

How To Access Your Training Record

1) Log in to TRIS.

The screenshot shows the DBHDID-TRIS Login page. At the top, there is a navigation bar with links for Home, Compliance Search, Search Training/Providers, Links, Log In, and Contact/Help. Below the navigation bar is the DBHDID-TRIS logo. The main content area contains a login form with fields for User Name and Password, a checkbox for "Remember me next time", and a "Log In" button. Below the login form is a "Password Recovery" section with a "Reset Password" button. At the bottom of the page, there is contact information for DBHDID-TRIS (275 E. Main Street 4WG, Frankfort, KY 40621) and a logo for TRIS Kentucky. A small "Email Us" link is also present.

2) Go to the “My Account (your name)” tab.

The screenshot shows the DBHDID-TRIS My Account page. The navigation bar at the top includes links for Home, Compliance Search, Search Training/Providers, Links, Admin, Staff, Training Provider, and My Account (Chrystal.Osborne). The "My Account (Chrystal.Osborne)" link is highlighted in yellow. Below the navigation bar is the "Account Home" link.

3) Go down to “Training Record”.

The screenshot shows the "My Account (Chrystal.Osborne)" dropdown menu. The menu items are: Account Home, Edit Account Information, Update Security Questions, Training Record (highlighted in yellow), and Get Training Record Access.

4) Hit “Get Report” (don’t put in any dates).

Your full training record will be displayed to include your certifications and continuing education hours as well.

The screenshot shows the Training Record page. The navigation bar at the top includes links for Home, Compliance Search, Search Training/Providers, Links, Admin, Staff, Training Provider, and My Account (Chrystal.Osborne). The "My Account (Chrystal.Osborne)" link is circled in red. Below the navigation bar is the breadcrumb trail: User Search / User Account Management / View Training Record. The main content area is titled "Training Record" and contains a "Specify Date Range:" section with "Start" and "End" input fields. Below the input fields is the text "Leave blank to view all trainings on record". At the bottom of the section are two buttons: "Get Report" and "Cancel".