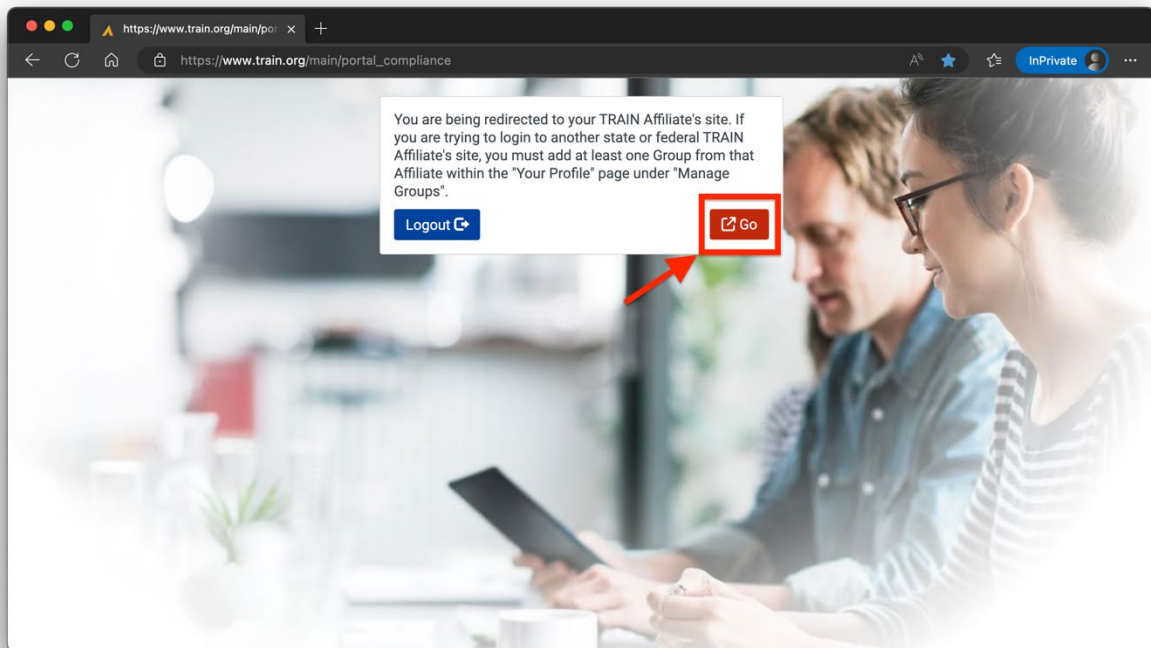


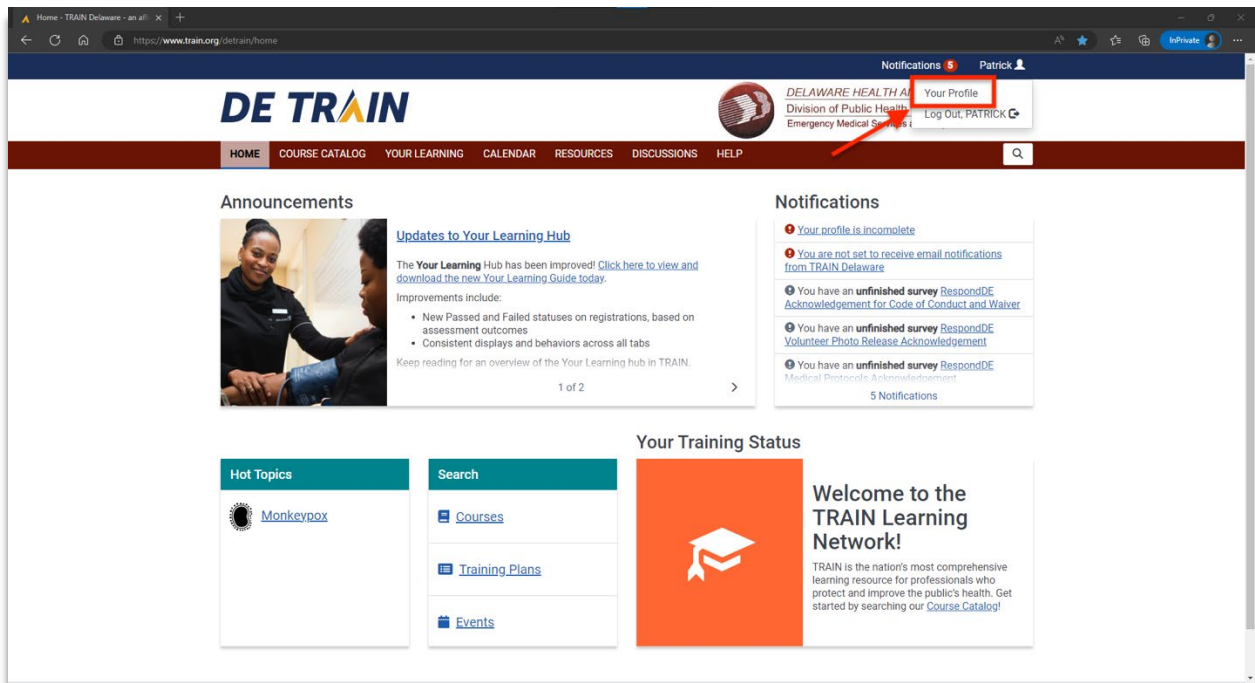
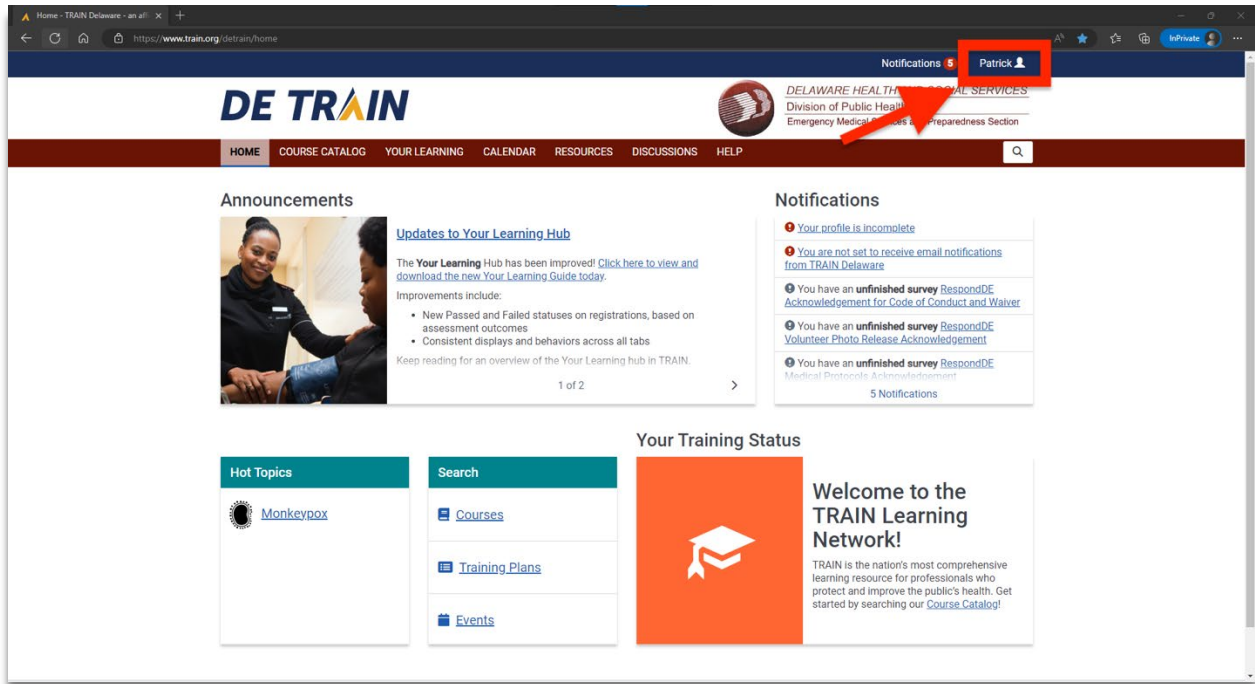


We are excited to announce that we have gone fully digital with our Code of Conduct, Waiver/Photo Release Form, and Medical Protocols (only for medical volunteers), integrating them within the DE TRAIN system. This is just the start of our intention to go fully digital with all our documents, so stay tuned for more updates on that process! **To see these on DE TRAIN, there is a process that must be completed by you, the volunteer, for these courses to show up in your searches.** We have outlined the process step-by-step with screenshots for your reference below. If you have any questions or comments about these steps, please send us an email at RespondDE@delaware.gov.

