

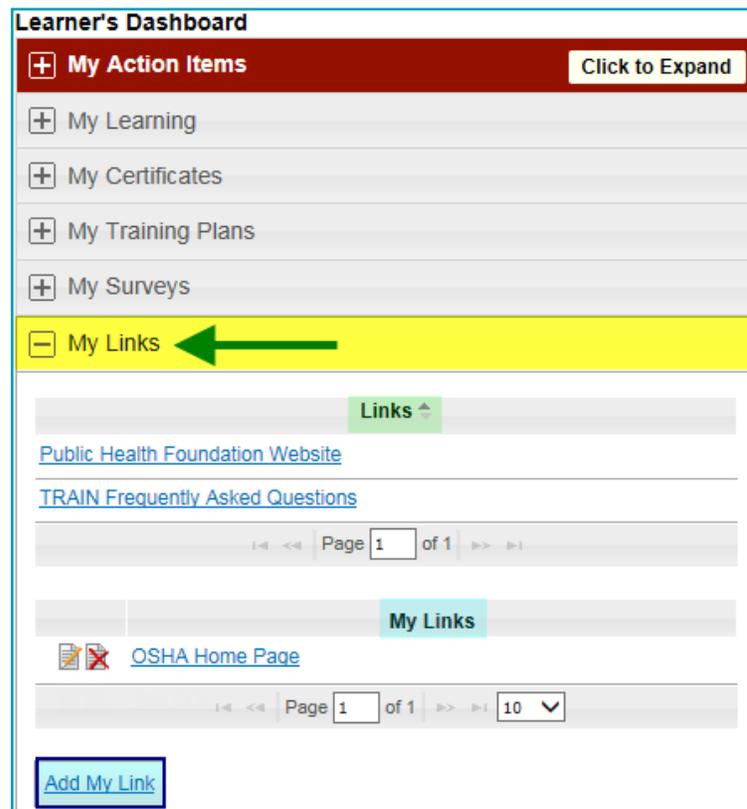
The TRAIN Florida My Links tool provides you with an easy access point to the Public Health Foundation (PHF) website as well as to TRAIN National FAQ documents.

It is also provides you with an easy access location to save links to websites you find useful or informational in regards to your trainings or profession.

The following steps will help you manage the features within the My Links tool.

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: On your TRAIN Florida home page - locate your learner **Dashboard**. Click on the **My Links** tile to open the menu with two sections: **Links** and **My Links**.



Step 3: The **Links** section lists links to:

- The Public Health Foundation (PHF) Website
- TRAIN Frequently Asked Questions – these documents are **NOT** TRAIN Florida specific

These links will open in new browser windows.

NOTE: If you have questions regarding TRAIN Florida **do not contact PHF**. Please contact your [Local TRAIN Florida Administrator](#) for help.

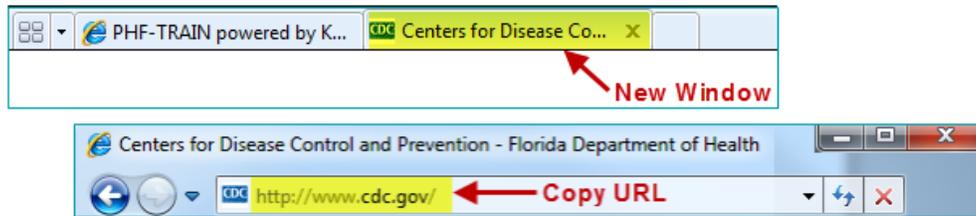
The **My Links** section gives you the ability to save links to websites of interest to your trainings or profession. Giving your easy access to them in the future.

Step 4 will guide you on how to save a link to the My Links section

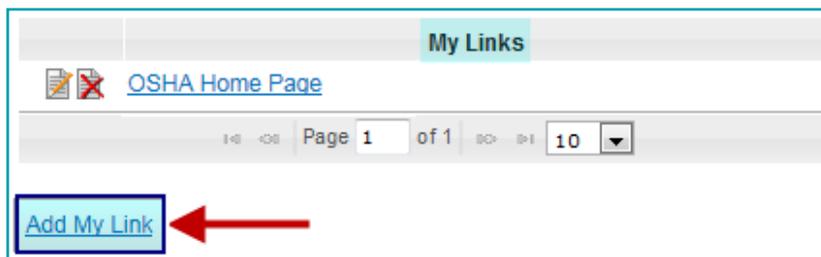


Step 4: Adding a Website Link to the My Links Section

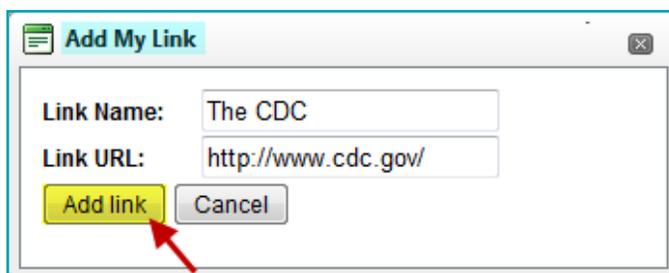
1. Open the website in a new browser window - copy the URL (web address)



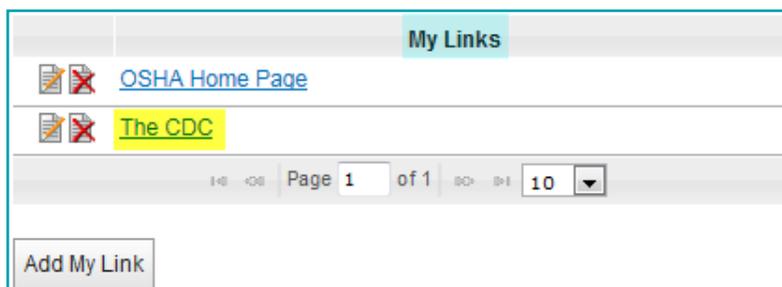
2. Go back to the TRAIN Florida page - Open My Links tool - Click on the **Add My Link** button



3. The **Ad My Link pop-up window** will open.
Enter the name of the webpage/link in the Link Name field.
Next enter/paste the copied URL into the Link URL field. Click the **Add Link** button.



4. The link will be added to the My Links section.
After a link is on this list, you may **edit**  or **delete**  the links as needed.



If you have any questions or concerns regarding locating or managing the My Links tool in TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#).

