



How To Create A U-Train Account

To take a course offered by the Division of Emergency Management (DEM), you must create an account on our learning management system website called U-TRAIN. The U-Train website will provide you with transcripts of courses you have completed through DEM and you will be able to print your certificates upon course completion.

To create your account:

1. Go to the [U-Train website](#).
2. Select **"Create New Account"**;
3. Enter your account information. Please select a login name and password that you will easily remember.
4. State or local agency employees select your agency and division (if listed).
5. Make sure the "I would like to receive emails from TRAIN" Is checked. You must respond to the activation email TRAIN sends to you.

On the next screen:

- Click on the **"Select Groups"** button of the State Portal;
- Select your agency:
 - In the first **"Select Agency"** dropdown and choose **"Agencies"**;
 - In the second **"Select Agency"** dropdown, select your specific agency. If your agency isn't listed or if nothing in the list is applicable to you, choose "Other".
- Select your Group:
 - In the **"Select General Employment Category"** dropdown choose **"Statewide Groups"**;
 - In the **"Select Statewide Group"** dropdown, select at least one of the following options to ensure course listings appear on your "Home" page, even if you are not one of them:
 - Emergency Managers (HLS),
 - First Responder EMS - Fire - Hazmat or Law Enforcement,
- Click **"Submit"** and then **"Next"** (You can skip the sections for the MRC or the CDC portals).

Continue on through the following sections to complete your profile:

- Professional Roles (up to 3).
- Work Settings.
- Demographic Information.

After completing your profile, select the green **“Save”** button in the upper right hand corner once you have completed filling out your profile.

Now you can go to the "Home" page and sign up for the class you are interested in taking.