

## **Cut & Counsel Covid19 Profile and Course Instructions**

1. Go to <https://train.org> and **Click** “Create an Account.”
2. Create your login name.  
Your login name must be unique (with letters and numbers only), and you must enter a minimum of four characters.
3. Your password must contain at least six characters with at least one capital letter and one number.
4. Enter your email address.
5. Next, enter your first and last name.
6. Select your time zone.
7. Enter your zip/postal code. If you don’t have one, enter your school or personal zip/postal code instead.
8. Agree to all TRAIN policies. Click the Checkbox to just above and right of the Create Account button. We recommend that you read through the policies. Be mindful that you cannot use TRAIN until you agree to the policies.

The following are **REQUIRED** to allow access to the Arkansas Train Learning Network (Train)

9. Your Profile Setup:
  - a. **Manage Groups** -> **Click** Join Groups -> **Click** Locations -> **Click** Arkansas -> **Click** Arkansas Department of Health -> **Click** Central Region -> **Click** “Confirm these selections” **Click** Administration -> **Click** “Confirm these selections” **Click** “Confirm Group Selections.”
  - b. **Contact** -> **Add** Phone Number -> **Select** Phone Type from the dropdown -> **Add** Phone Number -> **Click** Accept
  - c. **Address** -> **Enter** Address
  - d. **Time Zone** -> **Enter** Time Zone (Arkansas is (GMT-06:00) Central Time (US & Canada))
  - e. **Organization Name** -> **ADH**
  - f. **Department/Division** -> **Administration**
  - g. **Bureau/Sector** -> **Your Profession** (i.e., Cosmetology, Massage Therapy, Hair Cut/Style...)
  - h. **Title** -> **Your Professional title**
  - i. **Professional Role** -> **Scroll** to the bottom of the page and **Check** the box then **Add** your Profession (i.e., Cosmetologist, Massage Therapist, Barber...)
  - j. **Work Settings** -> **Scroll** to the bottom of the page and **Check** the Box then **Enter** your Profession (i.e., Cosmetology, Massage Therapy, Hair Cut/Style...)

- k. **NIMS Role** -> **Select** Entry-Level from dropdown Box
  - l. **AASIS** -> **Enter** Nine Nines, “999999999”
  - m. **Click Save & Close** Your Profile is still Incomplete, but you can complete this course (1091238)
10. **Course Instruction**
- a. **Click** the Magnifying Glass icon (upper right under State Seal) and enter course number 1091238
  - b. **Click Launch and Take Survey**
  - c. Upon survey, completion **Close Survey**
  - d. **Go Back to Course Page and Refresh (F5)** then **Complete Review** and **Print Certificate**