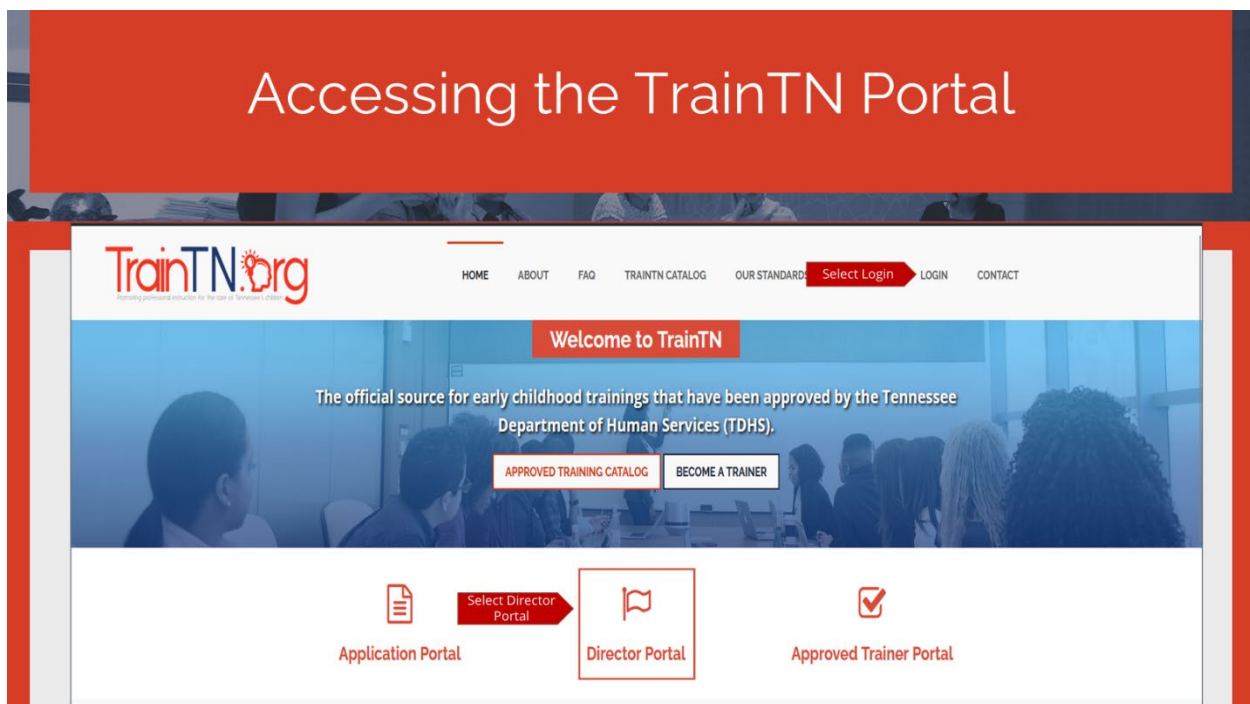# Accessing TrainTN for Directors or Designees

The **TrainTN portal** may be used by **Child Care Agency Directors or Designees** to enter early childhood training **approved** by the Tennessee Department of Human Services (TDHS).

You may access the TrainTN Portal by entering **TrainTN.org** into any browser. You can also navigate to https://tam.sworps.tennessee.edu/TrainTN/Login.aspx.

Next, select the **LOGIN** tab at the top of the page or select the **Director Portal**.

On the **TrainTN Portal**, enter your **Email Address**, then enter your **Password**.

Select **Sign In**.

