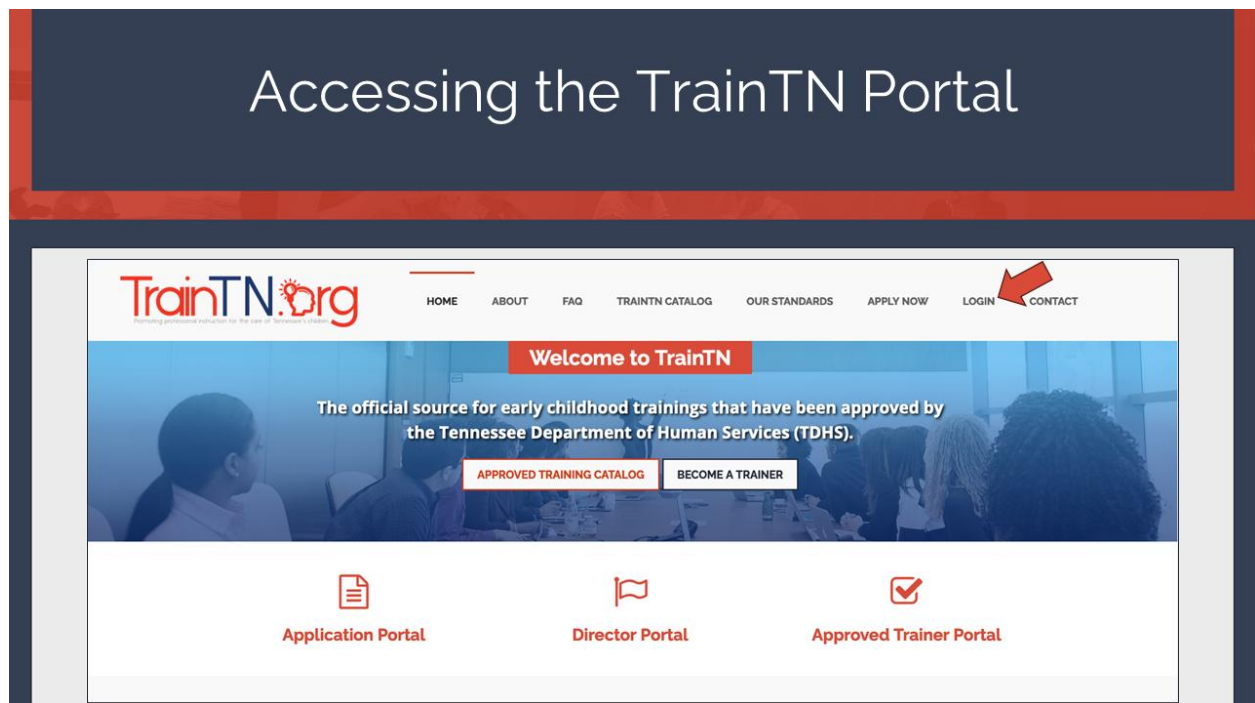# Accessing TrainTN for TrainTN Approved Trainers

The **TrainTN portal** may be used by **TrainTN Approved Trainers** to enter early childhood courses approved by the Tennessee Department of Human Services (TDHS).

You may access the TrainTN Portal by entering **TrainTN.org** into any browser.

Next, select the **LOGIN** at the top of the window.

Enter your **Email Address** and **Password**. Finally, select **Sign In** to enter the site.

Read the **TrainTN Terms of Usage**. Once you have read and agree with the terms, select **I AGREE**. You will see this screen the first time that you access the portal. It will only appear again if the terms are updated.

Upon login you will be taken to the **Training Data Collection Form**.

To enter training, populate the data fields at the top of the **Training Data Collection Form**.

Select the **Training Delivery Date**.

Select the **Training**.

The Trainer ID, Trainer Name, Delivery Time, Trainer Organization and Training Type fields will auto-populate based on the Training Selected.

Select the **Training Delivery Method**.

Enter any **Comments** about the training.

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

The bottom section of the Training Data Collection Form is used to enter participant information.
Participant information may be entered in 3 ways.
The first method is **Manual Entry**.

