

WV-TRAIN Quick Reference Guide V6 12-14-11

<p style="text-align: center;">Are You a New User? How to Create Your Account</p>	<p style="text-align: center;">Are You a Returning User? How to Login to WV-TRAIN</p>
<ol style="list-style-type: none"> 1. Type "https://wv.train.org" into the address field of your Internet Explorer browser. 2. Click on "Create Account" which appears underneath the login on the left hand side of the screen 3. Complete the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). 4. Do not hit the "Back" button at any time during the registration process. 5. Once you have completed the registration screens, log off the system. This will refresh the database. 6. You may now log in utilizing the user name and password you designated when you created your account. 	<ol style="list-style-type: none"> 1. Type "https://wv.train.org" into the address field of your Internet Explorer browser. 2. When prompted for your User Name and Password, type; 3. User Name: ----- Password: ----- and click OK 4. The resulting page will be the WV-TRAIN Member Login screen.
<p style="text-align: center;">How to Search for Courses</p>	<p style="text-align: center;">How to Register for Courses</p>
<ol style="list-style-type: none"> 1. If you know the Course Number, enter the number on the "Search by Course ID" box located on the Home Page. CLICK "GO" and this will take you directly to the course title listing. CLICK on course title and this will take you to the "Course Detail" page where you can register for the course. 2. Otherwise, click on the "Course Search" tab, located in Navigation Tab bar at the top of the screen. 3. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page. 4. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu. 5. Click "Search" to search for your desired courses. <p>Note: "Advanced Search" allows you to combine several criteria in one search. For your convenience, you can also save sets of criteria for future searches by clicking the appropriate button on the Advanced Search page.</p>	<ol style="list-style-type: none"> 1. Locate your desired course either using the method outlined in "How to Search for Courses" or by clicking on "Browse" to browse through the list of course selections. 2. Select the course you wish to register by clicking on the title of the course. 3. To register for the course, click the "Register" button located on the "Course Details" tab or the "Registration" tab. <ul style="list-style-type: none"> ▪ For some courses, you will need to select your desired course location. ▪ After selecting your course location (if applicable), click "Register." ▪ If you do not receive a registration confirmation email, please contact the WV-TRAIN System Administrator.
<p style="text-align: center;">How to Manage Your Courses and/or Launch a Course for which you have already registered</p>	
<ol style="list-style-type: none"> 1. From the home page, CLICK "My Learning" from the "My Learner Record" box located on the right hand side of the page. On the resulting page, you will see a listing of all the courses for which you are registered. 2. To launch a course, CLICK on its title. 3. To identify a course as complete and therefore move your learning record to your transcript, select the "M" icon next to the title of the course. 	<ol style="list-style-type: none"> 4. CLICK on the "Completed" button. 5. If applicable, you may now enter the points or percentage achieved during testing for the course. 6. To withdraw from a class CLICK on the "Withdraw" button. 7. To archive a course, to resume later, CLICK on the "Archive" button.

<p>How to Access NIMS Courses via WV-TRAIN</p>	<p>If you have completed a NIMS Course but did not register via WV-TRAIN, please update your WV-TRAIN transcript to reflect completion.</p>
<ol style="list-style-type: none"> 1. Log into WV-TRAIN at: https://wv.train.org 2. At the home page, look for the "Search by Course ID" box. Enter one of the following Course ID numbers: <ul style="list-style-type: none"> • NIMS, IS-700.a is 1016070 • NIMS, IS-100.b is 1024627 • NIMS, IS-200.b is 1024638 • NIMS, IS-800.b is 1011882 <p>... .CLICK "GO."</p> 3. On the Course Search Page, CLICK on the course title. 4. After reviewing the course details, CLICK the "Registration" tab. 5. Select form of course credit. The screen will flash. Next, CLICK "Go to Step 2 of Registration." 6. You will be directed to the FEMA Course Registration page. Scroll down to the bottom of the page and PRINT a copy of the course test. 7. Next, select Option 1, Interactive Web-Based Course, EMI Learning Site and proceed to take the course. 8. When you have completed the course, go back to the WV-TRAIN home page, CLICK, "My Learning" from the "My Learning Record" box located on the right hand side of the page. On the resulting page, you will see a listing of all the courses for which you are registered. Look for the name of the course you just completed. CLICK on the "M" button, located at the end of the course title. Mark the course completed. 9. The course will automatically be added to your WV-TRAIN transcript. 	<ol style="list-style-type: none"> 1. Log into WV-TRAIN at https://wv.train.org. 2. At the home page, look for the "Search by Course ID" box. Enter one of the following Course ID numbers: <ul style="list-style-type: none"> • NIMS, IS-700.a is 1016070 • NIMS, IS-100.b is 1024627 • NIMS, IS-200.b is 1024638 • NIMS, IS-800.b is 1011882 <p>... . CLICK "GO."</p> 3. On the Course Search Page, CLICK on the course title. 4. Select a form of course credit. The screen will flash. Next, CLICK "Go to Step 2 of Registration." 5. You will be directed to the FEMA course registration page. Stop here. You do not need to re-take the course. By registering for the course in WV-TRAIN, it has now been added to your learning record. 6. Go back to the WV-TRAIN home page, CLICK, "My Learning" from the "My Learning Record" box located on the right hand side of the page. On the resulting page, you will see a listing of all the courses for which you are registered. Look for the name of the course for which you just registered. CLICK on the "M" button, located at the end of the course title. Mark the course completed. 7. The course will automatically be added to your WV-TRAIN transcript.
<p>How to Add a Non-TRAIN Course to your Transcript</p>	<p>How to Add a TRAIN Course to your Transcript that you have already completed</p>
<ol style="list-style-type: none"> 1. Go to your "Transcript" located in "My Learning Record" box located on the right hand side of the page. 2. Click the "Add" button to the right of the Non-TRAIN Courses header. 3. Fill in each form – remember forms marked with a *red asterisk are required. 4. CLICK "Save." 5. The course will now be displayed in your transcript under "Non-TRAIN Courses. Non-TRAIN courses must still be verified by an Administrator. Once an Administrator has verified the information, you will not be able to make changes to the entry. 	<ol style="list-style-type: none"> 1. CLICK the "Add TrainingFinder Course" button to the right of the "Transcript" header. 2. Select the Course Name from the list of courses in the "TrainingFinder Course" drop down and CLICK "Next." 3. Enter your "Completion Date" and your "Completion Score" (if applicable) in either points or percentage. 4. Click "Finish." The course will now be displayed in your transcript along with any other TRAIN courses for which you are registered; however the course must also be Verified by an Administrator.
<p>What to Do if You Forget your Password?</p>	
<p>What to Do if You Forget your Password?</p> <ol style="list-style-type: none"> 1. Click on "Forgot Your Password?" on your WV-TRAIN home page. 2. Enter your login name in the appropriate field. Note: If you don't remember your login name, leave the field blank and click "next." You will be prompted to enter your email address, first name, and last name. 3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for WV-TRAIN. 	<ol style="list-style-type: none"> 4. On the resulting page, you will be prompted to respond to the secret question, select "I don't remember the answer" and you will be prompted for your street address. Note: Do not guess! Incorrect guesses can lock your account. Please attempt one of the other routes for obtaining your login or password information or contact your WV-TRAIN administrator. 5. Your password will be displayed on screen and will not be emailed to you.