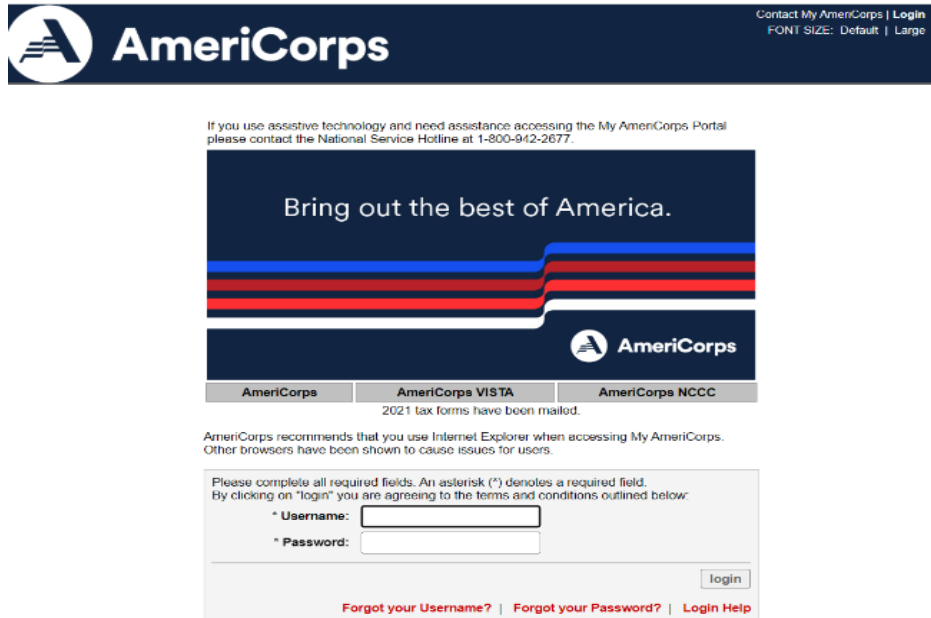


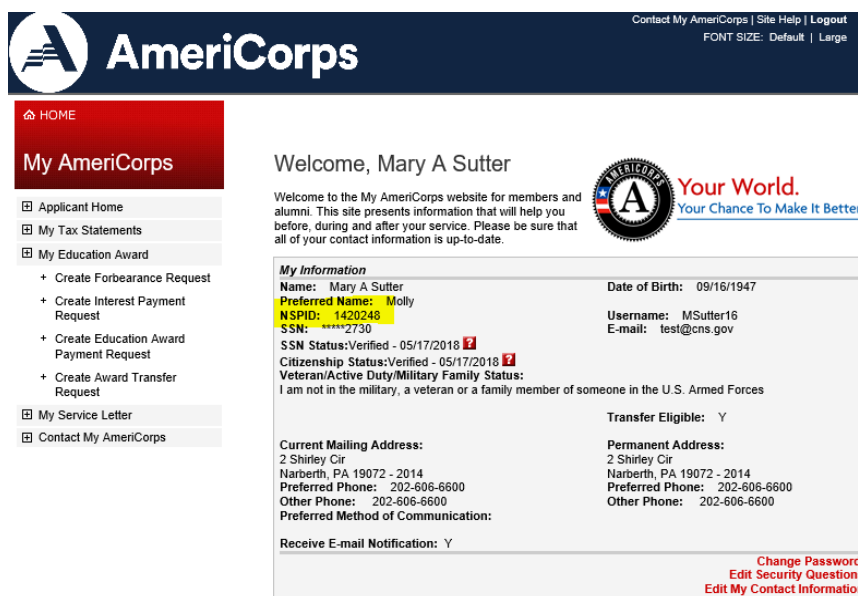
Identifying Your AmeriCorps National Service Participant ID (NSPID)

All AmeriCorps members are assigned a National Service Participant ID number (NSPID) in the myAmeriCorps Portal which serves as a unique identifier for each AmeriCorps member. You will need your NSPID in order to complete your CDC TRAIN enrollment [STEP 14 below]. Follow these steps to locate your NSPID:

