

# Creating an account for the Nonprofit Security Grant Workshop

Step 1: Go to <https://pa.train.org>

Step 2: Click on Create Account button

The screenshot shows the TRAIN PA website interface. At the top, it displays the date "Friday, November 18, 2016" and the text "Pennsylvania Public Health Learning Management System". The TRAIN PA logo is prominently featured. A navigation menu includes "Home", "Calendar", "About", "Help", and "Competencies". A search bar is located in the top right corner with the text "Search by Keyword or Course ID" and a magnifying glass icon, along with a link to "Advanced Search".

The main content area is divided into two columns. The left column contains a login form with fields for "Login Name" and "Password", a "LOGIN" button, a checkbox for "Remember My Login Name and Password", and a link for "Forgot Your Login Name/Password?". Below this is a red circle highlighting the "CREATE ACCOUNT" button. At the bottom of the left column, there is a link to "Become a Course Provider".

The right column features a "Welcome to TRAIN PA!" header. Below it, a paragraph explains that TRAIN PA is a gateway into TRAIN National, a free service of the Public Health Foundation. A list of benefits includes: quickly finding and registering for courses, tracking learning with transcripts, accessing materials and discussions, and staying informed of the latest public health trainings. A section for "Former PA Prepared users" states that they must set their password and update account information, with a link to a guide. Below this, instructions are given for existing users to enter their login name and password. A "Looking for a course?" section lists course prefixes: PA for all PA-sponsored courses, PA-EMS for all PA-sponsored EMS courses, and PA-PEMA for all emergency management training. At the bottom of the right column, there is a note about first-time visitors and a contact email: [TRAINPAsupport@pa.gov](mailto:TRAINPAsupport@pa.gov).

At the bottom of the page, there are logos for the Pennsylvania Department of Health and the Pennsylvania Emergency Management Agency (PEMA). A "Funding notice" states that the site was supported by Grant or Cooperative Agreement Number NU90TP000545, funded by the Centers for Disease Control and Prevention.

Step 3: Review the Train Policies then select agree with the policies.

The screenshot shows the TRAIN registration interface. At the top, there is a navigation menu with 'Home', 'Calendar', 'About', 'Help', and 'Competencies'. A search bar is located on the right with the text 'Search by Keyword or Course ID' and a magnifying glass icon, followed by a link for 'Advanced Search'. The main content area contains the following text: '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.' Below this is a section titled 'TRAIN Policies' with a list of five links: 1. General Policies and Liability Terms, 2. Confidentiality Statement, 3. Learner Rights and Responsibilities, 4. Course Provider Rights and Responsibilities, and 5. Commons. A red circle highlights a checkbox labeled 'I agree to these TRAIN policies' and two buttons, 'Next' and 'Cancel', located below the checkbox.

Step 4: Complete the required fields. Then select next at the bottom.

The screenshot displays the registration form with two main sections: 'Required Fields' and 'Optional Fields'. The 'Required Fields' section includes: Login Name, Password, Confirm Password, First Name, Last Name, Position Title, Telephone (daytime) with an example '(777)777-7777', Email, Confirm Email, Organization name (dropdown), Department / Division, Address 1, Country (dropdown set to 'United States'), State / Territory (dropdown set to 'Select'), City / Township / Town, Zip code / Postal code, and County (dropdown). Below these is a section for a secret question: 'Please choose your secret question and provide a ONE WORD answer.' with a 'Question' dropdown set to 'Select Question.' and an 'Answer' text field. The 'Optional Fields' section includes: Middle Name, Telephone (evening), Daytime Extension, Pager, Fax, Mobile, Bureau/ Section, and Address 2. At the bottom of the optional fields, there are two checkboxes: 'I would like to receive emails from TRAIN' (checked) and 'I would like to receive notifications about the site updates by email.' (unchecked). A 'Next' button is located at the bottom left of the form. The footer of the page features the Department of Health logo on the left and the PEMA (Emergency Management Agency) logo on the right.

## Step 5: Click on the STATE PORTAL Select Groups button

[Home](#) [Calendar](#) [About](#) [Help](#) [Competencies](#)  [Advanced Search](#)

**Group Selection:** As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.  
To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "VHA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

**State Portal**  **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

**MRC Portal**  **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

**CDC Portal**  **No Groups Selected**

To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.

**VHA Portal**  **No Groups Selected**

Note: You must select at least one portal.

Step 6: Select the County, Organization and Functional Role that best describes you.

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Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN

Select Groups

Pennsylvania

Select County Select Organization Select Functional Role

Submit Cancel

Step 7: Selection up to three Professional Roles. You can select other if nothing is accurate.

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.  
If the "Other" option is selected, please enter specialization.

