To: All Current WY TRAIN Users

From: PHEP Training/Education Coordinator

Date: 2009

Re: Please update your current WY TRAIN account

The Wyoming TRAIN groups have been restructured which means you will need to update your current record to reflect some new information about your account. Where you see a red asterisk *, be sure to enter current information in that field as the program is looking for data.

To update your account go to: https://wy.train.org

1. Enter your sign on and password

(Please do not create a new account – if you can't get in, contact me ASAP so I can look up your sign on and password)

- 2. Click the link to the right labeled **My Account**.
- 3. This will bring you to a page with 3 tabs beneath the "My Account" heading: **Details**, **Groups**, and **My Profile**.
- 4. You will want to click on the **Groups** tab.
- 5. Then click the **Edit** button.
- 6. When you are prompted to **Select Location**, choose **Wyoming** from the selection box and then click **Next**.

From the next page, you may choose your region and county, role, etc. as appropriate by making selections in either **Simple Mode** or **Advanced Mode**.

Simple Mode:

When you make a selection from the "Region" selection box at the top of the page, the page will refresh and prompt you to select an appropriate subgroup. You may continue to make selections for further subgroups as appropriate for your account.

Advanced Mode:

You will be shown the Wyoming group structure in the form of a tree. You may expand individual branches of the tree to see subgroups by clicking on the plus sign to the left of the group names. Placing a check mark in a box will assign your account to that group.

Thank you for taking the time to do this!