

DE-TRAIN Tips...DID YOU KNOW? Managing Your DE-TRAIN Account

More Tips
Coming your Way Soon!

- Learners can also use DE-TRAIN at home ... it is a web based learning management system. Website: <https://de.train.org/DesktopShell.aspx>
- DE-TRAIN has thousands of courses within the searchable database.
- Read the TRAIN User Handbook, which you can find under *My Links* in your Dashboard within your DE-TRAIN account.
- You as the Learner can control your account information...you can change address, phone number, title, etc. The only thing that you cannot change is the login name. If you need to change your login name, please contact DE-TRAIN administrator (contact information below).
- Always use the back button at the bottom of every DE-TRAIN page instead of the Internet Explorer back button while in the DE-TRAIN learning management system.

- **Please opt-in to receive emails from DE-TRAIN** so that you can receive registration confirmation, DPH emails, and DE-TRAIN updates to the system.

After you login into your account:

1. Click on My Account (upper right of screen).
2. Scroll down to the 3 check boxes and make sure all boxes are checked.

- I would like to receive emails from TRAIN.
- I would like to receive notifications about the site updates by email.
- I would like to receive annual notifications to keep my account up to date.

3. Scroll Down to bottom of page and click Save and Back button.

DE-TRAIN Learner Workshop Dates

September 10, 2015 9 am – 11:30 am

or

September 17, 2015 9 am – 11:30 am

Location: DHCI in Smyrna, Delaware.

Please contact Trina Cale-Rosario (contact information below) to register for this course.

- **Completing or Withdrawing from Courses.** Complete courses that do not automatically complete. Remembering that FEMA courses (ex. IS 100 and IS 700) need you to manually complete them (follow steps below) after you receive your certificate.

After you login to your account:

1. Click on *+My Learning* under your Dashboard grouping.
2. Click [Current Courses](#) Link.
3. Choose your course and click on the *M (Manage)* button in the last column of the course.
4. Choose the *Completed* button. Input points or percentage, if asked and then click the Submit Button. This course will now show on your Transcript.
Or choose the *Withdraw* button. You will receive an email from DE-TRAIN stating you have been withdrawn.

- Learner Transcripts can be emailed or saved to your desktop.

After you login to your account:

1. Click on *+My Learning* under your Dashboard grouping.
2. Click on link [TRAIN Transcript](#).
3. Click *Email Transcript Button*. Type in email address to the person you want to send it to. Then click on *Send Transcript* button.

You can also save the transcript to your desktop by clicking *Export* button.

- Always use the back button at the bottom of every DE-TRAIN page instead of the Internet Explorer back button.

Problems or Issues:

Contact: DE-TRAIN Administrator Trina Cale-Rosario - Email: trina.rosario@state.de.us; phone: 302-223-1720. In addition, there is a link to contact the DE-TRAIN administrator by clicking *My Links* (under your Dashboard), click on E-mail the DE-TRAIN administrator. There is also a DE-TRAIN user Handbook in *My Links* as well.