



Prepared. On Track. Online.

## Welcome to TRAIN Florida!

TRAIN Florida is a learner driven application. This means the learner is empowered to personally manage their account and training courses in the TRAIN Florida system. The Florida Department of Health has put together the following instructions to help you come aboard TRAIN Florida. Please follow the steps, and review the linked presentations and support documents in full, so that you can easily access your TRAIN Florida learner account.

### ○ Step 1

View the TRAIN [Florida Learner Orientation Presentation](#). This brief Flash presentation will provide you with basic TRAIN Florida information, navigation tips and requirements for your learner account.

### ○ Step 2

Visit the TRAIN Florida [Learner Knowledge Center](#). The TRAIN Florida Knowledge Center provides you with tools and resources to help you learn how to use TRAIN Florida and effectively manage your trainings.

### ○ Step 3

To locate and begin using the TRAIN Florida site [click here!](#)  
Or enter <https://fl.train.org/DesktopShell.aspx> into your browser.

### ○ Step 4

For your first time logging in to TRAIN Florida enter **only the Login Name** you received in the e-mail from the TRAIN Florida Administrator into the Login Name field, then click the blue Login button. **No password is required for your first log in.** After logging in the system will prompt you to create your password and update your learner account information.

If you are not able to log in, **PLEASE DO NOT CREATE A TRAIN ACCOUNT.**  
**Instead contact** your [Local TRAIN Florida Administrator](#) or the DOH LMS Support team at (850) 245-4008, or e-mail OPQI at [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov).

### ○ Step 5

Upon a successful log in to TRAIN Florida, please navigate to the **My Account**  link and use the [TRAIN Florida Initial Login Instructions](#) to review and update your learner account. It is important that the **Organization name, Department/Division and Bureau/Section** fields on your Details Tab match those you selected on the Groups Tab. Please review the [How do I assign my TRAIN Florida Group?](#) document to update your Groups Tab.

### ○ Step 6

Once your account is updated, you are ready to begin taking courses. Visit the [Learners Questions and Answers](#) page to help guide you through your TRAIN Florida courses.

### **Please Do Not Contact the Public Health Foundation**

If you need help with TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#) or the DOH LMS Support team at (850) 245-4008, or e-mail [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov).

