

IN-TRAIN User Instructions



Step 1: Access IN-TRAIN

- Access the Indiana-TRAIN (IN-TRAIN) website at www.train.org/indiana
- Please use Google Chrome or Microsoft Edge for the best user experience

Step 2: Create new account

- If you have not used IN-TRAIN in the past, you must create an account
- Select "create new account" on the homepage
- *If you already have an IN-TRAIN account, skip to [Step 6](#)*

Indiana TRAIN

HOME COURSE CATALOG CALENDAR RESOURCES HELP

Log in

Unlock a world of public health training resources by logging into IN-TRAIN.

Login name

Password

[Forgot password?](#)

Log in

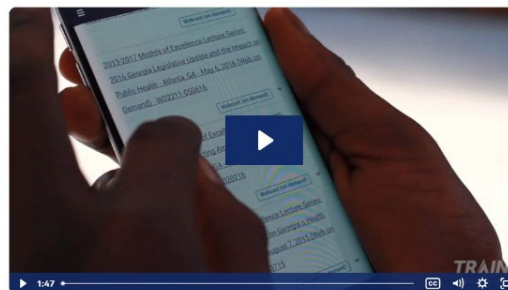
Create new account

[Want to add courses to TRAIN?](#)

[Become a course provider](#)

Welcome to Indiana TRAIN

Indiana TRAIN is a gateway into the TRAIN Learning Network, the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.



Step 3: Complete all fields

- A new tab will appear with a form for you to complete
 - All fields are required
 - Review the TRAIN policies provided
- Select "create account"

Indiana TRAIN

Create Account

Create login name *

Login name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a password *

Password

Password must:

- ☐ Contain at least one lower case letter
- ☐ Contain at least one upper case letter
- ☐ Contain at least one number
- ☐ Be at least 8 characters
- ☐ Be different from the user's LoginName, FirstName, LastName, and Email

Step 4: Verify your email address

- Once you have created your account, check your email and click on the verification link
- If you do not receive an email after 20 minutes, check your junk mail folder

TRAIN

Welcome to TRAIN!

Your account was successfully created.

Your login name: MyLoginName123

Your email address: abc123@email.com

You can always change your name, email, and other information in your Profile.