When you registered for TNPAL, you were sent your TrainTN user ID and password. If you're having trouble finding your user ID and password, check your email spam folder or your personal email account. If you are still having trouble accessing it, contact the TrainTN Help Desk.
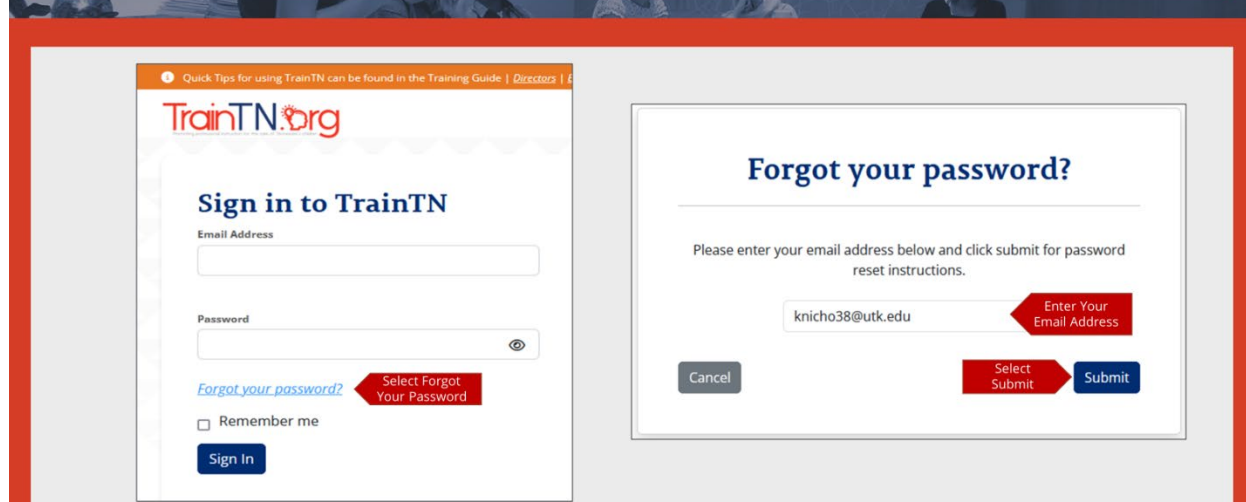
You can reset your **Password** on the TrainTN Portal.
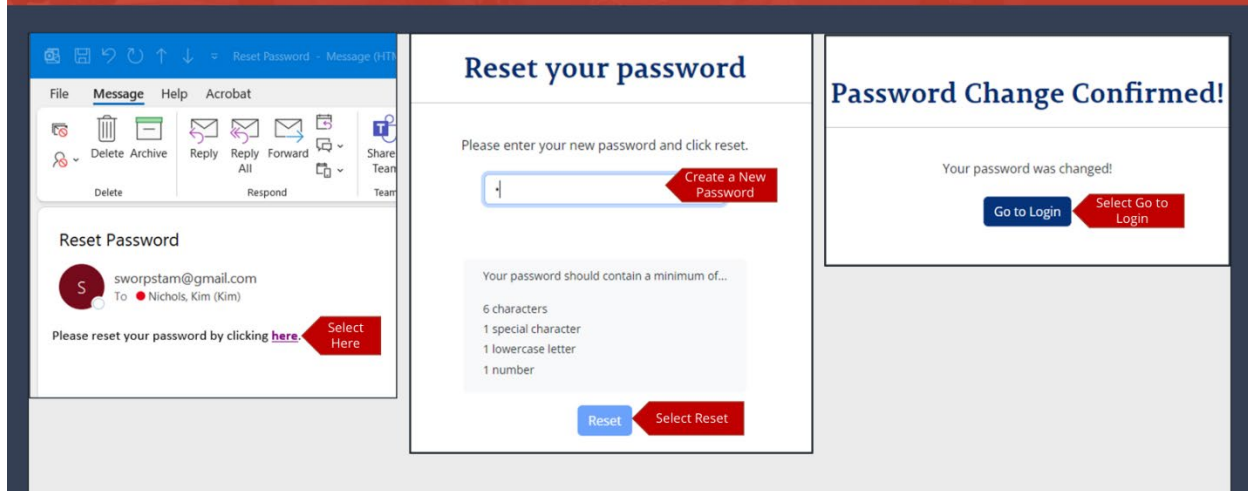
Select **Forgot Your Password** link.

A window will open.

Enter your **Email Address** in the **Forgot Your Password** window.

Select the **Submit** button.

You will receive an email from TAM Support which has a link you will select to continue to reset your password.

Select the **Here** link.

A new window will open.

Create a new **Password**. Your password should contain a minimum of 6 characters, 1 special character, 1 lowercase letter and 1 number.

Then, select the **Reset** link.

