

It is important for you to stay informed about your TRAIN Florida account and trainings.

**All Florida Department of Health related staff must choose to receive e-mails from TRAIN Florida.**

The e-mail address for TRAIN Florida is **FL\_Admin@train.org** - **These e-mails are not spam.**

**TRAIN Florida will not send spam or share your e-mail information outside of the system.**

The TRAIN Florida e-mail system sends e-mails to you regarding your account, course registrations, training plan enrollments, as well as e-mails from TRAIN Florida Administrators to communicate important information regarding your trainings.

If you have not already done so, the following will guide you on how to “Opt-In” to receive e-mails from TRAIN Florida.

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

**Step 2:** On your TRAIN Florida homepage - Locate and **click** on the **My Account** link in the top right corner.



**Step 3:** You will be directed to your **My Account page**. All of your account information is accessible here.

To receive TRAIN Florida e-mails – **Click the box** next to I would like to receive emails from TRAIN.

**My Account**

Details   Groups   My Profile

\* = required fields.

Login Name: OPQI	Middle Name: <input type="text"/>
First Name: * Learner	Email: * DOHLMSSupport@flhealth.g
Last Name: * OPQI	
<input type="button" value="Reset Password"/>	
Title: * Tester	Organization name: * Florida Department of He
Department / Division: * Office of Chief of Staff	Bureau/ Section: Office of Performance and Qu
Address 1: * 2585 Merchant's Row Boulev	Address 2: <input type="text"/>
City / Township / Town: * Tallahassee	State / Territory: * Florida
Country: * United States	Zip code / Postal code: * 32399
County: * Leon	Extension: <input type="text"/>
Telephone (daytime): * 850-245-4008	Mobile: <input type="text"/>
Telephone (evening): <input type="text"/>	Pager: <input type="text"/>
i.e. 123-456-7890	
Fax: <input type="text"/>	

Please choose your secret question and provide a ONE WORD answer.

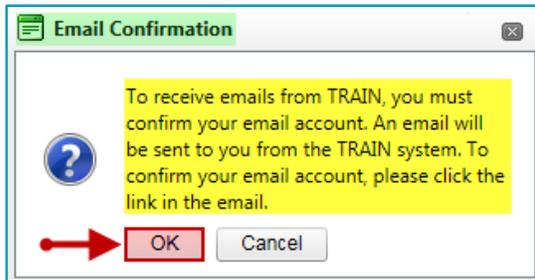
Question: \* Your Favorite Place

Answer: \* OPQI

I would like to receive emails from TRAIN.

**Step 3:** An **Email Confirmation** pop-up window will open.

It informs you that you must confirm your e-mail account and provides instruction on how to do so.



Click the **OK** button to close the window.

Your account screen will now reflect your agreement to receive e-mails from TRAIN.

I would like to receive emails from TRAIN.

I would like to receive notifications about the site updates by email.

I would like to receive annual notifications to keep my account up to date.

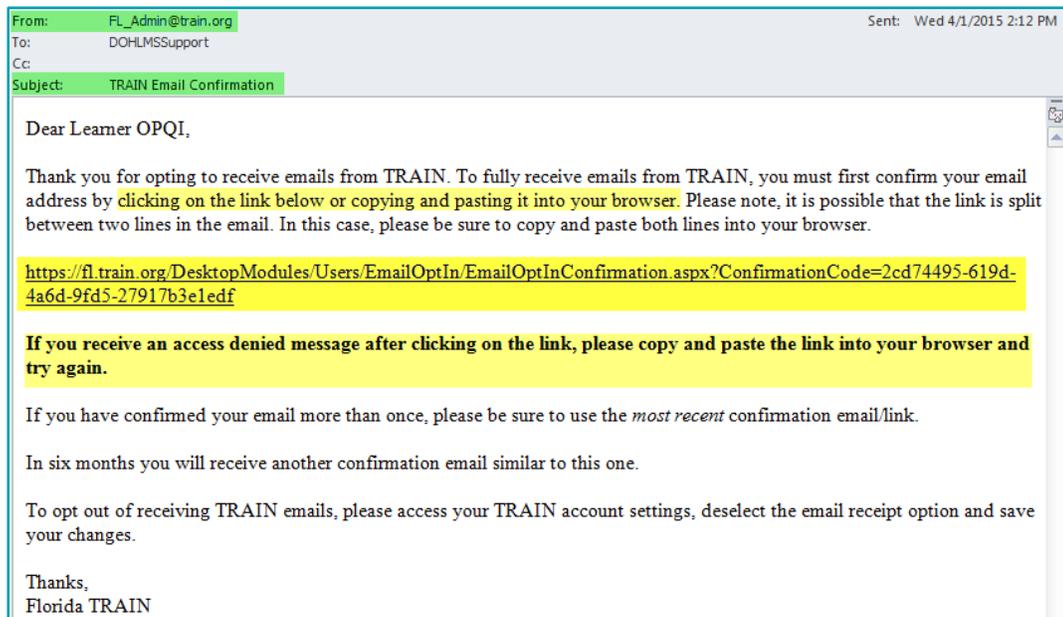
Click the **Save and Back** button  at the bottom of the page.