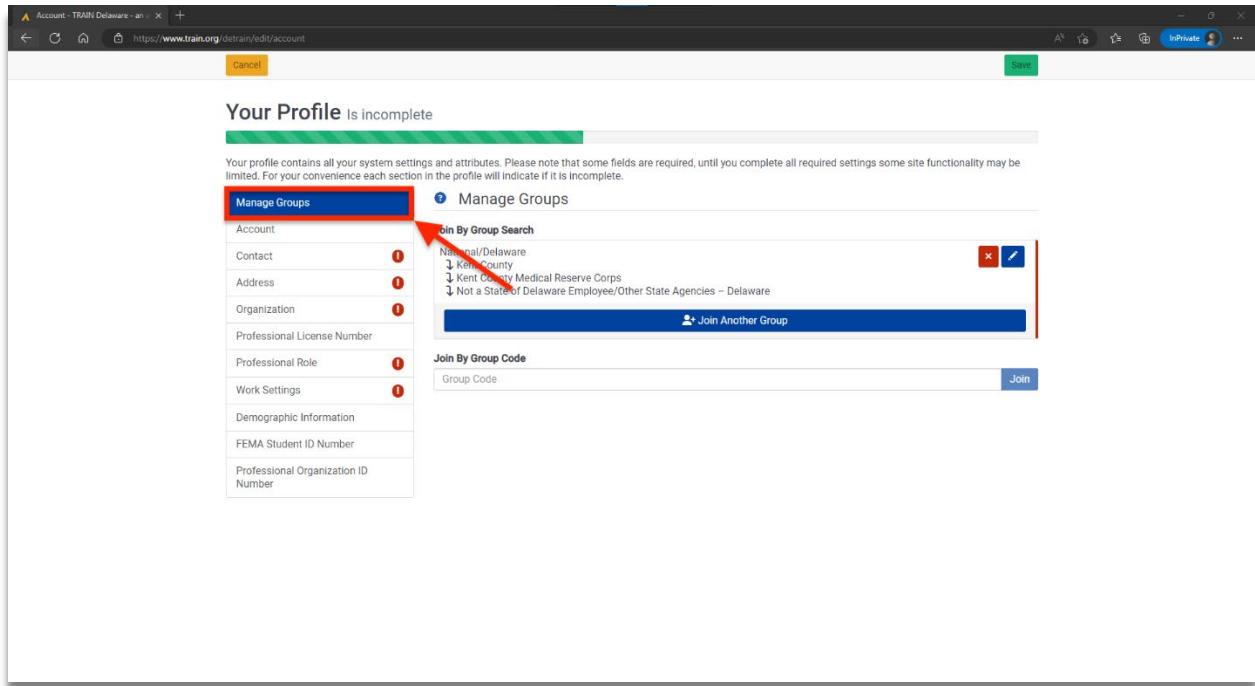
1. Login to [DE TRAIN](#) and go to your home screen.
 - Click red “Go” button if it pops up.



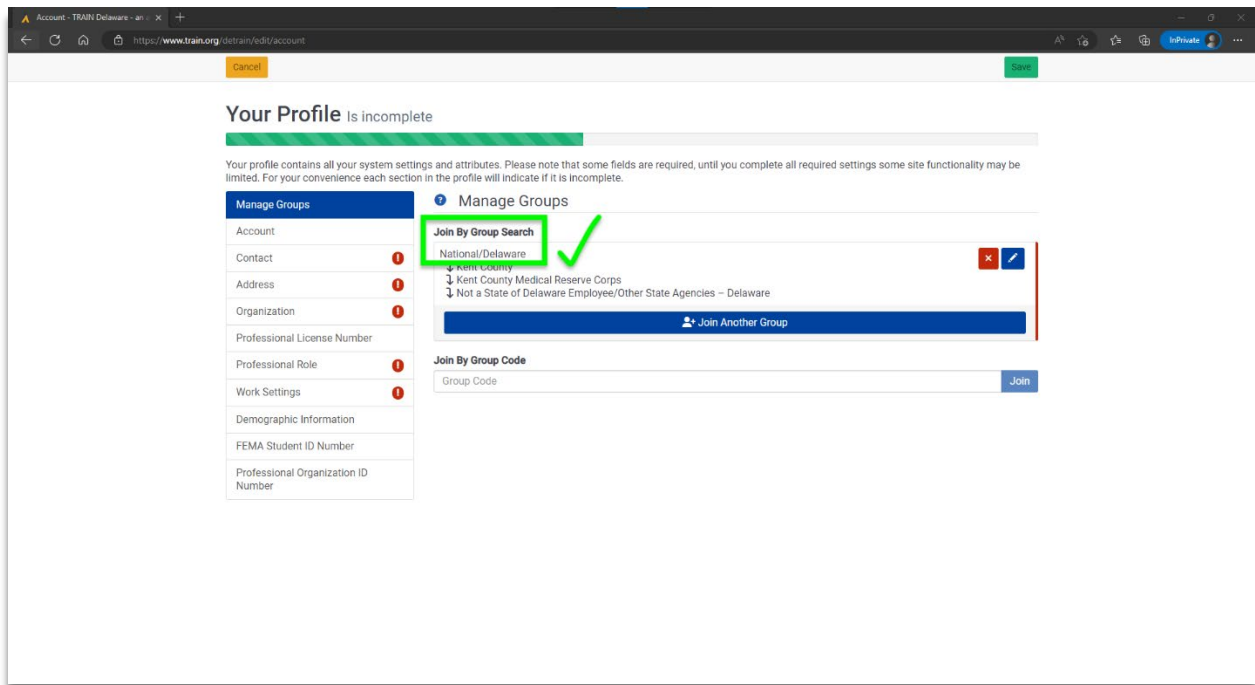
2. Click on your name in the upper right corner and select “Your Profile”.



