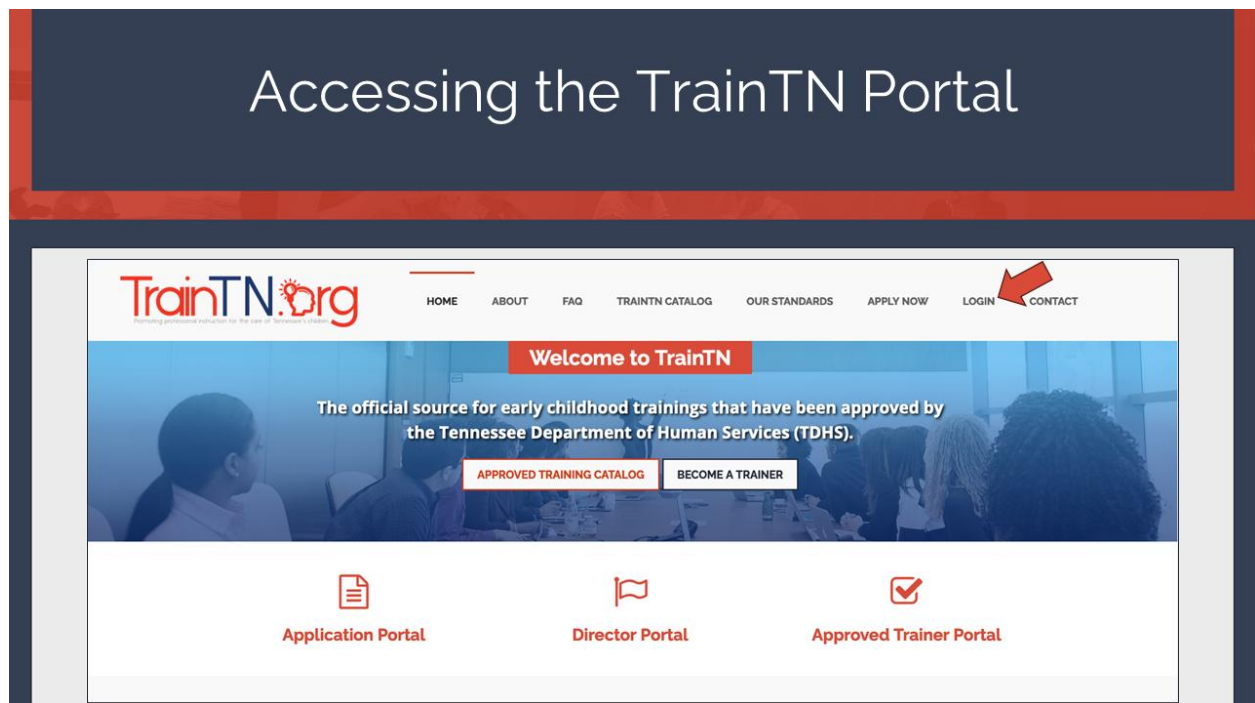


Accessing TrainTN for TrainTN Approved Trainers

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 Credentials

Sign in to TrainTN

Email Address Enter Email Address

Password Enter Password

[Forgot your password?](#)

☐ Remember me

Sign In Select Sign In

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

Terms of Usage Agreement

HOME LOG IN

TRAINTN TERMS OF USAGE Read

I acknowledge that the Tennessee Department of Human Services (TDHS) only recognizes external trainings listed among TDHS-approved trainings on TrainTN. I acknowledge that I am not required to use TrainTN. By clicking "I agree" below and accessing this portal, I authorize TDHS to obtain and record information about me for use in the training verification process. I attest that all information I submit is accurate and complete. I understand that TDHS may share information about me (including but not limited to biographical information such as name, date of birth, and email address) with ProSolutions, TCCOTS, Tennessee State University, TNPAL, Signal Centers, Inc., CCR&R, UT SWORPS, TAM, and the portal's software development contractor for purposes of training validation. In exchange for access to this portal, I accept these terms.

I AGREE Click to agree to the terms and continue

TrainTN.org

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.

