



OhioTRAIN Quick Guide for the ODH Vital Statistics – Report of Fetal Death training

NOTE: Throughout this document in sample images (screenshots), we will use the course titled “ODH Vital Statistics – Central Issuance Training” as only an example. In each case, you should look for a course titled “ODH Vital Statistics – Report of Fetal Death Training”.

How to login to OhioTRAIN

1. Type <https://oh.train.org> into the address field of your browser.
2. Enter your login name and password and click the “Login” button.
3. Once logged in, you will be taken to the OhioTRAIN member homepage.

NOTE: If you are a new user, you will need to register - please see the “Creating Your Account” section.

What to do if you forget your password

1. Click on “Forgot Your Password?” on your OhioTRAIN homepage.
2. Enter your login name in the appropriate field.

NOTE: If you do not 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 OhioTRAIN. If you cannot recall the answer to your 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. If you have attempted all of the above methods to access your login information and are unsuccessful, contact either:

Susan Brumm, OhioTRAIN Administrator, (614) 995-4845, susan.brumm@odh.ohio.gov or

Tonya Congdon, Assistant OhioTRAIN Administrator, (614) 728-7062, tonya.congdon@odh.ohio.gov

Creating a new OhioTRAIN account

Home	Course Search	Calendar	Help
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Member Login

Login Name

Password

[Forgot your password?](#)

[Become A Course Provider](#)

Announcements

If this is your first visit, click "Create A

If you already have an account, please click "Log-In".

If you have any questions, please contact the OhioTRAIN

Susan Brumm To

OhioTRAIN Administrator As

E-mail – susan.brumm@odh.ohio.gov E-

Phone – (614) 205-4245 ni

If you do not have an OhioTRAIN account, follow these steps:

1. On the <https://oh.train.org> homepage, click the "Create Account" button.
2. On The following page, please read the linked TRAIN Policies and check the box adjacent to "I agree to these TRAIN policies" before clicking the "Next" button.

NOTE: Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons provided at the bottom of each page.

3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk (*). Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select "Next" to continue.
4. On the following page, you will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click "Next".

NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions.

5. On the resulting page, you are asked to select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when ready to proceed.
6. The next page prompts you to select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent drop down menu. If you select "Other," please type your answer in the space provided. Click "Next" to continue.
7. The resulting page prompts you for optional demographic information. Click "Next" to continue.

NOTE: Your Learner profile information can be edited at any time following registration.

8. Your password will be displayed on screen and will NOT be emailed to you. Write this down.

How to find this course

1. Enter the Course ID: 1025107 in the "Course ID" search window located on the right side of the OhioTRAIN homepage.



2. The course will be displayed on the resulting page.

How to register for this course

1. After performing the search for this course, the resulting page will be displayed (see image below).
2. To register for the course, click the “Registration” tab.
3. To launch the course, click the “Launch” button.



How to begin viewing this course

1. Login to OhioTRAIN.
2. From the member homepage, click on “My Learning” in the “My Learning Record” box located on the right side of the page.

Help Competencies About This Site Administration

ODH DEPARTMENT OF HEALTH

RAIN users to review their OhioTRAIN

e-mail address is correct.

s not Spam.

questions.

My Learning Record

- ▶ My Learning
- ▶ My Training Plan
- ▶ My Surveys
- ▶ Transcript
- ▶ Certificates

3. On the resulting page, you will see a listing of all the courses for which you are registered. To begin viewing this course, click on its name.


Home Course Search Calendar Discussion Boards Resources Help

My Learning

Tip: Click on course title to access to course details.

Tip: Click on registration status to launch the course or to launch it's Assessment/Evaluation

Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on M

Tip: If you want to add scheduled session to your personal calendar please click on 

Type	Name	Status	Manage
Online	ODH Vital Statistics - Central Issuance Training	In Progress	M



[Back](#)

How to start the Final Test

Before you can start the Final Test, you must first mark the course as “Completed”. Please follow these instructions:

1. Login to OhioTRAIN.
2. From the member homepage, click on “My Learning” in the “My Learning Record” box located on the right side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. Find this course in the list and click the (manage) icon.

My Learning

- Tip:** Click on course title to access to course details.
- Tip:** Click on registration status to launch the course or to launch it's Assessment/Evaluation
- Tip:** If you want to set a course as completed, archived, withdraw from a course or change credit type please click on 
- Tip:** If you want to add scheduled session to your personal calendar please click on 

Type	Name	Status	Manage
Online	ODH Vital Statistics - Central Issuance Training	In Progress	


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4. On the resulting page, you must now mark the course as "Completed." To do this, click on the "Completed" button.


Course Registration Management

You have registered for a course:
 ODH Vital Statistics - Central Issuance Training

Registration Status: In Progress

To mark this course as "Completed" please click 

To mark this course as "Archived" please click 

To withdraw yourself from this course please click 

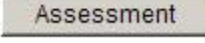
5. The page is now refreshed and an "Assessment" button is displayed. Clicking this button will start the Final Test.