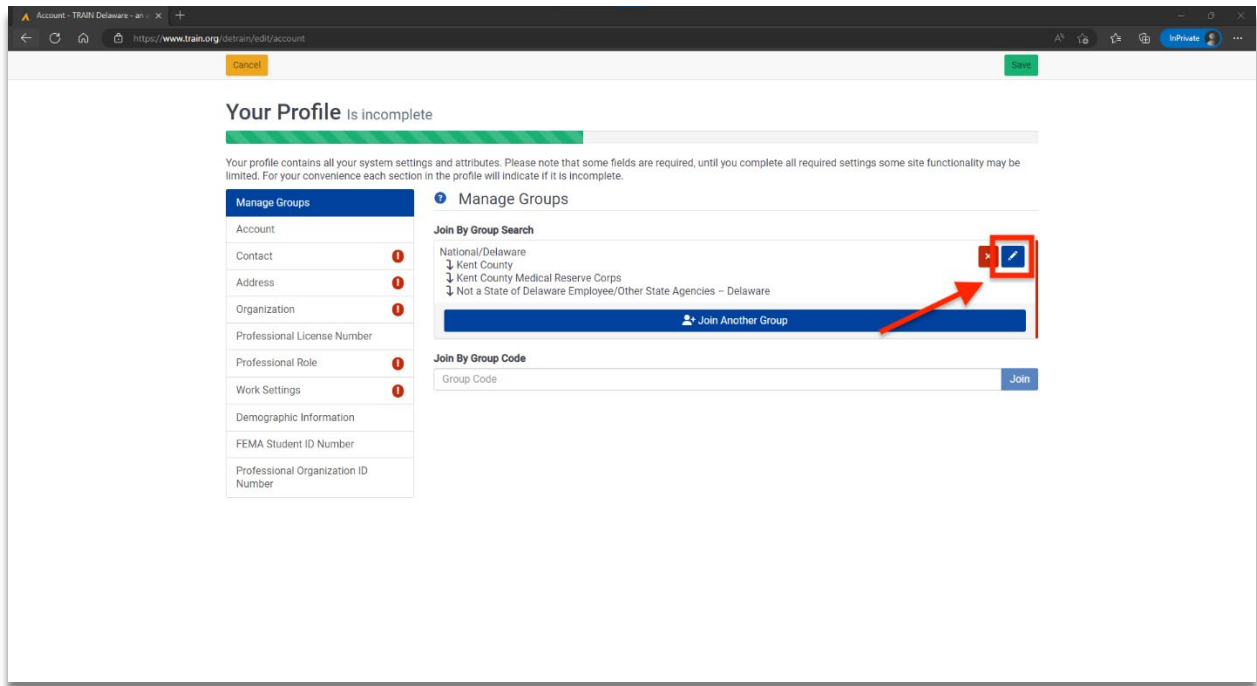
3. Go to “Manage Groups”.



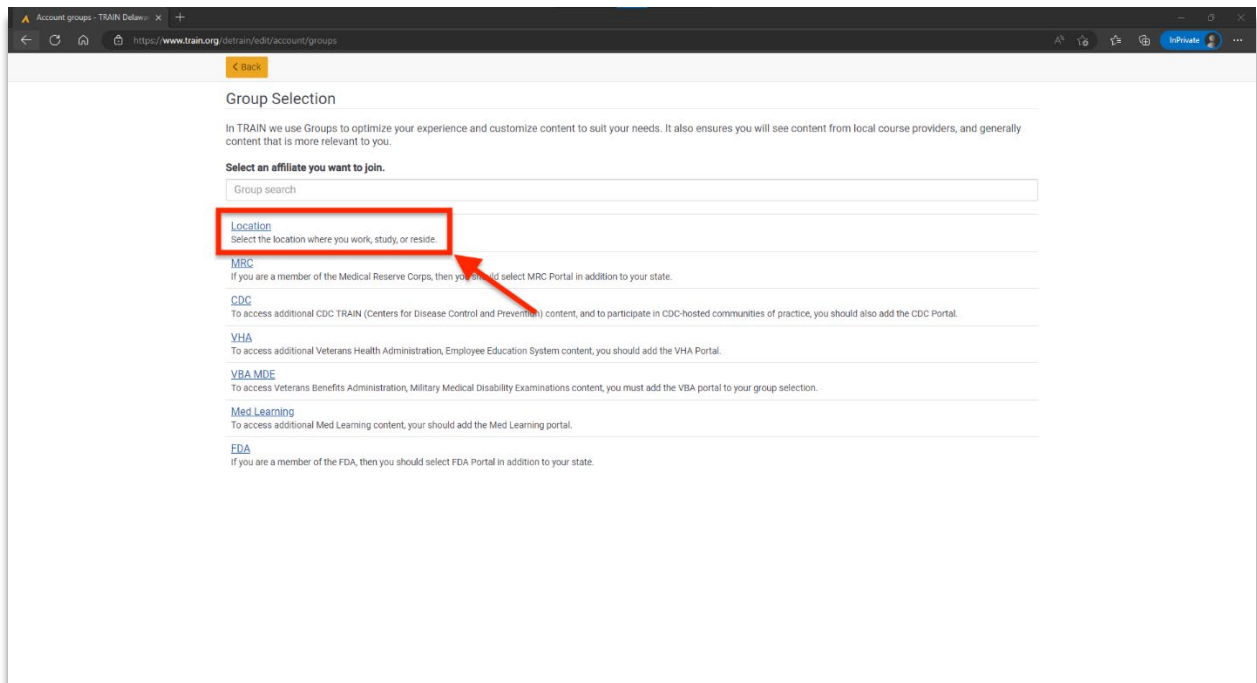
3a. If group title says “National/Delaware”, click the blue pencil icon and proceed to Step 4.



