

## Registration Instructions

- STEP 1: go to: [http://www.serveohio.org/OhioCitizenCorps\\_MRC.aspx?Head=true](http://www.serveohio.org/OhioCitizenCorps_MRC.aspx?Head=true)
- STEP 2: Scroll down and click on “BDLS Register Here” located in the lower left corner under training opportunities (You will be transferred to the Ohio Department of Health Ohio TRAIN site at this point)
- STEP 3: Click on “Home” tab
- STEP 4: Click on “create account”
- STEP 5: Follow on screen instruction to create OhioTRAIN account – NOTE: this is a multistep process and will take you through several screens. (You will be logged on automatically after completion).
- Step A: Check “I agree to the TRAIN policies” box and press “Next”
  - Step B: Enter data in all the required filed boxes indicated by an “\*” and press “Next”
  - Step C: Select “Business or Business Unit” and press “Next”
  - Step D: Select if you are a member of MRC and press “Next”
  - Step E: Select your professional role and press “Next”
  - Step F: Select your work setting and press “Next”
  - Step G: Enter demographic information and press “Next”
  - Step H: Upon completion select the “continue” button.
- STEP 6: Click on “course search” tab
- STEP 7: Select “Search” from the center of screen
- STEP 8: Enter “BDLS” in search selection bar (midway down screen) and click on the “Search” button.
- STEP 9: Select “Basic Disaster Life Support”
- STEP 10: Select “Registration” tab
- STEP 11: Select “Credit Type”
- STEP 12: Locate the appropriate course and press the “Register” button
- STEP 13: Print out attachments.

You are now registered for the course.

**If you need assistance in registering for the course please contact the HELP Center at 937-775-1320.**