You will receive a **Password Change Confirmation**, select the **Go to Login** to continue to TrainTN.
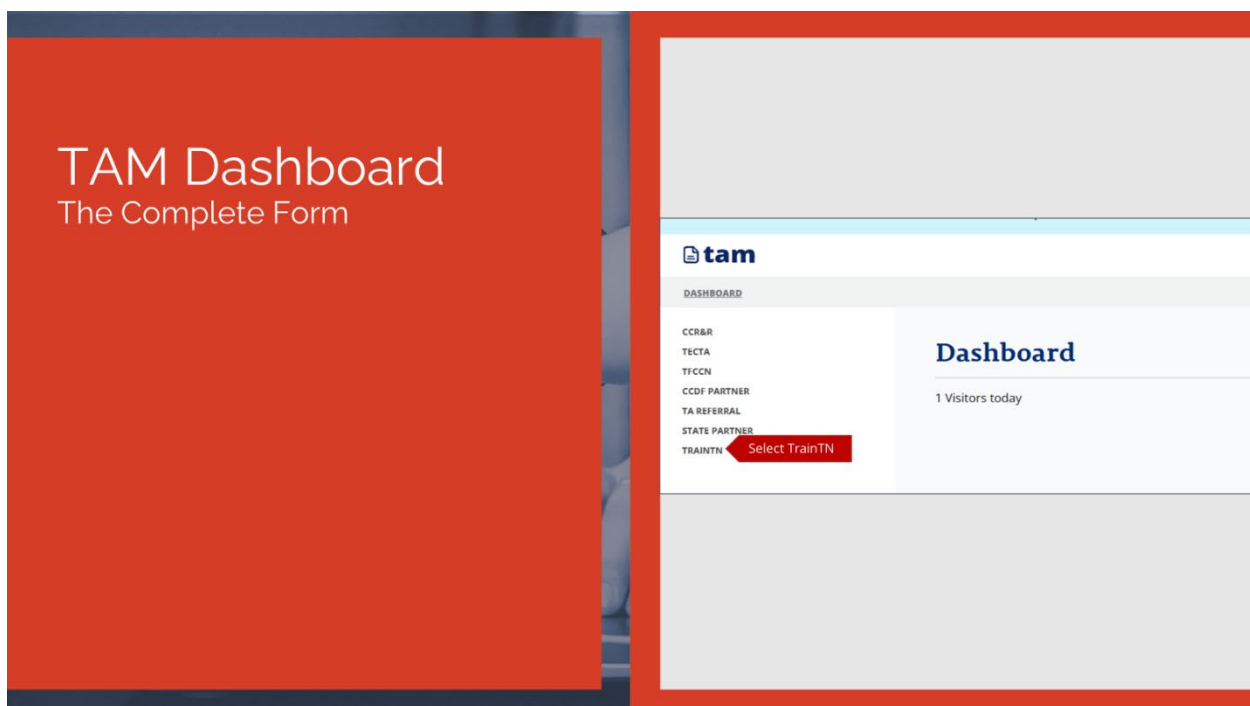
The first time you access the **TrainTN** portal, the **TrainTN Terms of Usage** screen will display.
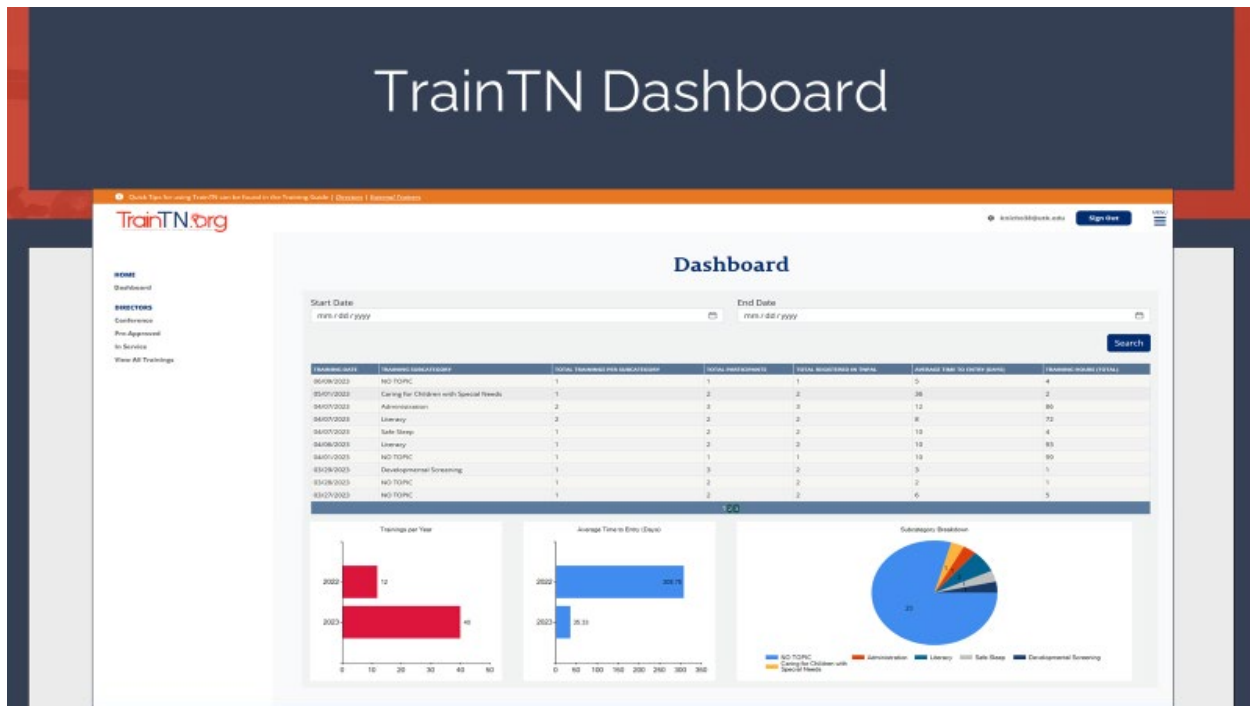
Once you have read and agree with the terms, select **I AGREE**.

