Identifying Your AmeriCorps National Service Participant ID (NSPID)

All AmeriCorps members are assigned a National Service Participant ID number (NSPID) in the myAmeriCorps Portal which serves as a unique identifier for each AmeriCorps member. You will need your NSPID in order to complete your CDC TRAIN enrollment [STEP 14 below]. Follow these steps to locate your NSPID:

1. Log into your myAmeriCorps account at [https://my.americorps.gov/mp/login.do](https://my.americorps.gov/mp/login.do)

2. Your NSPID is located on the myAmeriCorps landing page in the highlighted field just below the Preferred Name field:
Create a New Account in CDC TRAIN and
Join the VISTA AmeriCorps Learning Group

Note: If you already have an existing TRAIN account (from CDC or any other affiliate) log in and skip down to #8. You will need to update your profile and add the group code.

1. Use your preferred internet browser and go to https://www.train.org/cdctrain/.
2. Select the Create an Account link.

Account Creation

- Create your login name and password. We recommend utilizing your myAmeriCorps login here
  - Login must be unique (with letters and numbers only), and a minimum of four characters.
  - Each password must be a minimum of eight characters and:
    - Must contain a combination of mixed characters, including upper and lower case (for example, at least one letter, at least one number, etc.)
    - Cannot be the same as the user’s login name, first or last name, or email
    - Cannot be changed more than once per day
- Enter your permanent email address.
• Enter your first and last name.
• Select your time zone.
• Enter the zip code of your service site.
• 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.

3. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, please select **Other**, then select **Other Public Health Interests**.
4. You will be asked to **Confirm your selection.** Select the green button to confirm.

5. *If your service site is in a TRAIN member state, when you entered your zip code, you will have automatically been added to that state’s portal for TRAIN.* You may be asked to select a group for the state. *By making a group selection for that state, you may gain access to additional training content.* Make the best selection from the given choices (every state is different) and then select the **Confirm** button.

6. Once the selections are confirmed, select the blue **Finish Creating Account** button.

7. *The system will automatically log you in.* Use the **Your Profile** link 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 to register and take a course, you will need to complete your profile.
8. Required areas of **Your Profile** to be completed will have a red exclamation mark next to it. You will not be able to register for a course until all required fields are satisfied.
   a. If you are updating an existing account, please update the following under the Account section of **Your Profile**:
      i. Enter your permanent email address.
   b. If you are updating an existing account, please update the following under the Address section of **Your Profile**:
      i. Select your time zone.
      ii. Enter the zip code of your service site
   c. If you are creating a new account or updating an existing account, please enter the following under the Organization section of **Your Profile** (Please consult your host site supervisor if you are unsure of the requested information below):
      i. For the Organization Name Field, please enter the name of your program (*The name of the organization that hosts your program. Ex. City Health Corps*).
      ii. For the Department/Division Field, please enter the name of your service site (*The name of the location you serve at Ex. ABC Community Health Center*). *Note this may be the same name as your program.
      iii. For the Title field, please enter **VISTA AmeriCorps member**.
9. Select the exclamation mark to update each field. Once you have completed each field, save the entry by selecting the Save button on the top right corner of the page. Continue this action until all fields have been updated.

![Your Profile](image)

10. To join the Public Health AmeriCorps learning group, locate Manage Groups in the left navigation of Your Profile (click on your name in the top right corner of the CDC TRAIN homepage to access Your Profile).

11. Locate the Join By Group Code text box.

12. **Enter the group code VISTA Members and select the Join button.** This is not where you enter the NSPID number. The NSPID code is unique to you and will be entered later.

13. Select Save to record your group code.
14. Your Profile will move to an incomplete status and a new tab called Public Health AmeriCorps will appear in the left-hand menu. **Click on the tab to enter your NSPID Number.** If you do not know your NSPID Number, please refer to Step 1.

15. After entering your NSPID number, click **Save** on the upper right side of the page and then you can click **Close** on the upper left side of the page.

### Accessing Training Plans

1. Click on the training plan link that has been provided to you below, copy and paste the link into your browser URL text box, and select Enter (or click on training plans in the search box on our homepage and search by keyword).

   [https://www.train.org/cdctrain/training_plan/5390](https://www.train.org/cdctrain/training_plan/5390)

2. Once the training plan details load, select **Show More**. Read the information and instructions carefully.
3. **To register for the training plan, select the blue Register tab.** Do not skip this step or your progress on required components will not be tracked!

![Register button](image)

4. To register for a course, select the course link.

![Course list](image)

5. Select the green Launch button to confirm registration and begin the course.

![Launch button](image)

6. If you need to leave a course prior to completing it, TRAIN will mark your status as In Progress; some courses bookmark your progress.
   a. Return to the course by logging back into CDC TRAIN and selecting Your Learning on the homepage.
   b. Select the Training Plan tab and then select the training plan link.
   c. Select the course link to return to the course.
d. If a course has bookmarked your location, TRAIN will ask if you would like to return to where you left off or to the beginning of the course.

7. When you complete a course, select the **Exit Course** button at the end of the module.
8. Some courses will move to a **Completed** status. If your course does not automatically move to completed, you may need to click on the green **Mark Completed** button on the course details page.
9. To return to the training plan for the next course, select the red **Back** button at the top left of the course listing.

To learn more about features in CDC TRAIN, please view the video tutorials at [https://www.train.org/tutorials/](https://www.train.org/tutorials/).
Please contact TRAIN@cdc.gov if you have any technical issues creating an account or accessing the training plans.