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	Select ▼
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	
<input type="checkbox"/> Childcare Provider	
<input type="checkbox"/> Communicable Disease / Infection Control Staff	
<input type="checkbox"/> Computer / Information Systems Specialist	
<input type="checkbox"/> Dental Professional	Select ▼
<input type="checkbox"/> Emergency Responder	Select ▼
<input type="checkbox"/> Environmental Health Professional	Select ▼
<input type="checkbox"/> Epidemiologist / Surveillance Staff	
<input type="checkbox"/> Finance and Budget Staff	
<input type="checkbox"/> Food Services / Facilities Management Staff / Housekeeper	
<input type="checkbox"/> Government Official	Select ▼
<input type="checkbox"/> Health Educator	
<input type="checkbox"/> Human Services Personnel	
<input type="checkbox"/> Laboratory Professional / Technician	
<input type="checkbox"/> Law Enforcement	
<input type="checkbox"/> Legal Professional	
<input type="checkbox"/> Librarian / Information Specialist	
<input type="checkbox"/> Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/> Medicaid Personnel	
<input type="checkbox"/> Medical Examiner / Coroner	
<input type="checkbox"/> Mental and Behavioral Health Professional	Select ▼
<input type="checkbox"/> Nurse	Select ▼
<input type="checkbox"/> Occupational Health and Safety Personnel	
<input type="checkbox"/> Outreach / Field Worker	
<input type="checkbox"/> Pharmacy Professional	Select ▼
<input type="checkbox"/> Physician	Select ▼
<input type="checkbox"/> Non-Physician Clinician	Select ▼
<input type="checkbox"/> Policy / Planner	
<input type="checkbox"/> Program Specialist	
<input type="checkbox"/> Public Health Official	
<input type="checkbox"/> Public Relations / Media Specialist	
<input type="checkbox"/> Researcher / Analyst	
<input type="checkbox"/> Student	
<input type="checkbox"/> Teacher / Faculty	
<input type="checkbox"/> Volunteer	
<input checked="" type="checkbox"/> Other (specify) _____	

Back Next

Step 8: Select up to three Work Settings. Again you can select Other.

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Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	Select ▼
<input type="checkbox"/> Official Public Health Agencies	Select ▼
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	Select ▼
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input checked="" type="checkbox"/> Other (specify)	<input type="text"/>

Step 9: You can fill out the demographic information, but it is not required.

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Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	Select ▼
Sex	Select ▼
Ethnicity	Select ▼
Race	Select ▼
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	Select ▼
Secondary Language	Select ▼



Step 10: How did you hear about Train? You can select work .

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**Help Make TRAIN Better!**

Value	
How did you hear about TRAIN? *	Work ▼

Step 11: If you a FEMA Student ID you can fill this in. Otherwise just leave it blank and click next.

The screenshot shows a web interface with a navigation menu at the top: Home, Calendar, About, Help, Competencies. On the right, there is a search bar labeled "Search by Keyword or Course ID" and a link for "Advanced Search". The main content area contains the text: "If you have a FEMA Student ID Number please enter it in the field below." Below this is a table with two columns: "FEMA Student ID Number" and "Value". The "FEMA Student ID Number" column contains a text input field. Below the table are "Back" and "Next" buttons.

Step 12: This is optional.

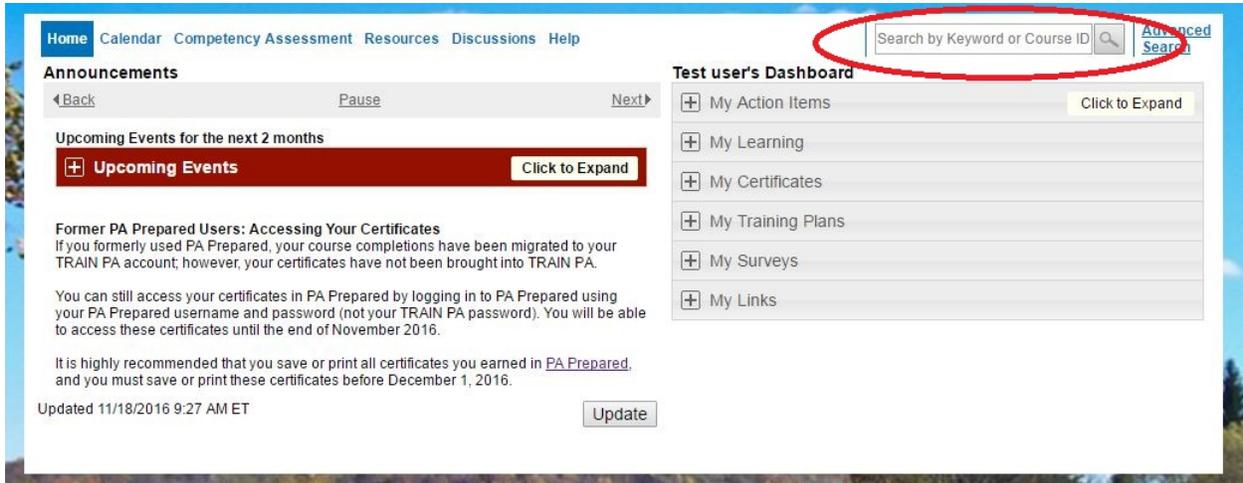
The screenshot shows a web interface with a navigation menu at the top: Home, Calendar, About, Help, Competencies. On the right, there is a search bar labeled "Search by Keyword or Course ID" and a link for "Advanced Search". The main content area contains the text: "Do you hold a Professional License Number?\*" followed by two radio button options: "Yes" and "No". Below the options are "Back" and "Next" buttons. At the bottom of the page, there are logos for the "DEPARTMENT OF HEALTH" and "PEMA EMERGENCY MANAGEMENT AGENCY".

