


## Registration

Registration for these training courses is conducted through *TRAINConnecticut* the on-line training website where training courses can be posted, participants can register, and training will be tracked!

If you have never registered using the Train website please follow directions below:

1. Log on to <http://ct.train.org>, via the Internet to set up your personal account.
2. Click on the “**Register**” button in the left hand margin and complete the online registration form to set up your account. Once your account has been set up you are ready to register for the class. (There is no cost to set up your account.)
3. Click on “**Course Search**” tab at the top of the page.

### Search


4. Click on the “**Search**” link  to search for the training course.
  - ◆ You can search by **keyword** (“lead”) or by the **date** the course is being offered.
5. Once you find the course you want to sign up for **click on the title of the course.**
6. Click on the “**Registration**” tab.
7. Click on the “**Register**” button.

You should be registered for the course you selected. You will receive a confirmation e-mail from Train stating that you have been registered for the course. If you do not receive the confirmation e-mail or if you have questions or need help registering for a training course please contact Alessandra Litro at 860-509-7277.

If you already have a personal account in Train (meaning you have registered for a training class using the Train website) please follow the directions below:

1. Log on to <http://ct.train.org>, via the Internet.
2. On the left hand side under “**Member Login**” fill out your Login Name and Password.
3. Click on the “**Course Search**” tab at the top of the page.

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