Enter the **First Name, Last Name, TNPal ID, Email Address, Zip Code** and **County** of the 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: All fields must be completed for each participant before the entry can be added.

The second method of entering participant information is to use the **Validate Participant** feature.

If you know the **First Name, Last Name, TNPal ID, Email Address, Zip Code** or **County** you may enter one or more of the fields.
Select **Validate Participant** for a list of participants who match information in that field.
Click the **Select** button next to the participant you would like to add.
Then, select **Add Participant**.
Repeat the process until all participants have been added.
Finally, when entries are complete, click **Submit** to submit the training.

First Name, Last Name, TNPal ID, Email Address, Zip Code and **County** are required fields before submitting the record.
If you use the **Validate Participant** feature to select participants and all required fields are not present, you must input the remaining fields to ~~SUMBIT~~ SUBMIT the record(s).

The third method to upload participant training is to use the **TrainTN Approved Trainers Upload Spreadsheet**.

Click **Download Attendance Form** to download the Upload Spreadsheet. **Populate** the Upload Spreadsheet and save.
Click **Select File** and browse to the upload spreadsheet.
Once the file has been selected, click **Add Participant**.
Finally, select **Submit** to submit the record.

Note: You must use the TrainTN Approved Trainers Upload Spreadsheet for all uploads.

Training Data Collection Form
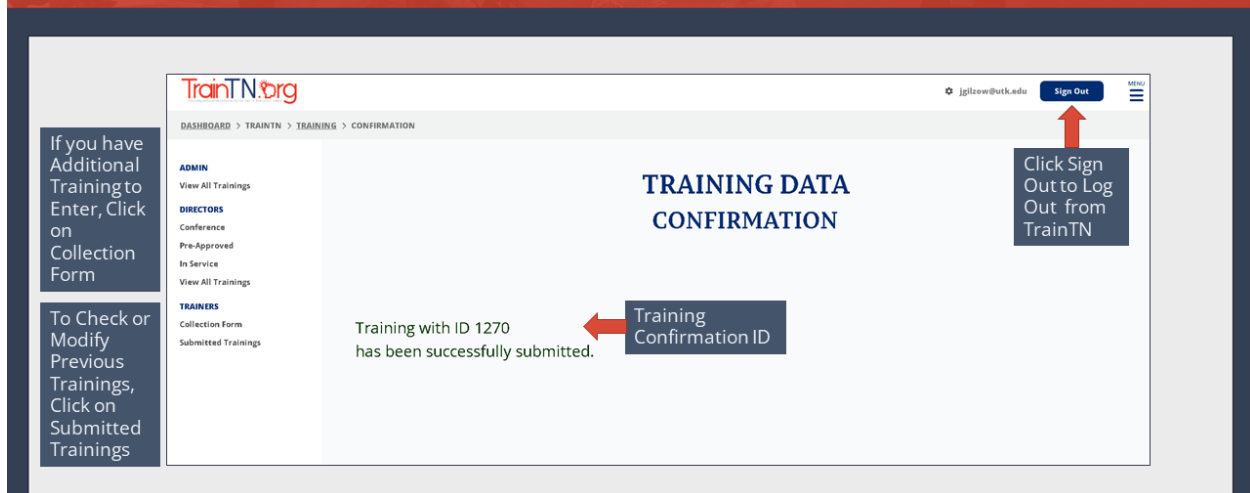
You will receive a **Training Confirmation ID** when participant data has been successfully submitted.

Select TrainTN to return to the Home Page.

Click **Sign Out** to log out of TrainTN.

There are two additional features on the Home Page.

1. **VIEW TRAININGS** – Select to see the list of training courses you have submitted.

2. **MANAGE ACCOUNT** – Click to change your password and/or name. You will not be able to change your email or your registry ID using this function.

For additional help, you can contact the TrainTN.org **Help Desk** by accessing the web site (TrainTN.org) and selecting **Contact Us** at the top of the form or **Contact the TrainTN.org Help Desk** on the lower right.