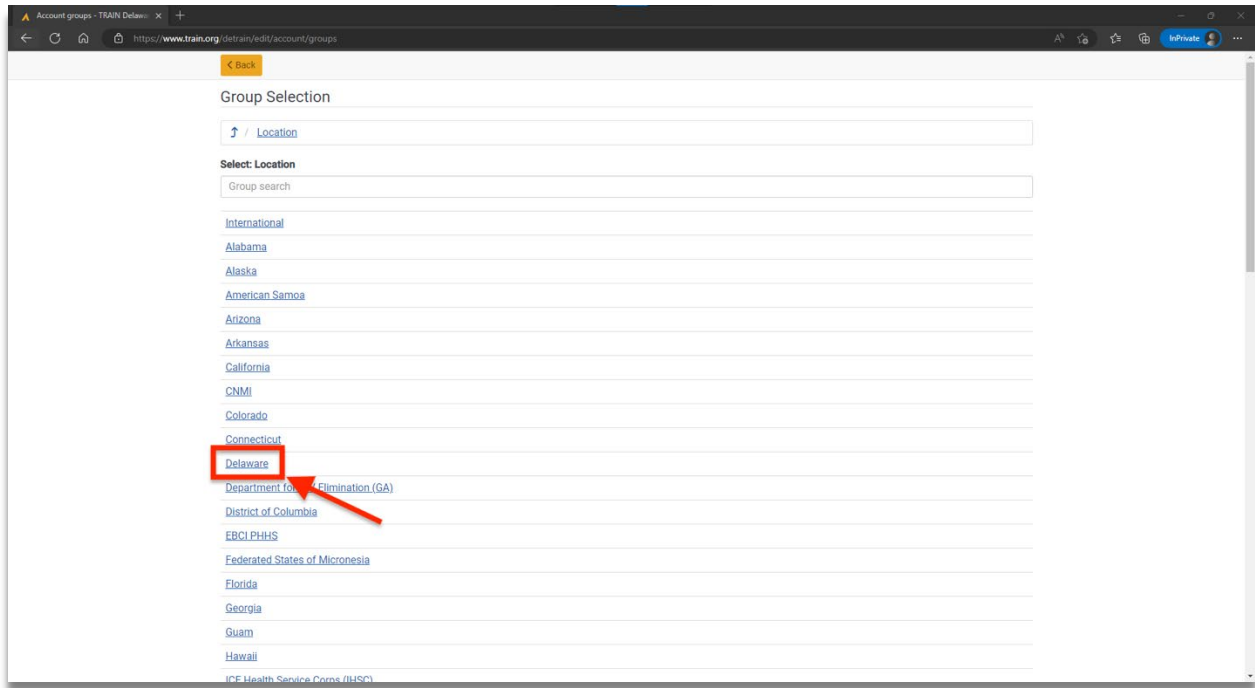
3b. If group title does **not** say “National/Delaware” **OR** there is no group title at all, click blue “Join Group” button then proceed to Step 4.