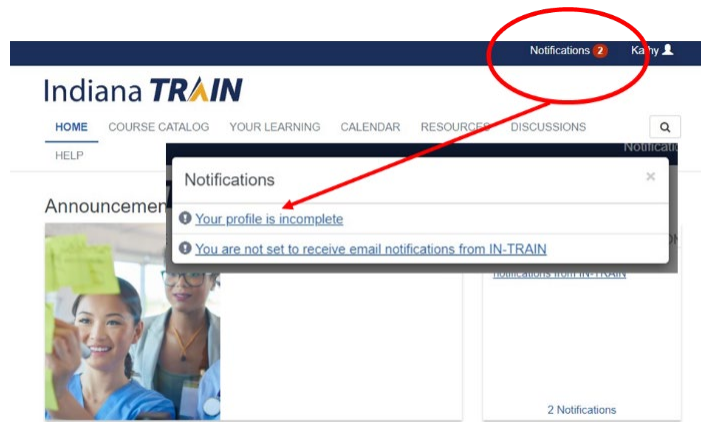
Verification instructions

1. You will get an email from TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

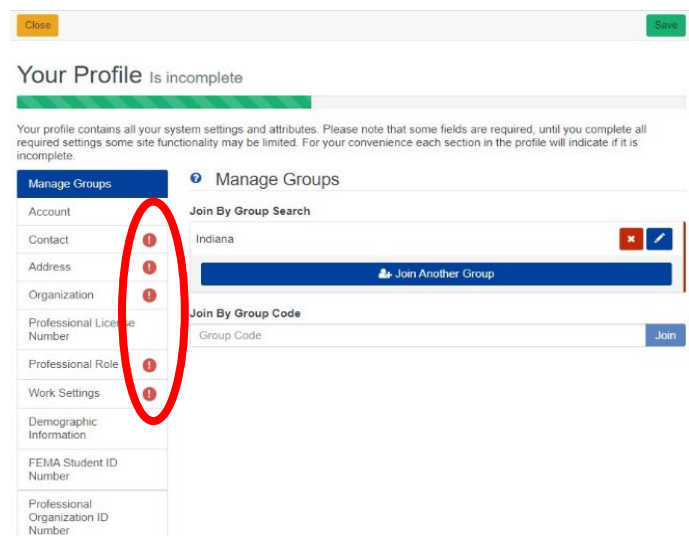
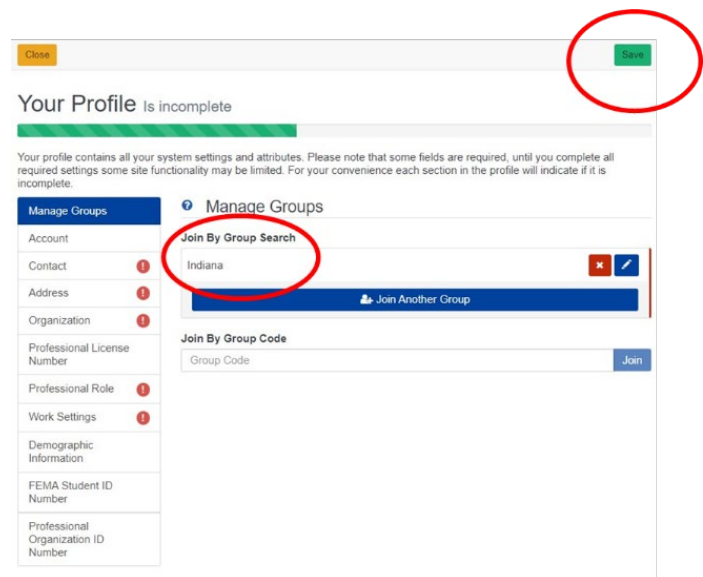
If you don't want to verify your email address, [contact support](#) or [log out](#).

Step 5: Complete your profile

- Select "notifications" in the upper right section of the screen
- In the "notifications" pop-up, select "your profile is incomplete"
- In the "manage groups" section, select "Indiana" if it is not already selected
- Select each section with a red exclamation point and complete the required fields
- Select "save"



Your Training Status




Step 6: Register for the blending learning series

- Select the link below which best describes you to navigate to the IN-TRAIN blending learning series for your role
 - [Local health department user](#)
 - [Healthcare user](#)
 - [Indiana Department of Health user](#)
- Select “register” in the upper right corner of your screen

NBS Training for Local Health Department Users

[Back](#)



Blended Learning Series ID 1130366 Skill level: Introductory 5h

Publish date Jun 24, 2025 12:00 AM EDT Expiration date Jun 30, 2026 12:09 AM EDT

The NEDSS Base System (NBS) is Indiana's public health disease surveillance and case management system. This blended learning series contains introductory courses intended for NBS users at local health departments. Separate blended learning series for both Indiana Department of Health (IDOH) users and healthcare users can be found on IN-TRAIN.

If you are an NBS user in another state or jurisdiction, the course content may not fully align with your version of NBS.

[Show more](#)

[Content](#) [About](#) [Contacts](#) [Reviews](#) [Discussion](#) [Certificates](#)

[+ Register](#) [Save For Later](#)

Step 7: Complete each course

- Select the hyperlinked course title to navigate to each course's landing page

[Content](#) [About](#) [Contacts](#) [Reviews](#) [Discussion](#) [Certificates](#)

Name

Requesting NBS Access [All courses in this section are optional](#)

[Accessing the NEDSS Base System \(NBS\)](#)

Expiration date Jun 30, 2026 11:59 PM EDT

NBS Core Curriculum


[Getting Started with NBS](#)

Expiration date Jun 30, 2026 11:59 PM EDT

- On the course landing page, select “launch” to open the course in a new window

Accessing the NEDSS Base System (NBS)

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Web-based Training - Self-study ID 1114681 Skill level: Introductory 0.25h

Publish date Jun 26, 2025 12:00 AM EDT Expiration date Jun 30, 2026 11:59 PM EDT

The NEDSS Base System (NBS) is Indiana's public health disease surveillance and case management system. The purpose of this course is to inform users of the various NBS account request types and their associated processes, as well as highlight key information presented in the NBS User Agreement.