The **Terms of Usage** screen will only appear again if the terms have been updated.

On the TrainTN Dashboard, select **TrainTN** from the navigation menu on the left side of the screen.

On the **TrainTN Dashboard**, you will be able to access the **Conference**, **Pre-Approved**, **In-Service Collection** forms. You will also be able to **View All Trainings** submitted. You will be able to access the **TrainTN** program website.

The **TrainTN Dashboard** will allow you to view training statistics in spreadsheet form and vibrant charts.

Select **Conference** to enter **Conference** and **Events** training records.

To enter **Conference training records**, populate the **Conference Data Collection Form**.

In the Trainer Information section, the **Trainer ID** and **Trainer Name** will auto-populate.

If you have multiple facilities, select Facility **Trained** from the dropdown list.

In the Conference Information section, begin by selecting the **Conference** from the dropdown list.

The **Delivery Method, Delivery Time, Training Type** and **Training Category** will auto-populate based on the **Conference** selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.

Select Pre-Approved to enter **Pre-Approved Agency Training**.

Pre-Approved Agency Training Data Collection Form

To enter **Pre-Approved Agency training records**, populate the **Pre-Approved Agency Data Collection Form**.

Begin by entering or selecting the **Training Date.**

The **Trainer ID** and **Trainer Name** will auto-populate in the **Trainer Information** section.

In the Training Information section, enter the **Training Title**. Enter the exact name of the training so that the resulting record will be correct.

Select the **Agency** from the dropdown list.

Again, if you have multiple facilities, select **Facility Trained** from the dropdown list.

Next, select the **Delivery Method** from the dropdown list.

Enter the **Delivery Time**, this is the time spent delivering the training, it doesn't include trainer preparation or travel time. Enter the time as 4 characters in the **HH:MM** method.

Select the **Training Type** from the dropdown list.

Then select the **Training Subcategory** based on the **Training Type** you previously selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.

Select **In-Service** to enter **In-Service training records**.

To enter **In-Service training records**, populate the **In-Service Data Collection Form**.

Begin by entering or selecting the **Training Date**.

The **Trainer ID** and **Trainer Name** will auto-populate in the **Trainer Information** section.

In the Training Information section, enter the **Training Title**. Enter the exact name of the training course so that the resulting record is correct.

Again, if you have multiple facilities, select **Facility Trained** from the dropdown list.

Then, select the **Delivery Method** from the dropdown list.

Enter the **Delivery Time.** This is the time spent delivering the training, it doesn't include trainer preparation or travel time. Enter the time as 4 characters in the HH:MM method.

From the dropdown list, select the **Training Type**.

