



Prepared. On track. Online.

To take a course offered by the Utah Division of Emergency Management, you must create an account on our new training data system called U-TRAIN at www.utah.train.org. U-TRAIN will provide you with transcripts of courses you have completed and you will be able to print your certificates upon course completion.

To create your account:

- Go to www.utah.train.org
- Select Create Account
- Enter your account information
Please select a login name and password that you will easily remember.
- State or local agency employees select your agency and division (if listed).
- Make sure the “I would like to receive emails from TRAIN” is checked and you respond to the e-mail TRAIN sends to you to activate
- On the next screen click on the Select Groups button of the State Portal, click on the “Select Agency” dropdown and choose “Agencies” and click on the next “Select Agency” dropdown and if nothing in the list is applicable to you select “Other” then click on the “Select General Employment Category” dropdown and choose “Statewide Groups” click on “Select Statewide Group” then select at least one of the following: Emergency Managers (HLS), First Responder EMS – Fire – Hazmat or Law Enforcement, even if you are not one of them, so you will be able to view our course listings on your “Home” page. Click “Submit” and choose “Next” (you do not need to do anything with the MRC or the CDC portals.)
- Continue on through the following:
 - a. Professional Roles (up to 3)
 - b. Work Settings
 - c. Demographic Information
- Go to the “Home” page and signup for the class you are interested in taking.