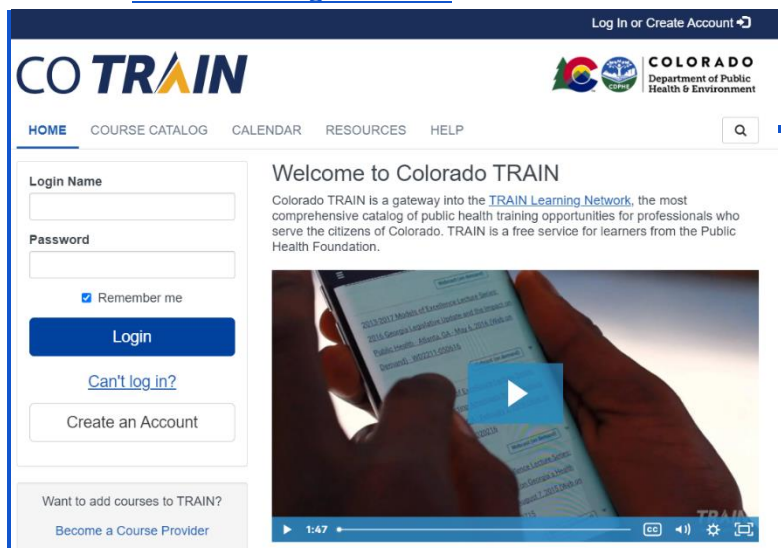


Below are the instructions to setup a Co.Train account and take the QMAP Preparatory Course. This Prep course is a Prerequisite ONLY and is not the QMAP course which you will need to take after this prep course is completed.

## Setting Up a CO.TRAIN Account and taking the QMAP Prep Course

1. Go to [www.train.org/colorado](http://www.train.org/colorado).



2. Click on create an account.



### Create Account

#### Create Login Name

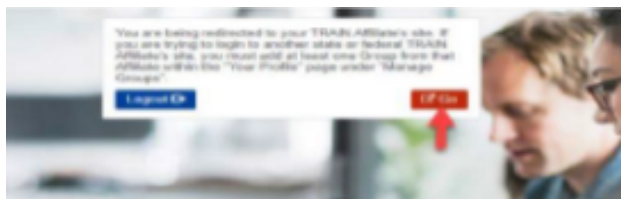
The login name must be unique with any characters except spaces and a minimum of four characters.

#### Create a Password

Password must be at least 8 characters in length and contain at least one lower case letter, one capital letter, and one number.

#### Confirm Password

3. Create a login name, and password, and then enter your email address, name, time zone, and zip code
4. Agree to all of the Train Policies and select "Create Account"
5. If it tells you that you are being redirected, select GO



**Your account is NOT completed until your Profile is filled out.**

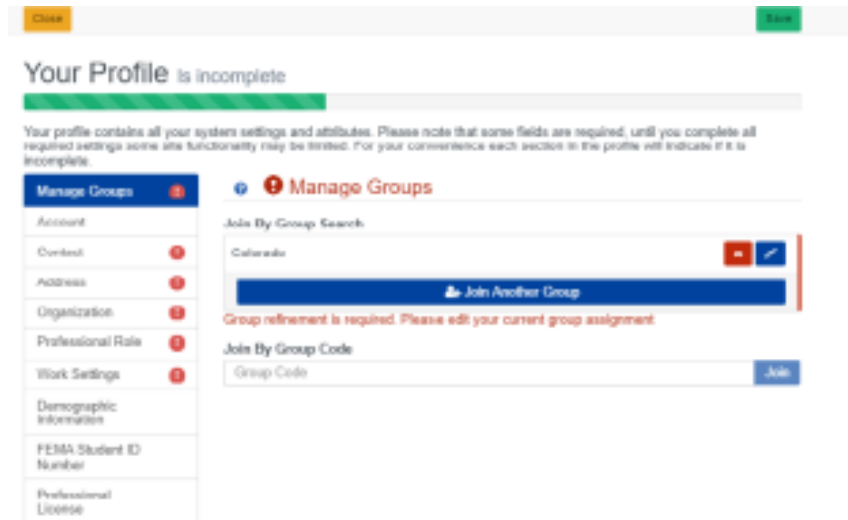
You will not be able to take any training until it is complete


## Set Up Your Profile

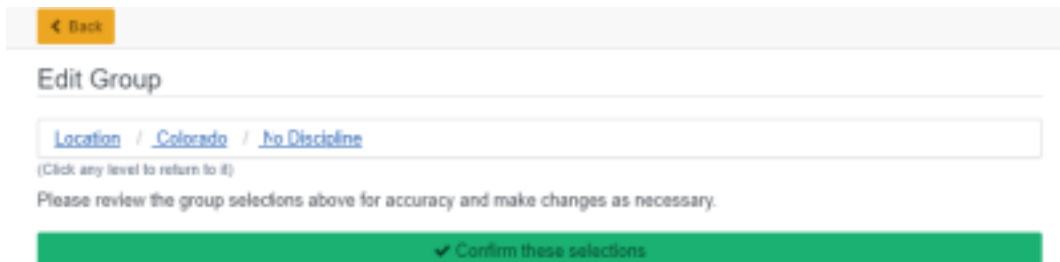
1. Go to the top right corner and select your name and then **Your Profile**



2. Anything with a **RED** exclamation mark after needs to be filled out



3. **Manage Groups:** Select the Blue EDIT Button a. You can select No Discipline or Select a Discipline to narrow down job field b. You will have to select **Confirm these Selections** twice 



4. **Organization:** You may enter N/A in any field that is not relevant to you.
5. **Professional Role / Work Settings:** Select settings that fit you best, you can always select OTHER
6. Make sure to **SAVE** your settings in the top right corner.

## How Do I Find the QMAP Preparatory Course?

1. Go to [www.train.org](http://www.train.org)
2. Login into [train.org](http://train.org) with your username and password
3. In the upper right corner (under the state logo) click on the
4. In the box enter the QMAP Course ID: 1051975 and hit enter
5. The QMAP Course Name will appear below on the screen.
6. Click on the course name and then you can press the green “launch” button and start the course.