Then select the **Training Subcategory** based on the **Training Type** you previously selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.
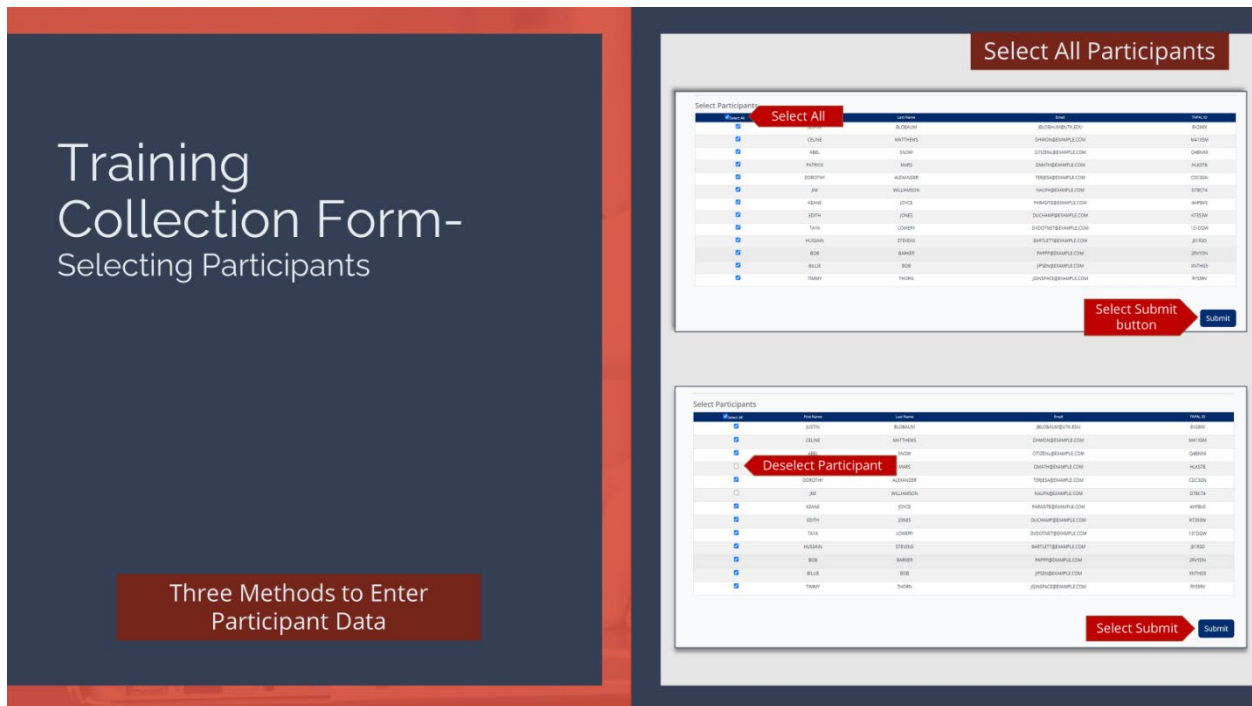
The bottom portion of the **Collection Form** is used to select participant information.

Participant information may be entered by three methods: Select All Participants, Individually Select Participants or use the Participant Validator to manually enter participants.

The first method is selecting all participants.

A list of participants will be displayed at the bottom of the collection form.

The Participant List is populated from TNPAL with staff members that are linked to your child care facility.

If you need to enter training records for all your staff members, select the Select All checkbox.

Then, select **Submit** to submit the records.

You can also select the **Select All** checkbox, then deselect participants that were not participants of the training.

The second method of entering participant information is to individually select participants.

On the collection form, select the participants from your staff list by selecting the checkbox next to their name.

When entries are complete, select **SUBMIT** to submit the training.

Note: When entering CPR training records, you can enter your staff's CPR certificate number and expiration date.

When you select Health, Safety, and Nutrition Type and First Aid and CPR Subcategory in the Training Information section, Certificate textboxes will appear in the participant list.

Begin by selecting **Pass** or **Fail** from the **Passed/Failed** dropdown list.

Next, enter their CPR **Certificate Number**.