4. Select “Location” for affiliation.

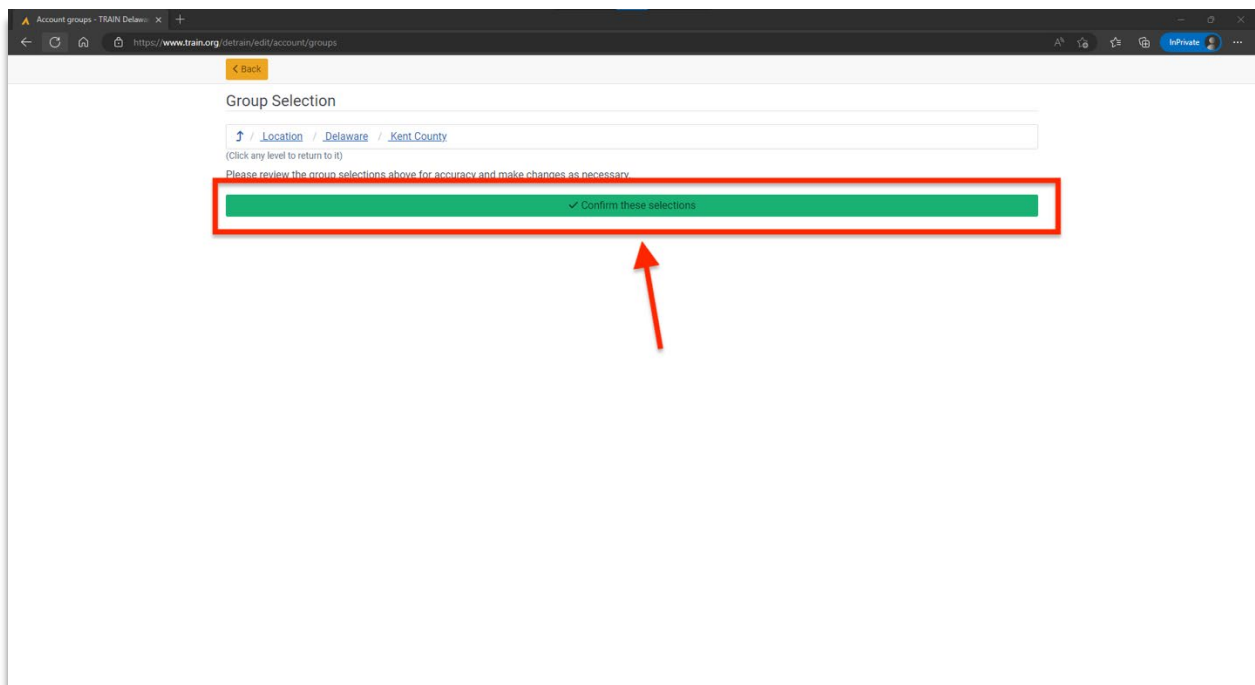


5. Select “Delaware” for location.



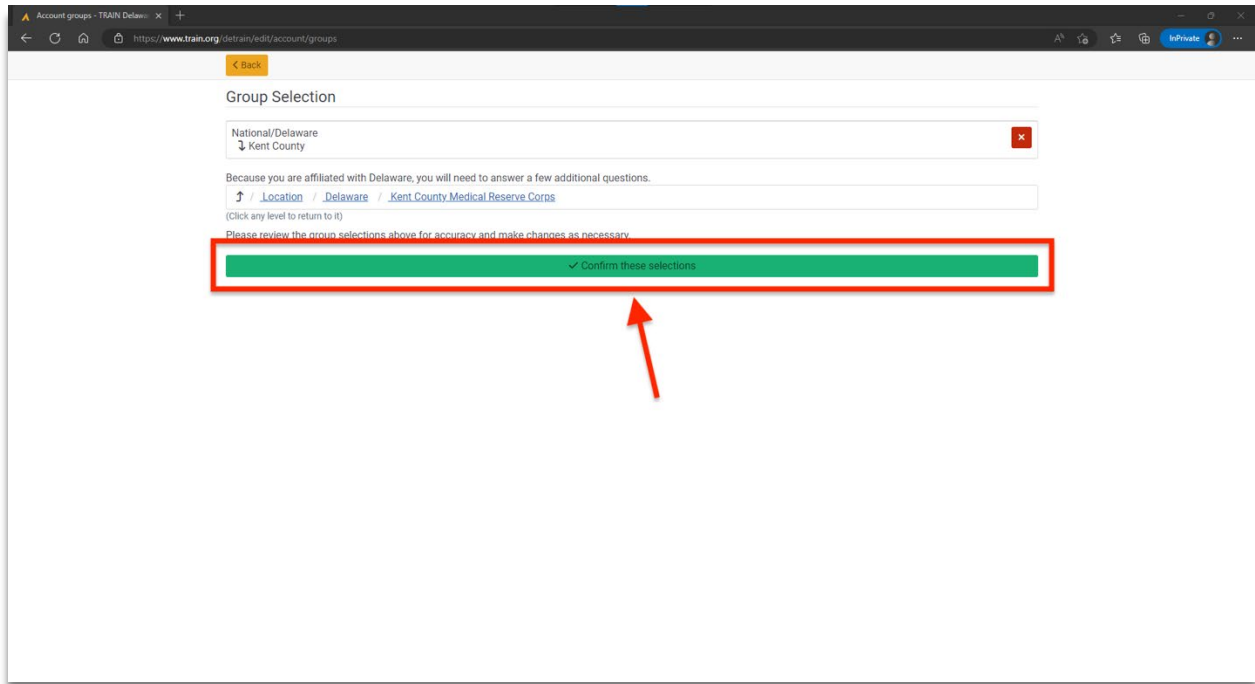
6. Select appropriate county (**your county of residence**).