Course Registration Management

ODH Vital Statistics - Central Issuance Training

Registration Status: Post-Assessment Pending

Before completing the course you must complete the assessment.

To start the assessment immediately click 

Note: Once you have completed the Final Test, you must complete a course evaluation before you can access your certificate.

Note: If you have completed these five steps and you are not yet ready to begin the Final Test, then follow the instructions in the next section when you return to OhioTRAIN.

How to start the Final Test if you need to return later to begin the test

Note: If you have not yet completed the first four steps in the above section “How to start the Final Test”, please go back and follow those instructions.

1. Login to OhioTRAIN.
2. Start the Final Test for this course (provided that you have marked it “Completed”) from the “My Learning” page located in the “My Learning Record” box on the right side of the page.
3. Click the Status link “Post-Assessment Pending” next to the name of this course.

The screenshot shows the 'My Learning' section of the OhioTRAIN interface. At the top, there are navigation tabs: Home, Course Search, Calendar, Discussion Boards, and Resources. Below these is a blue header for 'My Learning'. Three red tip boxes provide instructions: 'Click on course title to access to course details.', 'Click on registration status to launch the course or to launch it's Assessment/Evaluation', and 'If you want to set a course as completed, archived, withdraw from a course or change credit type please click on [M]'. Below the tips is a table with the following data:

Type	Name	Status	Manage
Online	ODH Vital Statistics - Central Issuance Training	Post-Assessment Pending	[M]

Note: If you quit before completing the entire test, you must restart at the beginning of the test.

How to access your certificate once you have passed the Final Test

1. Login to OhioTRAIN.
2. From the member homepage, click on “My Learning” in the “My Learning Record” box located on the right side of the page.
3. Click the Status link “Completed, but an evaluation is pending” next to the name of this course.

The screenshot shows the 'My Learning' section of the OhioTRAIN interface, similar to the previous one. It features the same navigation tabs and 'My Learning' header. The three red tip boxes are identical. The table below shows the course status updated to 'Completed, but an evaluation is pending', which is circled in red:

Type	Name	Status	Manage
Online	ODH Vital Statistics - Central Issuance Training	Completed, but an evaluation is pending	[M]

4. Answer all of the questions in the course evaluation.
5. Once you have completed the evaluation, return to the member homepage by clicking the “Home” link on the top left side of the page

5. You are now on the OhioTRAIN homepage. Click on "Certificates" in the "My Learning Record" box located on the right side of the page.

The screenshot shows the OhioTRAIN homepage navigation bar with links for Help, Competencies, and About This Site. Below the navigation bar is a blue gradient bar. To the right is the Ohio Department of Health (ODH) logo. A 'My Learning Record' dropdown menu is open, listing options: My Learning, My Training Plan, My Surveys, Transcript, Certificates (circled in red), Course Archive, and My Account.

6. On the resulting page, click the link "ODH generic" for this course (on the far right side of the page).

The screenshot shows the OhioTRAIN Certificates page. The navigation bar includes Home, Course Search, Calendar, Discussion Boards, Resources, Help, Competencies, and About This Site. Below the navigation bar is a blue gradient bar with the title 'Certificates'. A table displays course information with columns: Course, Registered, Completed, Format, Score, Credit, and Certificate. The 'Certificate' column for the course 'ODH Vital Statistics - Central Issuance Training' contains the link 'ODH generic', which is circled in red. Below the table is a pagination control showing 'Page size: 20' and '1 items in 1 pages'.

Course	Registered	Completed	Format	Score	Credit	Certificate
ODH Vital Statistics - Central Issuance Training	11/9/2010	11/9/2010	Web-based Training - Self-study	34 points	Not Available	ODH generic

7. Your certificate will be displayed. You can now print this certificate.

What should I do if I do NOT pass the Final Test?

If you do not pass the Final Test, you can either review the course content first and then re-take the Final Test or re-take the Final Test immediately. To re-take the test, you must do the following:

1. Complete the course evaluation.
2. After completing the evaluation, go back to the OhioTRAIN homepage.
2. Click the link on the right titled "Transcript".

3. Click the title of this course.
4. Click the "Registration" tab.
5. Click the "Launch" button.

Can I see which questions I answered correctly/incorrectly?

Yes, you can review your responses. After completing the Final Test and the course evaluation, you can review each question, your response and whether or not you responded correctly. To do this, do the following:

2. Go to the OhioTRAIN homepage.
2. Click the link on the right titled "Transcript".
3. To the right of this course, your score will be displayed along with the text "Passed" or "Failed". Click this text link.

You can then scroll from page to page to review your responses to each question. If you answered a question incorrectly, only your response will be displayed. The correct response is not displayed. You will need to review the course material to determine the correct response.