Step 13: You know have an account set up. Click continue.

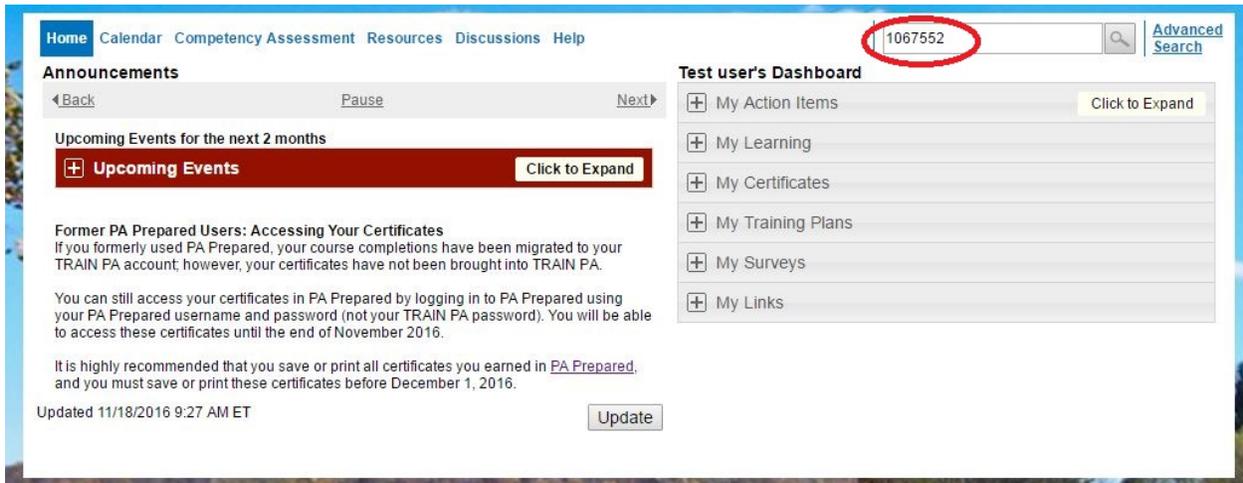
The screenshot shows a web interface with a navigation menu at the top: Home, Calendar, About, Help, Competencies. On the right, there is a search bar labeled "Search by Keyword or Course ID" and a link for "Advanced Search". The main content area contains the text: "Hello, **Test user**  
Your NEW ACCOUNT has been created.  
Click on **Continue** button to register for your course." Below this is a "Continue" button. Further down, there is a message: "To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message." At the bottom of the page, there are logos for the "DEPARTMENT OF HEALTH" and "PEMA EMERGENCY MANAGEMENT AGENCY".

# Registering for the Nonprofit Security Grant Workshop

Step 1: On your dashboard at the top right of the screen is a search bar.



Step 2: Enter the Course Id code: **1067552**. Then hit enter.



Step 3: Click on the Registration tab.

The screenshot shows the course details page for 'PA-PEMA: Nonprofit Security Grant Workshop'. The 'Registration' tab is highlighted with a red circle. The page includes a navigation menu at the top with links for Home, Calendar, Competency Assessment, Resources, Discussions, and Help. A search bar is located in the top right corner. The course details are as follows:

Course ID:	1067552
Format:	On-Site - Classroom course or workshop (Live Event)
Clinical / Non-Clinical:	Non Clinical
Course Number:	
Cost (US\$):	0.00
Credit Type(s):	none
Scheduled Date:	Multiple Dates <a href="#">Get more dates and times</a>
Certificate:	

Course Description: The Nonprofit Security Grant workshop will address the administrative and programmatic requirements for sub-applicants under this program. Presenters will further address the requirements of the application including the application process to the State Administrative Agency. Presenters will also provide support and tips for a successful application.

