



## How to set up a learner account on KS-TRAIN (if you do not have an account)

1. Point your browser to <http://ks.train.org>
2. Click on the “**Create Account**” button in the left hand margin.
3. Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.



With a KS-TRAIN learner account, you will be able to register for the, **BWM: Household Hazardous Waste 8 Hour Re-certification Course**

1. Log into your KS-TRAIN account. To locate a Kansas course go to “Course Search” located below the Kansas Train logo, Browse Kansas left hand menu, search by alpha order; OR
2. On the homepage below the Seal of Kansas add the correct **course number** to the Search by Course ID field. Click Go.
3. Click the course title. View the Course Detail for course information.
4. Select the Registration tab and the Launch button
5. To withdraw from the course please log into TRAIN, click ‘My Learning’ below the Seal of Kansas, click the ‘M’ to the right of the course title and then Withdraw.



Direct course questions to:  
**Jeff Walker**  
 Phone: 785-291-3764  
 Email: [jwalker@kdheks.gov](mailto:jwalker@kdheks.gov)

KS-TRAIN questions to:  
[helpdesk@kdhe.state.ks.us](mailto:helpdesk@kdhe.state.ks.us)  
 Or call, 785-296-5655