1. Log into your myAmeriCorps account at <https://my.americorps.gov/mp/login.do>



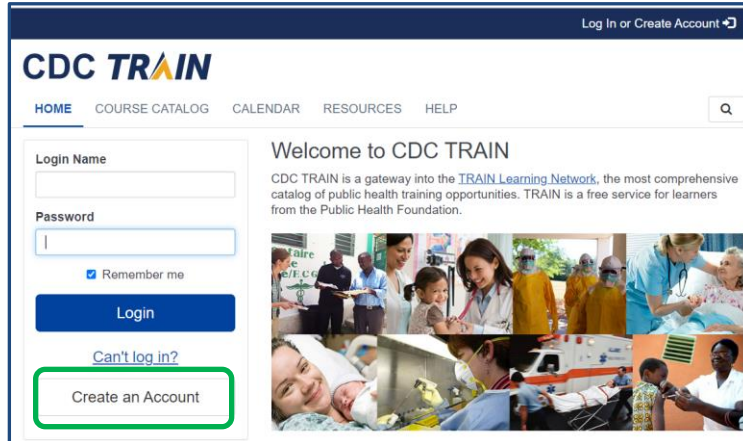
2. Your NSPID is located on the myAmeriCorps landing page in the highlighted field just below the Preferred Name field:



Create a New Account in CDC TRAIN and Join the VISTA AmeriCorps Learning Group

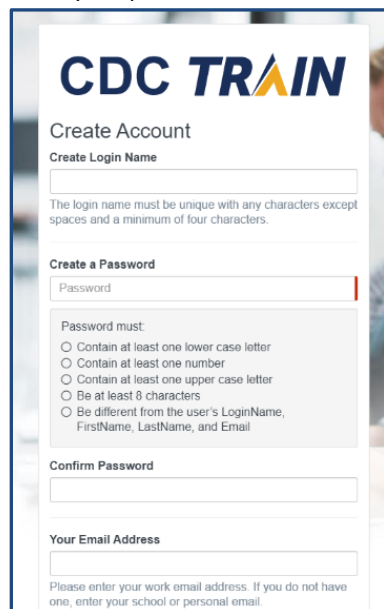
Note: If you already have an existing TRAIN account (from CDC or any other affiliate) log in and skip down to #8. You will need to update your profile and add the group code.

1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. Select the **Create an Account** link.



Account Creation

- Create your login name and password. We recommend utilizing your myAmeriCorps login here
 - Login must be unique (with letters and numbers only), and a minimum of four characters.
 - Each password must be a minimum of eight characters and:
 - Must contain a combination of mixed characters, including upper and lower case (for example, at least one letter, at least one number, etc.)
 - Cannot be the same as the user's login name, first or last name, or email
 - Cannot be changed more than once per day
- Enter your permanent email address.



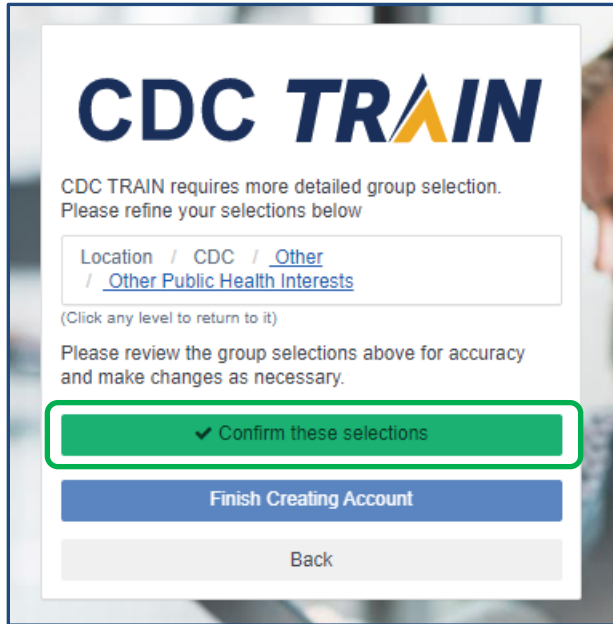
- Enter your first and last name.
- Select your time zone.
- Enter the zip code of your service site.
- You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Please note that you cannot use CDC TRAIN until you agree to the policies.
- After agreeing, select the **Next Step** button.