**Step 4:** You must confirm your e-mail address to complete this process.

The TRAIN system will send an e-mail to the address in your account. **THIS IS NOT SPAM**

The e-mail will be from **FL\_Admin@train.org** with the Subject line: **TRAIN Email Confirmation**.

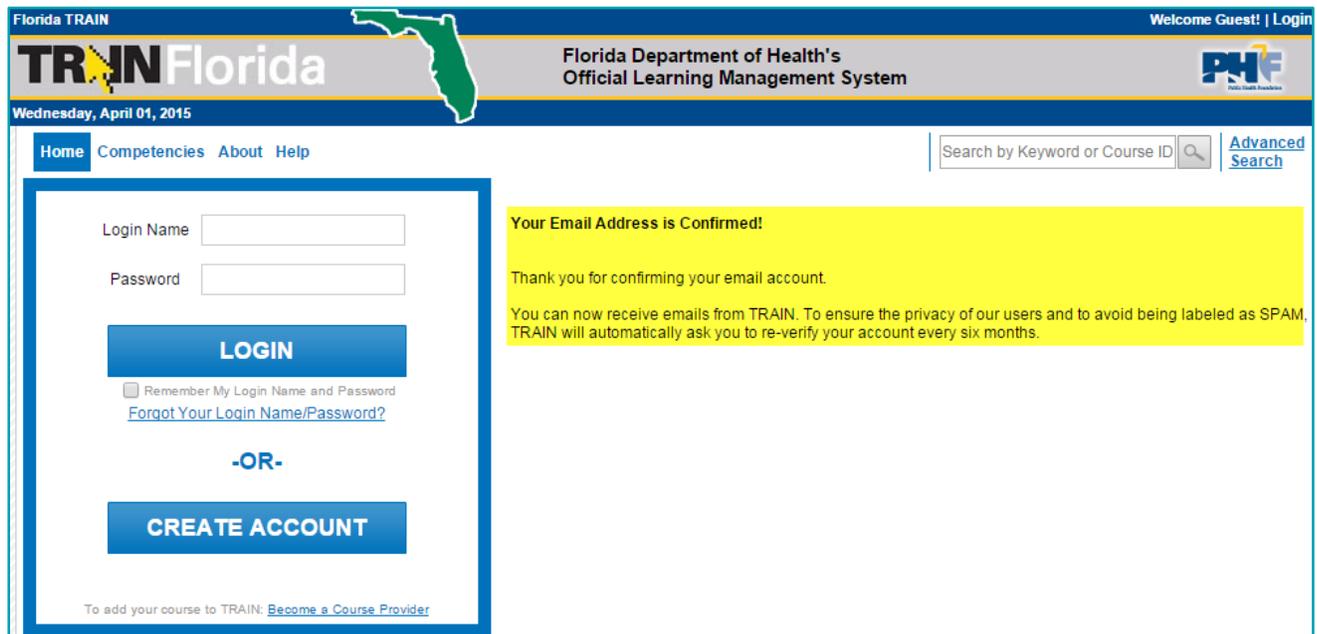
**NOTE:** Be sure to check your Junk E-mail box, if you do not see the e-mail in your Inbox.



**Follow the directions in the e-mail to confirm your e-mail address.**

**Step 5:** A new browser window will open to the TRAIN Florida log in page.

**Your e-mail address is confirmed.**



The screenshot shows the TRAIN Florida login page. The header includes the TRAIN Florida logo, a map of Florida, and the text "Florida Department of Health's Official Learning Management System". The date is "Wednesday, April 01, 2015". The page has a navigation menu with "Home", "Competencies", "About", and "Help". A search bar is present with the text "Search by Keyword or Course ID" and a search icon. There is also an "Advanced Search" link. The main content area is divided into two sections. On the left, there is a login form with fields for "Login Name" and "Password", a "LOGIN" button, a checkbox for "Remember My Login Name and Password", and a link for "Forgot Your Login Name/Password?". Below this is an "-OR-" separator and a "CREATE ACCOUNT" button. At the bottom of the login form, there is a link: "To add your course to TRAIN: [Become a Course Provider](#)". On the right, there is a yellow confirmation message that reads: "Your Email Address is Confirmed! Thank you for confirming your email account. You can now receive emails from TRAIN. To ensure the privacy of our users and to avoid being labeled as SPAM, TRAIN will automatically ask you to re-verify your account every six months."

**You will now receive e-mails from the TRAIN Florida system.**

If you have questions or need assistance with opting in to receive e-mails from TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#).