Subject Area(s): Finance / Grants

Audience(s): Other

Background/Role(s): None

Course Language(s): English

Course Level: Introductory

Registration Required Outside of TRAIN: no

Registration Restrictions:

Sponsor: Pennsylvania Emergency Management Agency & Governor's Office of Homeland Security

Accreditations: none

Special Notes: There are two sessions: Philadelphia workshop Date: December 12, 2016 Time: 9am-12pm, questions after the presentation allowed until 1pm. Location: 123 Boro Line Road, King of Prussia, PA 19406 Classroom 2  
Pittsburgh workshop Date: December 16, 2016 Time: 9am-12pm, questions after the presentation until 1pm. Location: 4501 Admiral Peary Highway, Ebensburg, PA 15931 Building 17, Renaissance Room

Step 4: You can select details for one of the two upcoming sessions or skip to Step 6

The screenshot shows the course details page for 'PA-PEMA: Nonprofit Security Grant Workshop' with the 'Registration' tab selected. A table lists two sessions, with the 'Details' button for each session highlighted by a red circle.

Tip: To sort by any column, click the column heading. Or use default order by [Date](#)

Tip: Alphabetical page indexing is used when sorted by Location.

Details	Location	Date	Distance	
<a href="#">Details</a> <a href="#">Map</a>	OIM Southeast Training Center	12/12/2016 9:00 AM (GMT-05:00) Eastern Time (US & Canada)	78	<a href="#">Register</a>
<a href="#">Details</a> <a href="#">Map</a>	Department of Human Services Ebensburg State Center	12/16/2016 9:00 AM (GMT-05:00) Eastern Time (US & Canada)	100	<a href="#">Register</a>

Step 5: This will provide information on the session. It will also giving you directions and gps information for the session. Once done you can hit the back button at the bottom of the page.

**PA-PEMA: Nonprofit Security Grant Workshop**

<b>Seats Available:</b>	45	<b>Contact Info:</b>	Emina Kunovac 717-651-7075 <a href="mailto:RA-NSGPgrant@pa.gov">RA-NSGPgrant@pa.gov</a>
<b>Registration Deadline:</b>	12/6/2016 12:00:00 AM		
<b>Language(s):</b>	English		
<b>Instructor(s):</b>			
<b>Description:</b>	The Nonprofit Security Grant workshop will address the administrative and programmatic requirements for sub-applicants under this program. Presenters will further address the requirements of the application including the application process to the State Administrative Agency. Presenters will also provide support and tips for a successful application.		

**Session Schedules:**

Date	Time	Location	Street Address	Phone at Site	
12/12/2016	9:00 AM - 12:00 PM (GMT-05:00) Eastern Time (US & Canada)	OIM Southeast Training Center <a href="#">Location Directions</a> <b>Room: Room 2</b> <b>Building:</b>	123 Boro Line Road1 King of Prussia Pennsylvania United States 19406		<a href="#">Map</a>

Step 6: Hit the Register button for the session you would like to attend.

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Search by Keyword or Course ID

[Advanced Search](#)

**Course Details**

**PA-PEMA: Nonprofit Security Grant Workshop** [Back](#)

Course Details
Contacts
Registration
Reviews

**Tip:** To sort by any column, click the column heading. Or use default order by [Date](#)

**Tip:** Alphabetical page indexing is used when sorted by Location.

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<a href="#">Details</a> <a href="#">Map</a>	OIM Southeast Training Center	12/12/2016 9:00 AM (GMT-05:00) Eastern Time (US & Canada)	78	<a href="#">Register</a>
<a href="#">Details</a> <a href="#">Map</a>	Department of Human Services Ebensburg State Center	12/16/2016 9:00 AM (GMT-05:00) Eastern Time (US & Canada)	100	<a href="#">Register</a>

[Back](#)
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Step 7: You are now registered for the session. You can view details or add a calendar entry if you want. You will not be able to complete the course until the day of the session.

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Search by Keyword or Course ID

[Advanced Search](#)

**Course Details**

**PA-PEMA: Nonprofit Security Grant Workshop** [Back](#)

Course Details
Contacts
Registration
Reviews

**You have registered for the following session :**

OIM Southeast Training Center on December 12, 2016 09:00 - 12:00 (GMT-05:00) Eastern Time (US & Canada) [Details](#)

To add this event to your personal calendar please click [Calendar](#)

To mark this course as "Completed" please click [Complete](#)

[Back](#)
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