Create a New Account in CDC TRAIN and Join the CDC HIV Capacity Building Assistance (CBA) Learning Group
Note: If you already have an existing TRAIN account (from any affiliate) log in and skip down Step 3.

Step 1: Create CDC TRAIN Account

- Go to https://www.train.org/cdctrain/.

- Select the **Create an Account** link and follow the prompts to create an account.

- Create a login name.
    Letters and numbers only
    Minimum of four characters

- Create a password.
  Must contain at least six characters with at least one capital letter and one number

- Enter your work email address.

- Enter your first and last name.

- Select your time zone.

- Enter your work zip/postal code.

- Read and agree to all CDC TRAIN policies.

- Select the **Next Step** button

- Prepare to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group that aligns with your job role or work setting. Select **Continue**.

- Select the green button to confirm your selection. *If you are in a TRAIN state, you may be asked to select a group for the state*.

- Make the best selection from the given choices and then select the **Confirm** button.

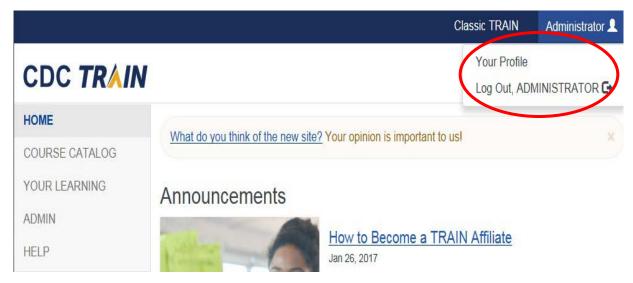- Select the blue **Finish Creating Account** button after you confirm your selections.

Step 2: Complete User Profile

- Select your name in the top right corner

- Select **Your Profile** link in the top right corner to complete any required account information.

- Any required area of your profile to be completed will have a red exclamation mark next to it.

- Select the exclamation mark to update each field. All fields must be completed before you can register for courses.

- Complete each field and 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.

- You can search CDC TRAIN for courses without all required information, but in order to register and take a course, you will need to complete your profile.

- Remember to **OPT IN** to receive emails from CDC TRAIN.

Step 3: Join CDC HIV Capacity Building Assistance (CBA) 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**). Locate the **Join By Group Code** text box.

- Enter group code **HIVCBA** (no space) and select the **Join** button.

- Select **Save** to record your group code.

- Remember to **OPT IN** to receive emails from CDC TRAIN.

Step 4: Access the CDC HIV Capacity Building Assistance (CBA) Training Plan

- From the **Home** page, select **Training Plans**.

- Scroll down to **HIV Capacity Building Assistance (CBA)** and select.

- The **Capacity Building Assistance (CBA)** training plan is where you will find all the Capacity Building Assistance elearning and classroom trainings.

HIV Capacity Building Assistance (CBA)

< Back   + Register

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This training plan includes scientifically proven, cost-effective, and scalable interventions and best practices from the Compendium of Evidence-based Interventions and Best Practices for HIV Preven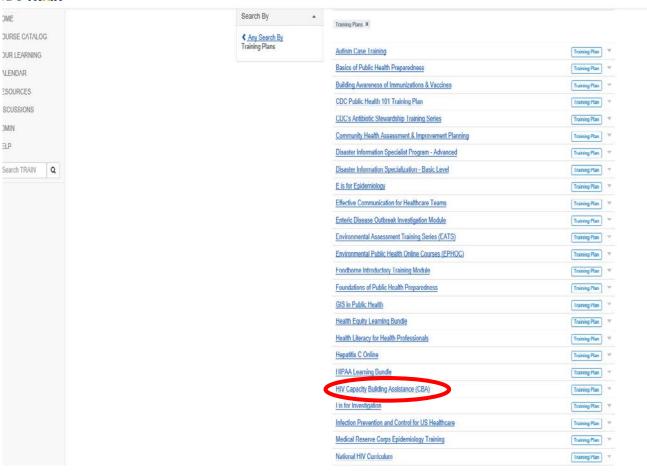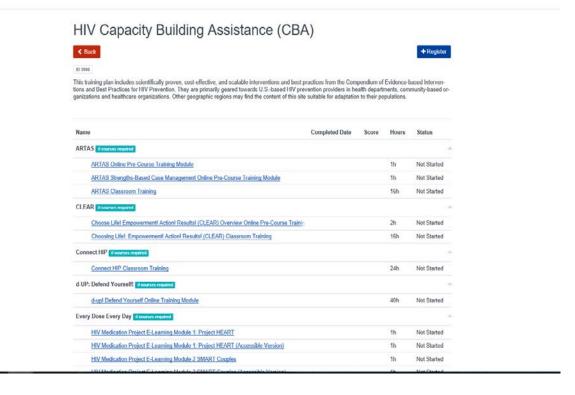tion. They are primarily geared towards U.S.-based HIV prevention providers in health departments, community-based organizations and healthcare organizations. Other geographic regions may find the content of this site suitable for adaptation to their populations.

Name	Completed Date	Score	Hours	Status
ARTAS 0 courses required				
ARTAS Online Pre-Course Training Module			1h	Not Started
ARTAS Strengths-Based Case Management Online Pre-Course Training Module			1h	Not Started
ARTAS Classroom Training			16h	Not Started
CLEAR 0 courses required				
Choose Life! Empowerment! Action! Results! (CLEAR) Overview Online Pre-Course Traini...			2h	Not Started
Choosing Life!: Empowerment! Action! Results! (CLEAR) Classroom Training			16h	Not Started
Connect HIP 0 courses required				
Connect HIP Classroom Training			24h	Not Started
d-UP: Defend Yourself! 0 courses required				
d-up! Defend Yourself Online Training Module			40h	Not Started
Every Dose Every Day 0 courses required				
HIV Medication Project E-Learning Module 1: Project HEART			1h	Not Started
HIV Medication Project E-Learning Module 1: Project HEART (Accessible Version)			1h	Not Started
HIV Medication Project E-Learning Module 2 SMART Couples			1h	Not Started
HIV Medication Project E-Learning Module 2 SMART Couples (Accessible Version)			1h	Not Started

- Once logged onto CDC TRAIN and a member of the learning group and training plan, learners will be able to register for courses.
- eLearning and Classroom courses are available.
  - Classroom courses may require completion of online prerequisites via CDC TRAIN to register. Learners will be notified of approval or waitlisting for classroom courses.
  - eLearning courses can be completed at your own pace and are immediately approved upon registration.
- All current courses and training plans will appear in section "Your Learning." Completed courses will appear in section "My Transcript."
- Certificates will appear in "My Transcript" for courses that have been successfully completed.
  - Successful course completion may include post-test(s) and evaluation(s).