Training Data Collection Form

The Complete Form

The screenshot displays the 'TRAINING DATA COLLECTION FORM' within the TrainTN.org web application. The form is organized into several sections:

- Trainer Information:** Includes fields for 'Trainer ID' (with a dropdown menu) and 'Trainer Name' (with a dropdown menu).
- Training Information:** Contains fields for 'Training Title' (with a dropdown menu), 'Training Method' (with a dropdown menu), 'Training Type' (with a dropdown menu), and 'Training Category' (with a dropdown menu). There is also a 'Comments' text area.
- Search/Add Participants:** A section with a heading 'Search/Add Participants' and a sub-heading 'Use the validator tool below to search the registry and add to the participants list.' It includes a 'Participants Validator' section with fields for 'First Name', 'Last Name', 'Email Address', 'City/State', and 'Country'. There are 'Search' and 'Add' buttons.
- Upload Participant Event Document:** A section with a heading 'Upload Participant Event Document' and a sub-heading 'Upload File Here'. It includes a file upload area and a 'Submit' button.

The TrainTN.org logo and copyright information are visible at the bottom of the page.

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

Training Data Collection Form (Top)

The screenshot shows the 'TRAINING DATA COLLECTION FORM' with the following fields and annotations:

- Trainer Information:** Trainer ID (jg@uic.edu), Trainer Name (Joy Glizow).
- Training Information:** Training Title (SELECT), Delivery Date (mm/dd/yyyy), Delivery Method (SELECT), Delivery Time (SELECT), Training Type (SELECT), Training Category (External Training).
- Comments:** A text area for comments.

Annotations with red arrows point to the following fields:

- Add Training Delivery Date:** Points to the Delivery Date field.
- Select Training:** Points to the Training Title dropdown.
- Enter Any Comments:** Points to the Comments text area.

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.

Training Data Collection Form (Lower)

Three Ways to Enter
Participant Data

Manual Entry

The screenshot displays the 'Search/Add Participants' section of the Training Data Collection Form. It features a 'Participant Validator' form with the following fields: First Name, Last Name, TNPal ID, Email Address, Zip Code, and County (a dropdown menu). Below these fields are 'Registry Search' and 'Clear' buttons. An 'Add Participant' button is located to the right of the form. At the bottom, there is a file upload section with a 'Drop files here' area and a 'Select file' button. A 'Submit' button is also present. Three numbered callouts are on the right: 1. 'Manually type the data into the fields' points to the input fields. 2. 'Select Add Participant after entering participant information' points to the 'Add Participant' button. 3. 'Click Submit after all participants have been added' points to the 'Submit' button.

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.

Training Data Collection Form (Lower)

Three Ways to Enter Participant Data

Participant Validator

Search/Add Participants
Use the validator tool below to search the registry and add to the participants list:

SELECT	FIRST NAME	LAST NAME	EMAIL	ZIP CODE	COUNTY	TNPAL ID
<input type="button" value="SELECT"/>	CASSANDRA	BLOOM	CASSANDRA.BLOOM@TN.GOV	19001	DEKALB	1818K9
<input type="button" value="SELECT"/>	ELIZABETH	DRYANT	ELIZABETH.DRYANT@SIGNALCENTERS.ORG	38355	GIBSON	SL9VM

Participant Validator
All fields must be filled and verified to add a participant.

First Name

Email Address

Last Name

Zip Code

County

SELECT	TNPAL ID	FIRST NAME	LAST NAME	EMAIL	COUNTY	ZIP
<input type="button" value="SELECT"/>	BYN255	INNOCENT	RUODASINGWA	RUODASINGWA@UTK.EDU		37931

1. Type First Name, Last Name, TNPAL ID or Email Address

2. Select the participant

3. Click Add Participant after each selection from the Registry Search

4. Click Submit to submit the training

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 **SUBMIT-SUBMIT** the record(s).

Training Data Collection Form (Lower)

Three Ways to Enter
Participant Data

Upload Spreadsheet

Upload Participants Excel Document [\(Download Attendance Form\)](#)

Drop files here

Select File Please select file(s) to upload.

1. Click Download Attendance Form to download the Upload Spreadsheet.

2. Select the TrainTN Approved Trainers Upload Excel Document

3. Click Submit

Submit

Sample TrainTN Approved Trainers Upload Excel Document

Attendance Sheet						
Instructions: Please complete all of the information in the section below. Please print all information legibly. Once complete, please email Excel doc to TrainTN@trentnle.edu.						
Trainer Name	Training Title	Core Content Area	Method of Delivery	Hours Delivered	Training Date	
Joy Gallow	Leases 180-2022		Webinar	05:00	12/4/2022	
Attendees: Please complete the information below. Please print all information legibly.						
First Name	Last Name	Email	Zip Code	Facility Name	County	TRAIN ID
Elizabeth	Bryant	elizabeth.bryant@trentnle.edu	38355	Boo Bear Home Child care	OBISCH	summer
Elizabeth	Clark	Elizabeth.Clark@trentnle.edu	37659	Boo Bear Home Child care	OBISCH	snugly

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.

