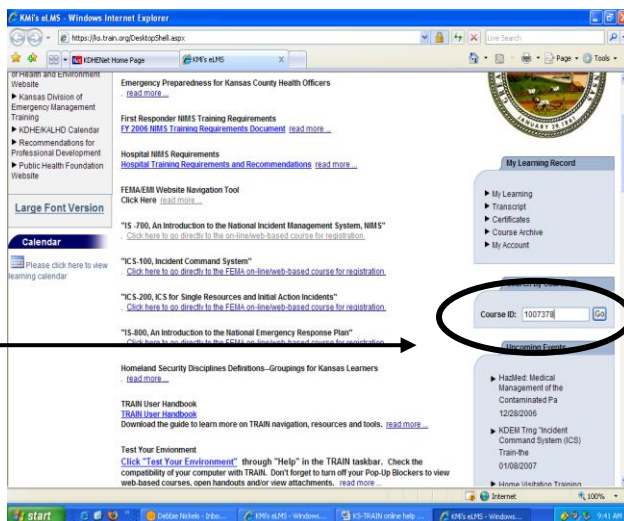


**How to set up a learner account on TRAIN (if you do not have an account)**

1. Point your browser to <http://ks.train.org> (Kansas users) OR [www.train.org](http://www.train.org) for other state's workforce.
2. Click on the **"Create Account"** button in the left hand menu.
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.

Once you have set up your TRAIN learner account, you will be able to register for **"KDA: Floodplain Elevation Certificate Section A" Course # 1037539.**

1. Log into <http://ks.train.org>
2. Add course **#1037539** to the **Search by Course ID** field on the right hand side of the Homepage. Click Go.
3. Click the course title, Read the 'Course Details' information;
4. Click the 'Registration' tab, and then the Register button;
5. This will start the Pre-assessment.
6. **Important...** If you 'Quit' a course and come back later to finish, go to 'My Learning' on the right hand side of the homepage, click the course title and follow the prompts.



**Course Questions:** Steve Samuelson  
 Email: [steve.samuelson@kda.ks.gov](mailto:steve.samuelson@kda.ks.gov)  
 Phone: 785-296-4622

KS-TRAIN Technical Assistance  
 Email: [helpdesk@kdheks.gov](mailto:helpdesk@kdheks.gov) or call  
 785-296-5655  
 (Monday – Friday 7:30am-5:00pm)

**Course Navigation Questions:**  
 Debbie Nickels, KS-TRAIN Administrator  
 Email: [dnickels@kdheks.gov](mailto:dnickels@kdheks.gov)  
 Phone: 785-291-3457