First Name
Last Name
Time Zone
(GMT-05:00) Eastern Time (US & Canada)
Zip/Postal Code
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
Have an account? [Log In](#)

3. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, please select **Other**, then select **Other Public Health Interests**.

CDC TRAIN
CDC TRAIN requires more detailed group selection.
Please refine your selections below
Location / CDC / [Other](#)
(Click any level to return to it)
Confirm these selections
Select: Community of Practice
[Other Public Health Interests](#)
Finish Creating Account
Back

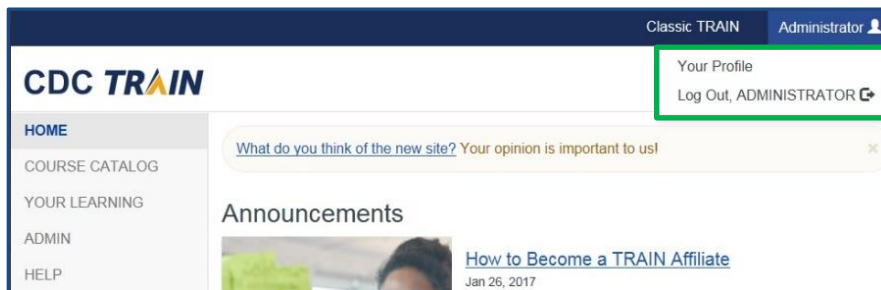
- You will be asked to **Confirm your selection**. Select the green button to confirm.



- If your service site is in a TRAIN member state, when you entered your zip code, you will have automatically been added to that state's portal for TRAIN. You may be asked to select a group for the state. By making a group selection for that state, you may gain access to additional training content. Make the best selection from the given choices (every state is different) and then select the **Confirm** button.
- Once the selections are confirmed, select the blue **Finish Creating Account** button.



- The system will automatically log you in. Use the **Your Profile** link in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but to register and take a course, you will need to complete your profile.



8. Required areas of **Your Profile** to be completed will have a red exclamation mark next to it. You will not be able to register for a course until all required fields are satisfied.
 - a. If you are updating an existing account, please update the following under the Account section of **Your Profile**:
 - i. Enter your permanent email address.
 - b. If you are updating an existing account, please update the following under the Address section of **Your Profile**:
 - i. Select your time zone.
 - ii. Enter the zip code of your service site
 - c. If you are creating a new account or updating an existing account, please enter the following under the Organization section of **Your Profile** (*Please consult your host site supervisor if you are unsure of the requested information below*):
 - i. For the Organization Name Field, please enter the name of your program (*The name of the organization that hosts your program. Ex. City Health Corps*).
 - ii. For the Department/Division Field, please enter the name of your service site (*The name of the location you serve at Ex. ABC Community Health Center*). *Note this may be the same name as your program.
 - iii. For the Title field, please enter **VISTA AmeriCorps member**.

Cancel Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Organization (Fields marked below are required)

Manage Groups	Organization Name	Department / Division
Account	City Health Corps	ABC Community Health Center
Contact		
Address		Bureau / Section
Organization		
Professional License Number		Title
Professional Role		VISTA AmeriCorps Member
Work Settings		

Demographic Information

9. Select the exclamation mark to update each field. Once you have completed each field, save the entry by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.

Cancel Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

- Manage Groups
- Account
- Contact
- Address
- Organization
- Professional Role
- Work Settings

Manage Groups

Join By Group Search

CDC

Join Another Group

Join By Group Code

Group Code

Join

10. To join the Public Health AmeriCorps learning group, locate **Manage Groups** in the left navigation of **Your Profile** (click on your name in the top right corner of the CDC TRAIN homepage to access **Your Profile**).
11. Locate the **Join By Group Code** text box.
12. Enter the group code **VISTAMembers** and select the **Join** button. *This is not where you enter the NSPID number. The NSPID code is unique to you and will be entered later.*
13. Select **Save** to record your group code.