Then, enter the **Expiration Date**.
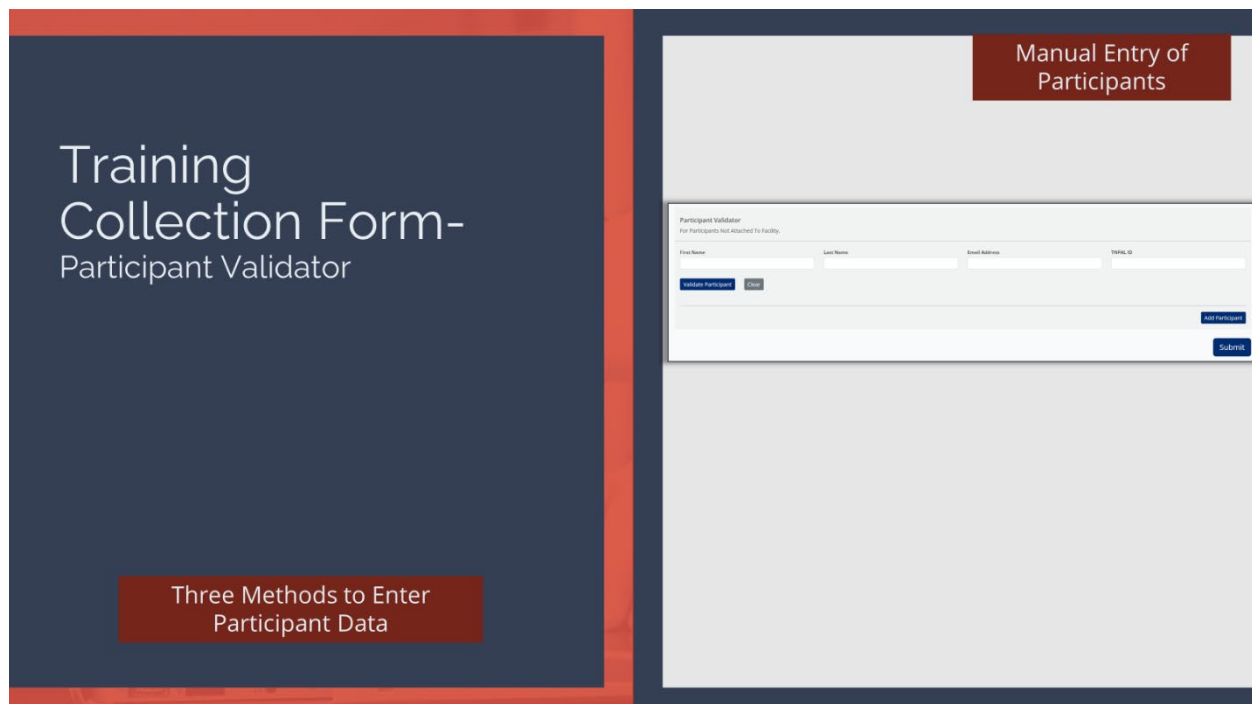
The third method of entering participant information is manual entry with Participant Validator.

Begin by entering the participant's **First Name**, **Last Name**, **Email**, and **TNPAL ID** of the participant.

Note: The **Email Address** must be the email address the participant used to set up their **TNPAL** account.

If you do not know the participant's **TNPAL ID**, then enter the participant's **First Name**, **Last Name**, or **Email Address** and select **Validate Participant**.

Note: You can enter a partial first name or last name.

A list of participants matching the first and last name or email address will populate, select the correct participant by selecting the Select button next to the correct participant.

Then, select **Add Participant**.

If you have multiple participants, you may enter each participant using the same process.

When all participants have been added, select Submit to submit the record(s).

Note: The **First Name**, **Last Name**, **Email** and **TNPAL ID** *must be entered* for each participant before the entry can be added. If a TNPAL ID is not entered, the training record will not be transferred to the participant's TNPAL Account.

The **View All Trainings** feature allows you to see the list of training courses you have submitted. It also allows you to **Edit or Delete** submitted training records.

Select **View Submitted In-Service** to view submitted training.

You can search for training records by entering the **Training ID**.

You can also search by **Start Date** or **Start** and **End Date** range.

You can also search by **Category** and/or **Delivery Method**.

You can use a combination of the search criteria, which will display results based on the search criteria used.

Begin by entering the **search criteria** based on the training record you need to find. For example: if you are searching for a training record based on a particular date, enter the training date in the **Start Date** textbox in **MM/DD/YYYY** format.

Next, select **Search.**

Training records matching the **Start Date** will appear at the bottom of the page.

