


How to register for a course on TRAIN PA:


Go to the website <https://www.train.org/pa>

* If you do not have a TRAIN PA account, click the **Create an Account** button below the Login and follow the prompts to set-up your new account.

Course Registration:

1. Log in to TRAIN PA by entering your **Login Name** and **Password** and clicking the **Login** button. You will now be at the TRAIN PA homepage.
2. Click the search icon  located in the upper right-hand portion of the screen and enter the Course ID **1086352** into the **Search TRAIN** field.
3. Push the **Enter** key. You will now be taken to the **Search Results** page.
4. Click on the title of the course. You will be taken to the **Course Details** page.
 - a) Please review the important information listed in the Course Description section.
If you have any questions, click the **Contacts** tab for contact information.
5. To register, click the **Register** button.
6. The page will refresh and indicate that you have registered. You will also receive a confirmation email (as long as you have not opted out of receiving emails from the system).

IMPORTANT: If you are unable to attend after you register, please **withdraw your registration:**

1. Click the **Your Learning** tab at the top of the screen.
2. Click on the three dots  to the left of the course title and select **Withdraw**, then **OK**.
3. You will receive a confirmation email (if you have not opted out of receiving emails from the TRAIN PA system).