

How to Use TRN e-Training on Your

- Desktop and Laptop
- Mobile Devices

STEP 1: USE/ACCESS VIA YOUR LOCAL PC

1. Make sure your agency does not have FIREWALL blocking your access to connect to **www.policecommunity.net**.
2. Make sure your **PC has Adobe Flash Player installed**. **NOTE:** Adobe Flash Player is a free download from <http://get.adobe.com/flashplayer>

STEP 2: LOGGING INTO YOUR COURSES ON YOUR PC

1. Make sure you have and broadband Internet Connection.
2. Select your Web Browser. **Note:** TRN suggests using either Google Chrome or Firefox. Internet Explorer is supported but it can be problematic.

STEP 3: LOGGING IN TO YOUR COURSES VIA TRN's LAW ENFORCEMENT WEBSITE **www.Policecommunity.net/login**

- In your web browser go to **www.policecommunity.net/login**
- This entry will take you to the main login page.
- **Enter Your Username (email):** **Your agency e-mail**
- **Enter Your Password:** **Your personal password you have created** (**Note:** passwords are case sensitive)
- **Click Enter.**
- Wait until all of the courses load into your Training Logbook page. Then, simply **scroll down and hover over the title of any course and click on it to open it.**
- At the top of the course listing is a blue button that says, "Click for Self-Help Videos". These are short videos describing how to take the courses.
- After clicking to open the course, it will open a **dropdown window** of the various modules of that course. Each course has a different selection of modules.
- To the right you will see either a **GREEN ARROW** pointing to the **right** or **RED LOCK** Icons. The **GREEN ARROW** indicates that module or section is **ACCESSIBLE**. A **RED LOCK** indicates **NOT ACCESSIBLE** until you complete the section in green.
- **Note:** A user of the system *can't jump ahead* and try to simply test out of the course. All users must take each module and each section of every course in order.
- **IMPORTANT:** At the end of every video there is a **CLICK TO CONTINUE**. YOU MUST CLICK THAT BUTTON to properly register and track your progress to move forward and for reporting. Many officers simply try quickly clicking on the list to the left with the yellow circles again to try and circumvent the training. **That won't work.**

- **TESTING AND ASSESSMENTS:** The system provides 3 chances to pass any quiz or test. If you miss all 3 chances, the system will lock you out. Then you must contact your agency administrator to reset the test or quiz.

ACCESS VIA MOBILE DEVICES:

Install our Mobile App by going to the **appropriate link below** on your phone:

- iPhone: go to: **<http://bit.ly/trn-get-iOS>**
- Android (Samsung, HTC, Google Pixel, etc.) go to: **<http://bit.ly/trn-get-android>**

The first time you open the Mobile App, you will be prompted to accept the terms & conditions. Then login with your **username and password**.

You can also go to either the [Apple App Store](#) or [Google Play Store](#) to get the apps by simply searching for: policecommunity.net

MOBILE BENEFITS AND FEATURES:

- **Courses:**
 - Our native app provides full access to all courses 24/7. As long as you have a good connection, it is very easy to take courses, see certificates and email certificates of completion to superiors.
- **Roll Call:**
 - this provides your agency the ability group together any of sections from any courses. This can provide regular training reminders on high liability policies or other issues. You can think of this like creating course playlists which your agency can design.
- **General Orders:**
 - This feature provides a simple document management system for any agency to easily upload their entire policy manuals in PDF. This results in a digital library in the officer's hand to look up any policy. Training notices, bulletins or other text info can be included.
 - There is a click-to-acknowledge button to insure officers read the document. If you would like a simply 3 question quiz at the end of each document that can be added to insure officers did read information
- **Policies:**
 - The feature can be used to provide the in-service policy courses.