



# WELCOME TO EMTRAIN

Emtrain is a Learning Management System the Bay Club uses to implement mandatory and optional training tools to every Associate. As a Bay Club Associate, it is required that you access your Emtrain account throughout your employment as new requirements are assigned.

## LOG-IN INSTRUCTIONS

Accessing training is as easy as 1-2-3!

1. If you didn't receive your personalized link, visit the login in page at <https://bayclubs2.ai.emtrain.com/home> (this link can also be found on your ADP Portal)
2. Log in to Emtrain for the first time using either your email address or Employee ID as your username, and Emtrain123 as the default password. You will then be prompted to create a new password.
3. Check out your assignments and start learning!  
Assignments can be found by clicking "To Do" in the upper left-hand corner.

## STAY UP-TO-DATE

To make it even easier, if you have an email address linked to your Emtrain account, you will receive your required assignments and completion certificates via email. To add or change your email address visit <https://my.adp.com>.

## LANGUAGES & CLOSED CAPTION

Many of the required courses are offered in multiple languages. Once you log in and click on the training course, click your first initial next to your name in the upper right-hand corner of your screen. Then click "Language" to access additional languages. This will convert all text into that language.

To turn on closed-captioning for the videos, after clicking the "Play" button, click on the "CC" button at the bottom right-hand corner of the video. This will add translation to all videos within the course.

## QUESTIONS & INFORMATION

Please contact us at [HR@bayclubs.com](mailto:HR@bayclubs.com).



The image displays three screenshots of the Emtrain user interface. The top screenshot shows the login page with the 'emtrain' logo and a prompt to enter work email or employee ID and a new password. Below are input fields for 'Employee ID or Work Email Address', 'Password', and 'Repeat Password', along with a 'Save' button. The middle screenshot shows the user dashboard with a 'Bay Club' logo, navigation tabs for 'To Do', 'Browse', and 'My Stuff', and a 'Show Completed' toggle. The bottom screenshot shows a user profile menu with options for 'Profile', 'Audio', 'Language', and 'Sign Out', with a 'Manage' button at the bottom. Below this is a 'Choose Your Language' dialog box with a note: 'Note: Changing your language selection here updates on-screen text and audio narrations for translated content. To change the language for videos, you need to change the language setting in the video player.' The language selection dropdown is open, showing options: English (UK), Spanish - Español, Spanish (Mexico), and Albanian - Shqiptare, with 'Cancel' and 'Save' buttons at the bottom.