7. Click green bar that says: “Confirm these Selections”.

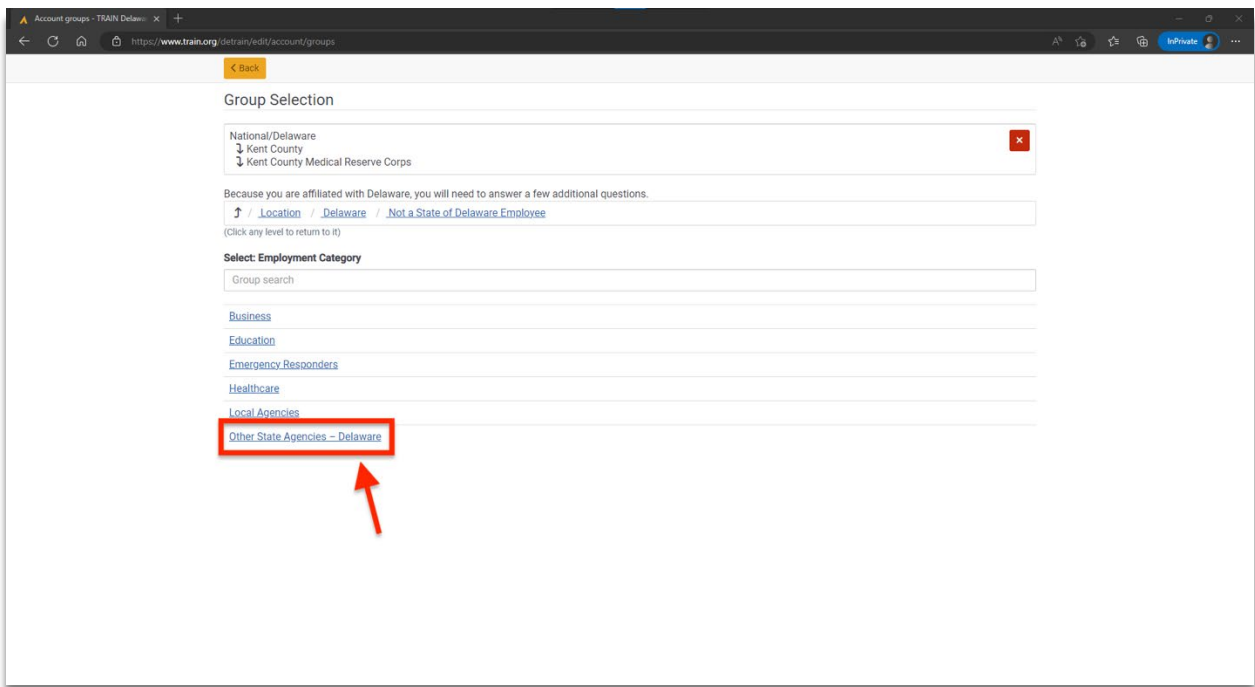
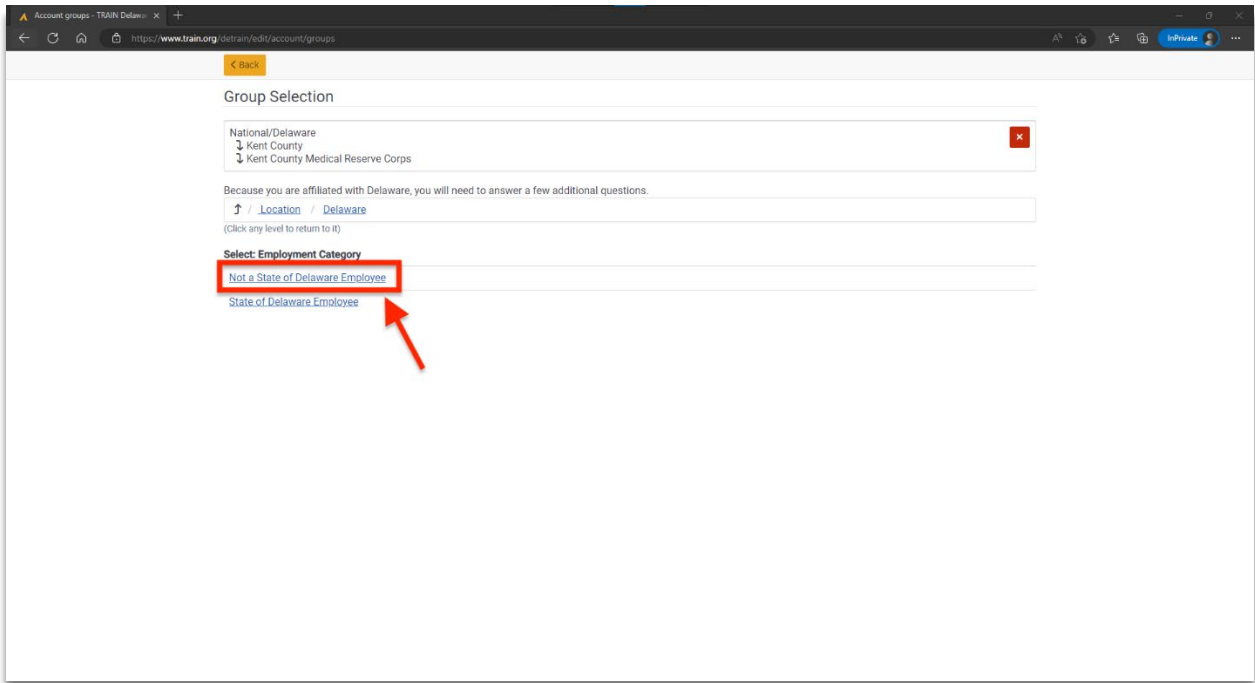