Cancel Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

- Manage Groups
- Account
- Contact
- Address
- Organization
- Professional License Number
- Professional Role
- Work Settings
- Demographic Information

Manage Groups

Join By Group Search

CDC

District of Columbia

National/CDC
Academia & Research

Join Another Group

Join By Group Code

Group Code

Join

14. Your Profile will move to an incomplete status and a new tab called **Public Health AmeriCorps** will appear in the left-hand menu. **Click on the tab to enter your NSPID Number.** *If you do not know your NSPID Number, please refer to Step 1.*

The screenshot shows the 'Your Profile' page with a 'Manage Groups' sidebar on the left. The main content area is titled 'Manage Groups' and includes a 'Join By Group Search' section with a list of groups: CDC, Kentucky, and National/CDC Public Health AmeriCorps/VISTAMembers. Below this is a 'Join By Group Code' section with a 'Group Code' input field and a 'Join' button. A green arrow points to the 'AmeriCorps NSPID Number' field in the left-hand menu, which has a red exclamation mark icon next to it.

15. After entering your NSPID number, click **Save** on the upper right side of the page and then you can click **Close** on the upper left side of the page.

The screenshot shows the 'Your Profile' page with the 'AmeriCorps NSPID Number' field highlighted. The field is labeled 'Please enter your NSPID Number' and has a red border. A red arrow points to the input field. The field is marked as required with a red exclamation mark icon and the text 'Attribute is required.' The left-hand menu also has a red exclamation mark icon next to the 'AmeriCorps NSPID Number' field.

Accessing Training Plans

1. Click on the training plan link that has been provided to you below, copy and paste the link into your browser URL text box, and select Enter (or click on training plans in the search box on our homepage and search by keyword).
https://www.train.org/cdctrain/training_plan/5390
2. Once the training plan details load, select **Show More**. Read the information and instructions carefully.

- To register for the training plan, select the blue **Register** tab. Do not skip this step or your progress on required components will not be tracked!

The screenshot shows the CDC TRAIN website interface. At the top, there is a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search bar is located on the right. The main heading is 'Foundational Training for Public Health AmeriCorps'. Below the heading, there are two buttons: a red 'Back' button on the left and a blue 'Register' button on the right. A red arrow points to the 'Back' button, and a green box highlights the 'Register' button. Below the buttons, there is a section with the ID '5390' and a paragraph of text describing the training plan. A 'Show More' link is at the bottom.

- To register for a course, select the course link.

Name	Completed Date	Score	Hours	Status
Introduction to Public Health Courses marked with asterisk are required				
<ul style="list-style-type: none"> ✱ Introduction to Public Health Section ✱ What is Public Health? Hear from Public Health Students ✱ What is Public Health? ✱ What is Health Equity? 			0.2h	Not Started
			0.03h	Not Started
			0.08h	Not Started
			0.08h	Not Started

- Select the green **Launch** button to confirm registration and begin the course.

The screenshot shows the course page for 'What is Public Health? Hear from Public Health Students'. At the top, there is a navigation menu with links for About, Contacts, Reviews, Discussion, and Certificates. A red 'Back' button is on the left, and a green 'Launch' button and a blue 'Save For Later' button are on the right. Below the buttons, there is a section with a globe icon and text describing the course. A green box highlights the 'Launch' button.

- If you need to leave a course prior to completing it, TRAIN will mark your status as **In Progress**; some courses bookmark your progress.
 - Return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the homepage.
 - Select the **Training Plan** tab and then select the training plan link.
 - Select the course link to return to the course.

- d. If a course has bookmarked your location, TRAIN will ask if you would like to return to where you left off or to the beginning of the course.

Title	Status	Target Date	Proof Of Completion
PILOT Foundational Training for Public Health AmeriCorps	Not Completed	-	-

7. When you complete a course, select the **Exit Course** button at the end of the module.
8. Some courses will move to a **Completed** status. If your course does not automatically move to completed, you may need to click on the green **Mark Completed** button on the course details page.
9. To return to the training plan for the next course, select the red **Back** button at the top left of the course listing.

To learn more about features in CDC TRAIN, please view the video tutorials at <https://www.train.org/tutorials/>. Please contact TRAIN@cdc.gov if you have any technical issues creating an account or accessing the training plans.