This course is intended for all new users who need access to NBS in Indiana. The content in this course is not applicable to NBS in other states or jurisdictions.

[About](#) [Contacts](#) [Reviews](#) [Discussion](#) [Certificates](#)

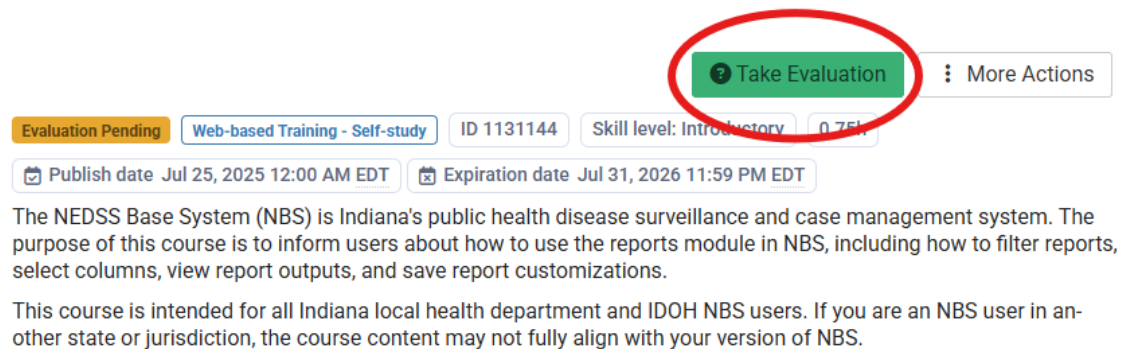
[Launch](#) [Save For Later](#)

- Complete the course content
- You must pass the quiz at the end of the course in order to pass the course



Step 8: Complete the evaluation

- Once you have passed the course, navigate back to IN-TRAIN
- The course landing page will reflect your course status as “evaluation pending”
- Select the “take evaluation” button in the upper right corner of your screen



The screenshot shows the course landing page for "NBS Reports: Basics - NBS Training for Local Health Department Users". The status is "Evaluation Pending". The "Take Evaluation" button is circled in red. Below the button, there are details about the course, including the publish date (Jul 25, 2025 12:00 AM EDT), expiration date (Jul 31, 2026 11:59 PM EDT), and a description of the NEDSS Base System (NBS).

Take Evaluation More Actions

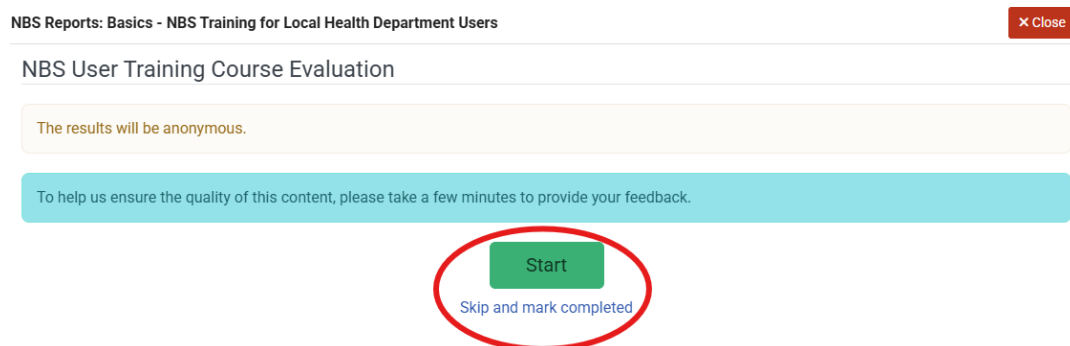
Evaluation Pending Web-based Training - Self-study ID 1131144 Skill level: Introductory 0.75%

📅 Publish date Jul 25, 2025 12:00 AM EDT 📅 Expiration date Jul 31, 2026 11:59 PM EDT

The NEDSS Base System (NBS) is Indiana's public health disease surveillance and case management system. The purpose of this course is to inform users about how to use the reports module in NBS, including how to filter reports, select columns, view report outputs, and save report customizations.