Select the **Select** button beside the training record you would like to update.
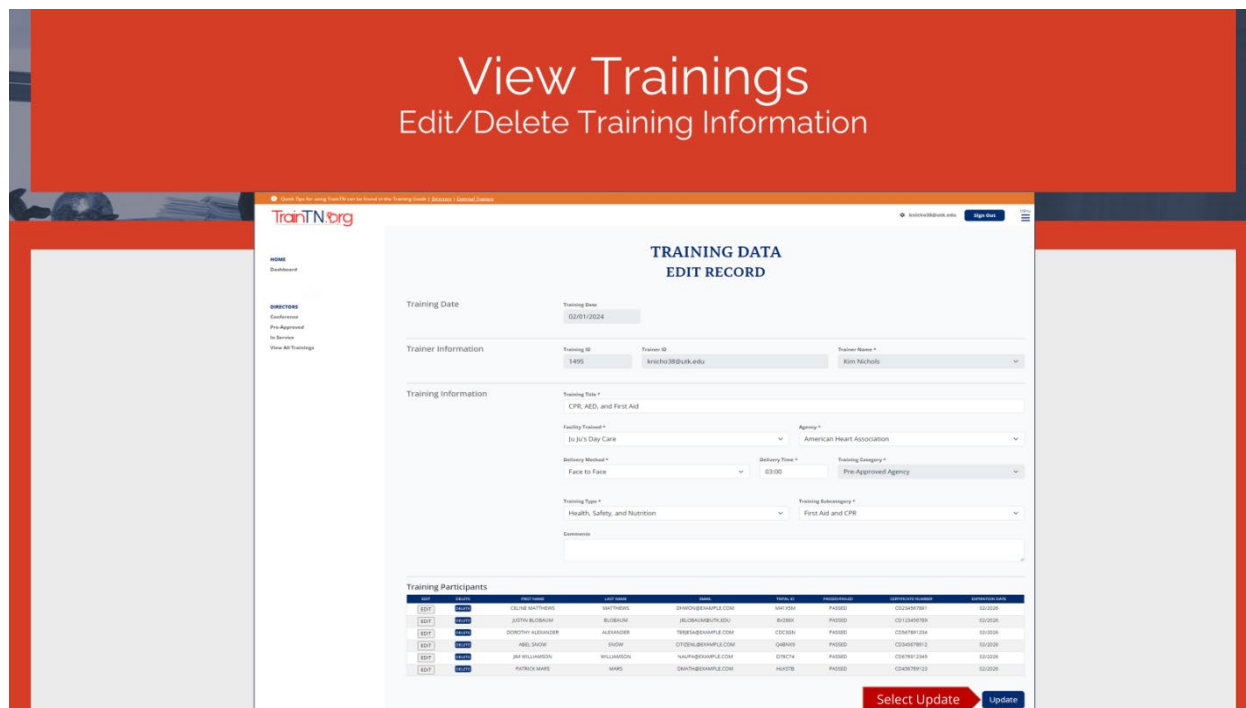
You will be taken to the **Training Data Edit Record** form, where you can make any changes to the training record.

In the Training Information section, you make the changes to the Training Information you previously entered.

After making the necessary changes, select **Update Training**.

You can make edits or delete the training participants.

To edit a training participant, select **Edit** next to the participant you need to change.

To add a participant's **TNPAL ID**, select the **Validate Participant**. A list of participants matching the First and Last Name and/or Email Address will appear at the bottom of the screen. Choose the participant by selecting the **Select** button.

You can change the person's **First** and **Last Name** and/or **Email Address** by entering the information in the textboxes.

Once all changes have been made, select the **Update** button.

You can select the **Add More Participants** button to add additional training participants.

An **Update** button will appear at the bottom of the screen, select the **Update** button to record the changes you made.

