REGISTRY OF VITAL RECORDS AND STATISTICS (RVRS)
Department of Public Health

TRAIN Massachusetts

Create a New Train Account

Purpose: The purpose of this document is to guide data partners through the TRAIN Massachusetts account creation process so they are ready for MAVRIC training.

1. Click on the 'Create an Account' button from the TRAIN Login screen at www.TRAIN.org/ma.

2. Enter the following information on the 'Create Account' screen:
   - Login Name
     - Must be unique with any characters except spaces and a minimum of four characters.
   - Password
     - Contain at least one lower case letter.
     - Contain at least one upper case letter.
     - Contain at least one number.
     - Be at least 8 characters.

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- o Unique from your Login Name, First Name, Last Name, and Email Address.
- Confirm password
- Email Address
- First Name
- Last Name
- Time Zone
- Zip/Postal Code

TRAIN Massachusetts

Create Account

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Password

Password must:
- ○ Contain at least one lower case letter
- ○ Contain at least one upper case letter
- ○ Contain at least one number
- ○ Be at least 8 characters
- ○ Be different from the user's LoginName, FirstName, LastName, and Email

Confirm Password

Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

3. Review the TRAIN policies.
4. Select the checkbox confirming that you agree to all TRAIN policies.

TRAIN Massachusetts

⊘ Contain at least one upper case letter
⊘ Contain at least one number
⊘ Be at least 8 characters
⊘ Be different from the user's LoginName, FirstName, LastName, and Email

Confirm Password

••••••••••

Your Email Address

jond@gmail.com

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Jon

Last Name

Doe

Time Zone

(GMT-05:00) Eastern Time (US & Canada)

Zip/Postal Code

77027

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

☑ I agree to all TRAIN policies

Create Account

Have an account?
Log In

5. Click on the 'Create Account' button.
   - An error message will display if required fields have not been completed.
6. If all fields have been completed, users will be prompted to select a Division or Business Unit in TRAIN. Select External DPH Partner.

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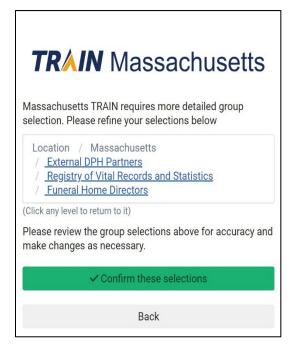7. Users will be prompted to select an Office. Select Registry of Vital Records and Statistics.

8. Please select an appropriate Job Role from the list.
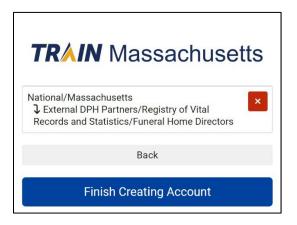
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Massachusetts TRAIN requires more detailed group selection. Please refine your selections below

Location / Massachusetts
/ External DPH Partners
/ Registry of Vital Records and Statistics

(Click any level to return to it)

Select: Job Role

Group search

Birthing Registrars

Burial Agents

City and Town Clerks

Funeral Home Directors

Medical Certifiers

Medical Facilities Staff

Pronouncers

Back

9. Confirm these selections.

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10. Select Finish Creating Account button.

11. Users will then be brought to the TRAIN Massachusetts home page.

Updating TRAIN Account Profile

1. Upon logging into TRAIN, a notification will appear informing you that your profile is incomplete – as additional information is requested after the initial set up.

   Note: TRAIN is a shared system that gives learners the opportunity to provide additional information if needed. Some TRAIN affiliates also require specific information in order for learners to take certain courses. Therefore, some requested information may not be applicable to you.

2. Click on the link stating 'Your profile is incomplete'.
3. The following screen will display.

4. Complete the following sections. Please click the green save button after completing each section to save changes.

Manage Groups

Based on the information you entered previously, you are enrolled into the appropriate MA group. No need to make changes here. The selected group will determine what course content is available to you.

The Account Section

The Account section contains your email address, name, login name, and ID. **You have an option to allow TRAIN to send you email notifications via email. We strongly encourage you to select this option so you can receive updates about MAVRIC training and receive course registration emails with important information on attending webinars.**

You also can reset your password.

Contact Section

The contact section allows you to enter the phone number most relevant to your professional association by clicking on the 'Add a phone number' button.

You will have the option to enter a work, home, or mobile number. Click on the 'Accept' button once the number has been entered to save the changes.

Address Section

The address section will allow you to select the country and enter the state, city postal code, street address, and time zone of the location most relevant to your professional organization.

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Organization Section

The organization section will allow you to enter the organization name, department/division, bureau/section, and title of your professional organization.

Professional License Number Section

If applicable, the Professional License Number section will allow you to enter the license type, license sub type, and number of the of the license after clicking the 'Add a License Number' button.
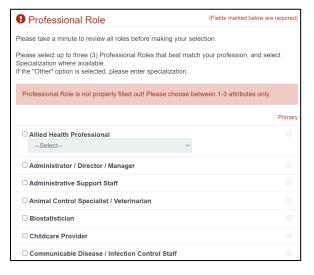

The license type that is selected from the dropdown menu will determine the options available for License Sub Type. After entering your license number, click the green check mark to save your changes.

Professional Role Section

The Professional Role section allows you to select up to three professional roles that are most relevant to your profession. If your professional role is not listed, select the "Other" option to manually enter your specialization**.**

Work Settings

The Work Settings section will allow you to select up to three work settings that are most relevant to your work environment. You can also select sub-categories where applicable via dropdown. If you do not see your appropriate work setting listed, you may select the 'Other (specify)' checkbox and manually enter it into the textbox at the bottom of the listing.

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Demographic Information

The Demographic Information section allows you to select the appropriate demographic information that pertains to you.

FEMA Student ID Number

The FEMA Student ID Number section allows you to enter your ID number if applicable.

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Professional Organization ID Number

The Professional Organization ID Number section allows you to enter the id number that has been assigned to you by a specific professional organization if applicable. You can also click on the NPI (National Provider Identifier) Number link to search for NPI records. The NPI Registry Public Search is a free directory of all active National Provider Identifier records.

End

Attention: Please send an email to DPH-TRAINHelp@mass.gov for TRAIN related inquiries and additional support.

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