This course is intended for all Indiana local health department and IDOH NBS users. If you are an NBS user in another state or jurisdiction, the course content may not fully align with your version of NBS.

- Select “start” to complete the evaluation to provide feedback about the course. If you do not want to complete the evaluation, you may click “skip and mark completed”



The screenshot shows the "NBS User Training Course Evaluation" page. The "Start" button is circled in red. Below the button, there is a link to "Skip and mark completed".

NBS Reports: Basics - NBS Training for Local Health Department Users Close

NBS User Training Course Evaluation

The results will be anonymous.

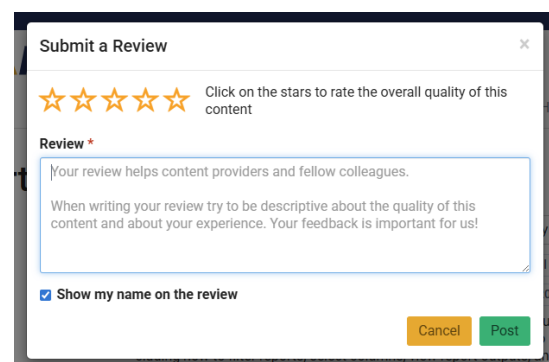
To help us ensure the quality of this content, please take a few minutes to provide your feedback.

Start

[Skip and mark completed](#)

Step 8: Write a review (optional)

- Next, you will be prompted to write a review of the course
- Post a review or exit out of the pop-up box



The screenshot shows a "Submit a Review" pop-up box. It includes a star rating system, a text area for the review, and a checkbox for "Show my name on the review". The "Post" button is highlighted.

Submit a Review

★★★★★ Click on the stars to rate the overall quality of this content

Review *

Your review helps content providers and fellow colleagues.

When writing your review try to be descriptive about the quality of this content and about your experience. Your feedback is important for us!

☒ Show my name on the review

Cancel Post



Step 9: Completion verification

- Upon completion of each course, the course status will update to: **Passed** ✓ **Verified**
- Your certificate will be available for download from the course landing page

[History](#) [Launch](#) [Certificate](#)

Passed ✓ **Verified** [Web-based Training - Self-study](#) ID 1131144 Skill level: Introductory 0.75h

[Publish date Jul 25, 2025 12:00 AM EDT](#) [Expiration date Jul 31, 2026 11:59 PM EDT](#)

The NEDSS Base System (NBS) is Indiana's public health disease surveillance and case management system. The purpose of this course is to inform users about how to use the reports module in NBS, including how to filter reports, select columns, view report outputs, and save report customizations

- Your course status, score, and completion date will also be reflected on the blended learning series landing page

[Common NBS Terminology](#) Aug 22, 2025 100% 0.25h **Passed** ✓ **Verified**

[Expiration date Jul 31, 2026 11:59 PM EDT](#)

- Once you have completed all required courses in the blended learning series, the blended learning series status will update to: **Completed** ✓ **Verified**
- Your certificate for the blended learning series and each individual course will be available for download from the blended learning series landing page

NBS Training for Local Health Department Users

[Back](#)



[History](#) [Register](#) [Certificate](#)

Completed ✓ **Verified** [Blended Learning Series](#) ID 1130366 Skill level: Introductory 5h

[Publish date Jun 24, 2025 12:00 AM EDT](#) [Expiration date Jun 30, 2026 12:09 AM EDT](#)

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[Show more](#)

