Establish Trainer Access Account:

1. Send an email request to Reginald.Chambers@gatech.edu and provide your GTID (example: cp123 for Charlie Parker), the name of the class you facilitate, and your supervisor’s name, email address and telephone number.
2. You will be contacted via email once your access account has been established.
3. Your account will provide access to the Subadmin section of the OHR Training Services Learning Management System (TRAINS) and will enable you to:
   - check class registration statuses
   - print class registration rosters
   - view tutorial completion statuses.

After logging in, the Subadmin section is located on the left side of your screen below the Home section.