8. Select appropriate county Medical Reserve Corps (**selection should be county of residence used in Step 6**).

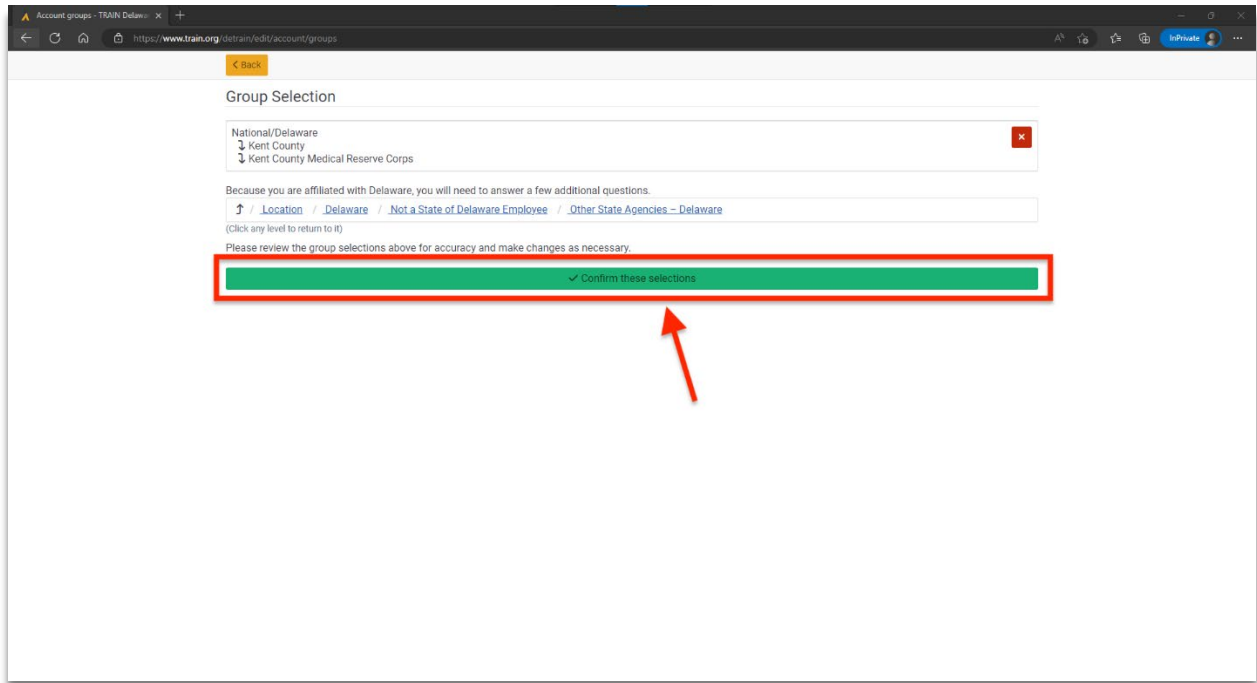
9. Click green bar that says: “Confirm these Selections”.



10. Select “Not a State of Delaware Employee” for employment category. Then click “Other State Agencies – Delaware”.



11. Click green bar that says: “Confirm these Selections”.



12. Verify that you have chosen the appropriate selections.

13. Click green bar that says: "Confirm Group Selections".