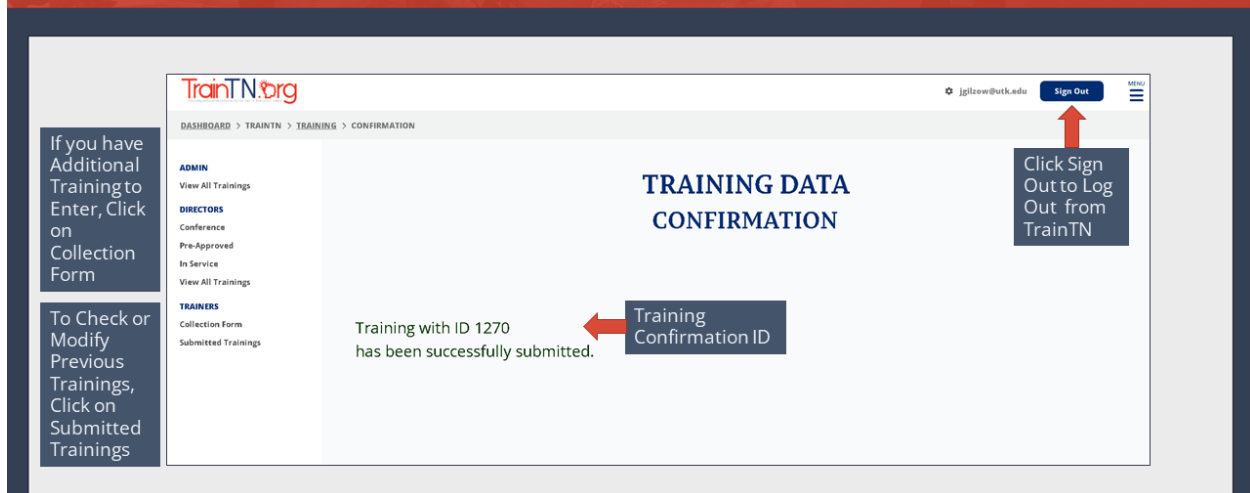
Click **Select File** and browse to the upload spreadsheet.

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.

Submitted Trainings

DASHBOARD > TRRAINTN > TRAINING > TRAINING LIST

ADMIN
View All Trainings

DIRECTORS
Conference
Pre-Approved
In Service
View All Trainings

TRAINERS
Collection Form
Submitted Trainings

SUBMITTED TRAININGS

You may search by Training ID, Dates, Category or Delivery Method

Training ID: Start Date: End Date:

Category: Delivery Method:

VIEW	TRAINING DATE	TRAINER	TRAINING TITLE	TIME	STATUS
<input type="button" value="SELECT"/>	12/16/2022	Joy Gilrow	Great Ways to Promote Cognitive Development in Infants	01:00	Submitted to TNHd
<input type="button" value="SELECT"/>	12/06/2022	Joy Gilrow	Testing Changes	02:00	Submitted to TNHd
<input type="button" value="SELECT"/>	12/05/2022	Joy Gilrow	Leaps Into 2022	05:00	Submitted to TNHd
<input type="button" value="SELECT"/>	12/02/2022	Joy Gilrow	Be the Difference Maker You Were Born to Be	05:00	Submitted to TNHd
<input type="button" value="SELECT"/>	10/02/2022	Joy Gilrow	Literacy Tips	01:00	Submitted to TNHd

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 Help Contact the TrainTN.org Help Desk

The screenshot shows the TrainTN.org website. At the top, there is a navigation bar with links: HOME, ABOUT, FAQ, TRRAINTN CATALOG, OUR STANDARDS, APPLY NOW, LOGIN, and CONTACT. A red arrow points to the CONTACT link. Below the navigation bar is a banner image with a red 'Contact Us' button. To the right of the banner is a 'TrainTN.org Help Desk' link with a red arrow pointing to it. Below the banner is a 'Contact Us' form with fields for Name (First and Last), Email, and Subject. A red arrow points to the 'Contact Us' button on the form.

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.