On-Line Concussion Training:

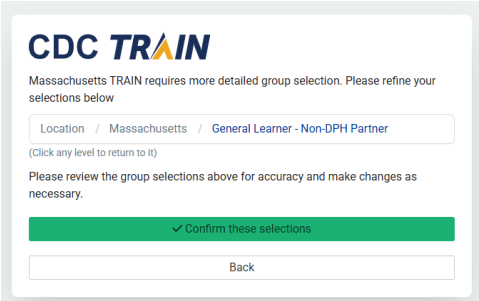
HEADS UP to Sports Officials: Online Concussion Training | HEADS UP | CDC

1. To create a TRAIN account:
   - Create your login name and password: Login must be unique (with letters and numbers only), and a minimum of four characters.
   - Password must contain at least six characters with at least one capital letter and one number.
   - Enter your preferred email address, your first and last name.
   - You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Please note that you cannot use CDC TRAIN until you agree to the policies.
   - After agreeing, select the **Next Step** button.

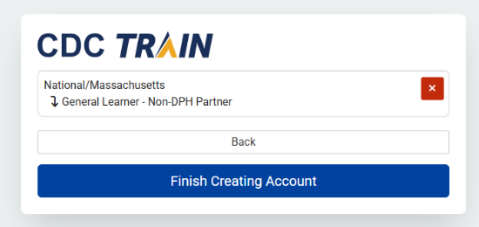
2. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select ***HEADS UP Concussion Training*.** Then confirm selection.



3. Next, chose ***General Learner – Non-DPH Partner***. Then confirm selection.



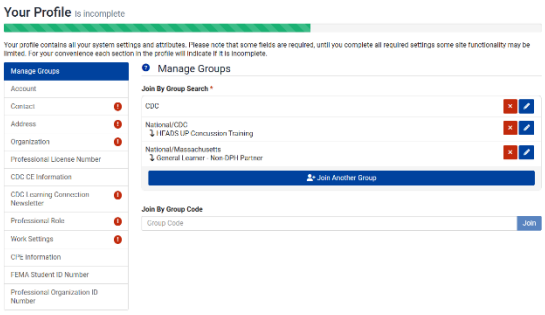
4. Select the blue Finish Creating Account button.



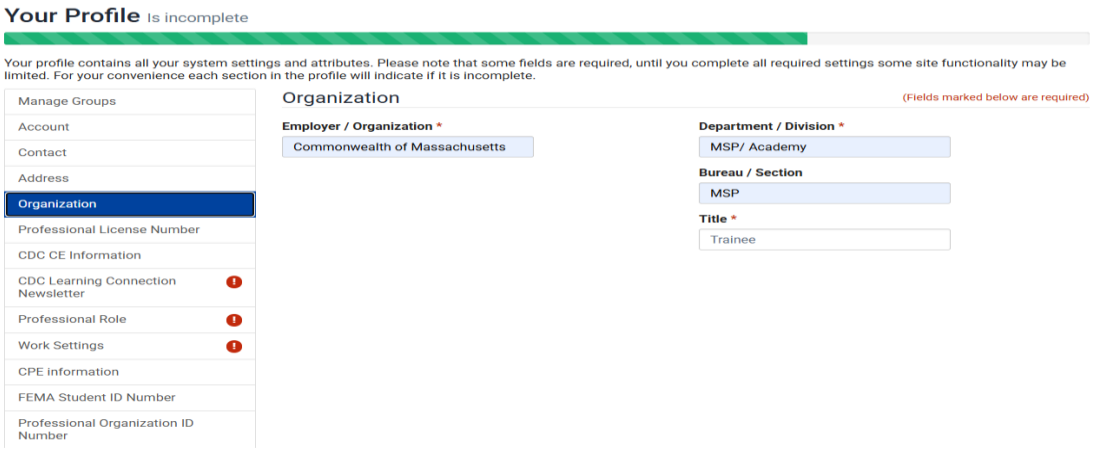
5. The system will automatically log you in. Please use the Your Profile link either in notifications or in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register and take a course you will need to complete your profile.



6. Areas of your profile that need to be updated will have a red exclamation mark next to it. Select the exclamation mark to update each field.



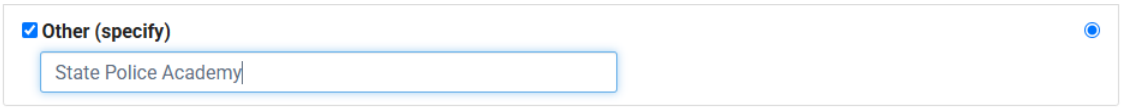
a. For the Organization section, please enter:



b. For Professional Role, please select **Other and type:**



c. For Work Setting, please select **Other and type:**



7. Select Save and your account is now set up.

8. Please search: **HEADS UP to Sports Officials: Online Concussion Training**

9. ***Send your Certification to: HealthandFitnessUnit@pol.state.ma.us***