Medication Training Instructions

Task A: Create an Account (If you already have an account, skip to Task B).

1. Using Internet Explorer 8 or higher, go to https://ky.train.org (or click on this link).
2. Click “Create Account.”
3. You will be taken to a page that includes 5 TRAIN policies, with a hyperlink to each. Review the policies as you see fit, and then click “I agree to these TRAIN policies” and click “Next.”

TRAIN Policies

1. General Policies and Liability Terms
2. Confidentiality Statement
3. Learner Rights and Responsibilities
4. Course Provider Rights and Responsibilities
5. Definitions

4. You will then be taken to a page that asks for personal information, including your name, email address, etc. All fields marked with a red asterisk must be answered.
   a. For “Organization name,” type the first three letters of your school district or school and select your building from the dropdown list.
   b. Though “Department/Division” is required, don’t stress over it. Put whatever you’d like.
   c. Just like with 4a, you’ll also have to select from a dropdown for “City / Township / Town” and “County” (Select your WORK county if different from your home county).
   d. Complete the remaining items.
   e. If you don’t want promotional emails from the TRAIN program, be sure to uncheck the box that states “I would like to receive emails from TRAIN.”
   f. When all required fields are filled in, click the “Next” box.

5. You should then be taken to the “Group Selection” page. Click the “Select Groups” button beside the option “State Portal”: 
6. You will then be asked to select an agency. Scroll down and select “Schools.”

7. A new dropdown will appear. Leave the “Select K-12 Public School District” in the dropdown and click “Submit.”

8. You will be taken back to the “Group Selection” page, and “National/Kentucky/Schools” should show as your selected group. Click the “Next” button at the bottom of the page.
9. You will then be taken to a page that asks you to select your **Professional Role. You can select up to 3, but only 1 is required.** For most users, that would be the “Teacher/Faculty” choice located near the end of the list. Select it (or another appropriate choice) and then click “Next.”

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td><strong>Teacher/Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>Volunteer</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

10. You will then be asked to identify up to 3 **Work Settings** that best describe your job. Again, you only are required to select one, and for most users that would be the “Academic/Educational Institution,” for which you will also need to select the drop down of “K-12.” After doing so, click “Next.”

<table>
<thead>
<tr>
<th>Work Settings</th>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Educational Institution</td>
<td>K-12</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare Services</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
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<tr>
<td>Non-Profit Organization (except Health)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Back | Next |
11. You will then be taken to a page where you are asked to complete some optional demographic information. You can complete this information if you wish, but you can also simply click “Next” to move on to the next page.

12. You will then be taken to a page called “Kentucky User Attributes.” This page is blank (Don’t ask me—I don’t know). Click “Next” to continue.

13. You should then receive a message that your new account has been created:

Hello, Joe
Your NEW ACCOUNT has been created.
Click on Continue button to register for your course.

14. If you are ready to register for a course, you can click the “continue” button above and skip to #16. If you are not ready, you can come back later.

Task B: Register for the medication training course and complete the informational portion

15. Using Internet Explorer 8 or later, go to http://ky.train.org and log in with your username and password. You will be taken to your homepage.

16. In the search box in the upper right hand corner, type the course number of the training you wish to complete and click the “Search” box (The current training for the Erlanger-Elsmere School District is 1028202).
17. The training you should take is titled “Medication Administration Training for Unlicensed School Personnel Regular and ER Medication 1028202.” You should see the “Course Details” for this training. In order to register, click the “Registration” tab.

18. To begin the course, click the “Launch” button

19. The course should launch. Use the arrows in the upper right hand corner of the pop up window to navigate back and forth through the slides in the course:
NOTE: There are 126 slides in the course. Please allow yourself time to view them all.

20. On the final slide of the training is a short video describing how to complete the required assessment. You can watch this video or follow the instructions in Task C.

Task C: Completing the Assessment

21. Log onto https://ky.train.org, or—if you’re already logged on—click the “Home” button.
22. On your dashboard, click the plus sign beside “My Learning” to expand the list of courses you have begun. You’ll find the medication course listed here.
23. Click the course name to be taken to the **Course Registration Management** page. You should see three options. Click the “Completed” button.

24. You will be informed that before you mark the course complete you must complete an assessment. Click the “Assessment” button to begin taking the assessment.

25. Once you have answered all questions, you will receive a message stating your score (92 points in the example below). Your score must be equal to or higher than the minimal passing score in order for you to complete the course. In the example below, the 92 points exceeds the 85 point minimum, so the trainee has passed the course.
26. Once you have finished reading your score, click the “close” button. You will be prompted to complete an evaluation. This is a required component of the training and is NOT the same thing as the assessment that you just completed. Click the button to take the evaluation.

27. Once the evaluation is finished, you will be taken to a page where you can “rate” the training and provide comments. This is optional.

Task D: Printing your medication certificate

28. Log onto https://ky.train.org, or—if you’re already logged on—click the “Home” button.
29. In the dashboard on the right hand side of the page, click the plus sign beside “My Certificates” to bring up the list of certificates you have completed. Your medication training should be listed there.
30. In order to print a PDF of the training, you should click the printer icon only.

31. Either print or save the PDF for later printing.