To **Change Your Password**, select the **Navigation Menu**.
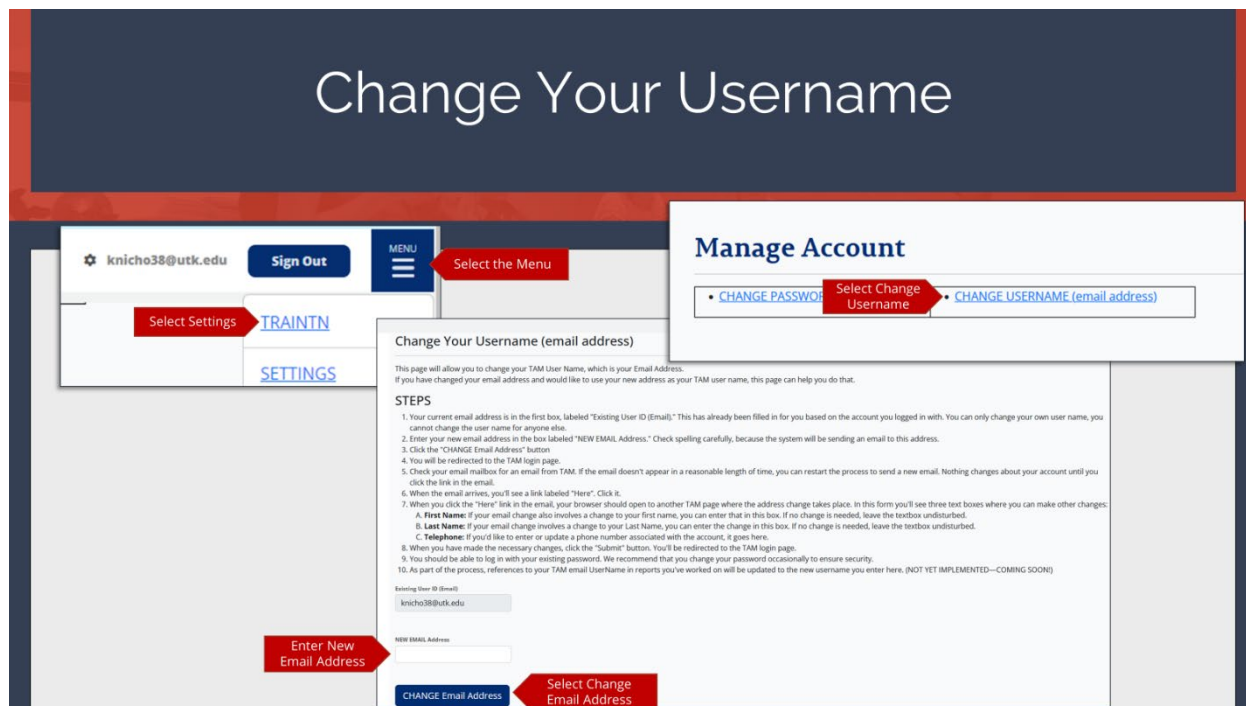
Select **Settings**.

On the **Manage Account** screen, select **Change Password** link.

On the **Change Your Password** screen, begin by entering your **Email Address**.

Next, enter your **Old Password**.

Then, create a **New Password** and **Confirm** the **New Password**.

Select the **Change Password** link.

To **Change Your Username**, select the **Navigation Menu**.

Select **Settings**.

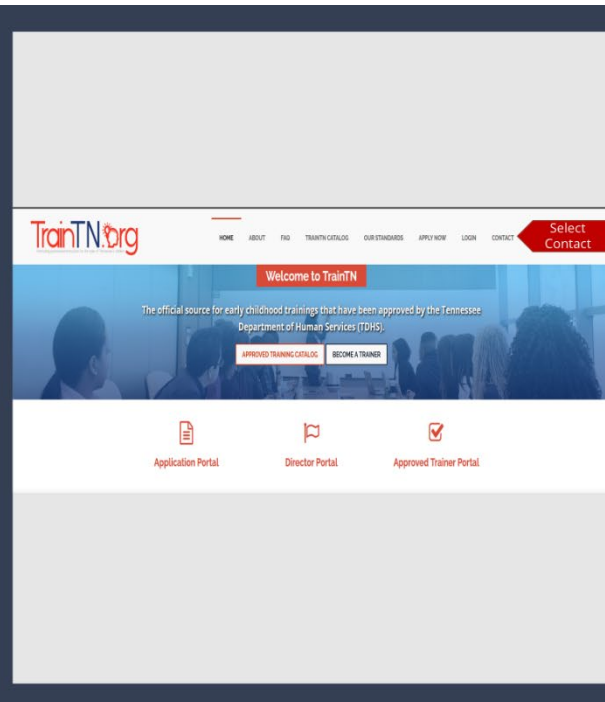On the **Manage Account** screen, select **Change Username (Email Address)** link.

On the **Change Your Username** screen, your **Existing User ID** (**Email)** displays.

Then, enter your **New Email Address**.

Select the **Change Email Address** button.

For additional help, you may contact the **TrainTN Help Desk** by accessing the website (TrainTN.org) and selecting the **Contact** tab at the top right of the page or **Contact the TrainTN.org Help Desk** from the **TrainTN Login** page.