



# TRAIN Florida First Time Login Instructions

→ It's a New Day in Public Health

The TRAIN Florida LMS Support team has automated the account creation process. The team will create learner accounts for all new TRAIN Florida users associated with the Department of Health.

Your new TRAIN Florida learner account will be set up before or just after you begin your employment with the Department.

**Please do not create a TRAIN Florida learner account**

If you have trouble with your first login attempt or have questions regarding any of the steps in this document use this link to locate and contact your [Local TRAIN Florida Administrator](#)

The following will guide you through the set-up steps for your first login to TRAIN Florida, as well as how to review your TRAIN Florida account information.

**Step 1:** Go to the [TRAIN Florida log in page](https://fl.train.org) – <https://fl.train.org>

**Step 2:** Enter your Login Name, in the **Login Name field**

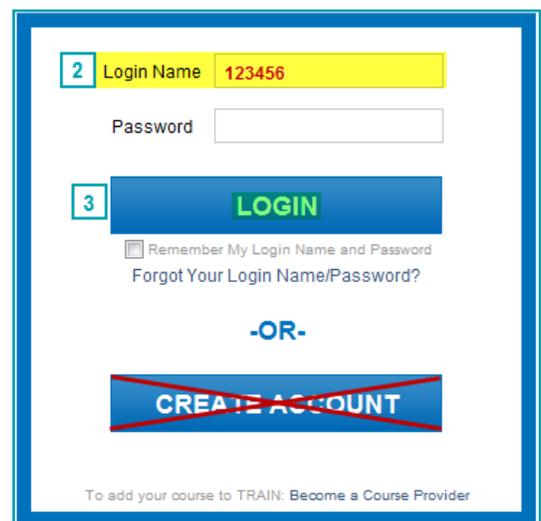
**Step 3:** Click the blue **Login** button

**NOTE:**

When you log in to TRAIN Florida for the first time, your **Login Name** will be either your People First number, or your first name-dot-last name (ex. John.Smith).

**You will not need a password for your first log in.** You will choose one once you are in the system.

Please update all text fields using **Spell Case**. (Example: John Smith / Jones Avenue)



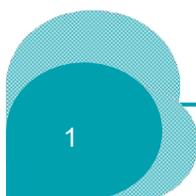
All information **required** by the TRAIN system will be marked by a **red asterisk** \* your account cannot be completed without that information.

**Step 4:** After you have successfully logged in, you will be on the **TRAIN Policies and Password Questions** page.

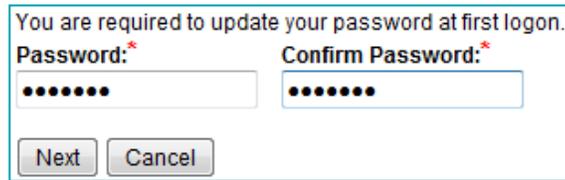
Check the box next to - **I agree to these TRAIN polices**  **I agree to these TRAIN policies** \*

Next, complete the **Password Questions** section. Choose your secret question from the drop down menu and provide a **ONE WORD** answer. Click the **Next**  button.

Form titled "Password Questions" with instructions: "Please choose your secret question and provide a ONE WORD answer." It includes a "Question:" dropdown menu with "Your Favorite Place" selected, and an "Answer:" text field with "Home" entered.



**Step 5:** You will now choose your password. Enter a personal password in the **Password** box, then, enter the same password in **Confirm Password** box. Click the **Next** button.



You are required to update your password at first logon.

**Password:**\*  **Confirm Password:**\*

**NOTE:** This will be your password to enter TRAIN Florida, please make note of it.

**Step 6:** The next page is the **Professional Role** information page.

You must choose at least one (1) Professional Role, but you may select up to three (3) and select a specialization where available. If you select Other please be sure to enter the specialization.

**NOTE:** If you are in a supervisory position, you **must** choose Administrator/Director/Manager as one of your choices.

Please complete the following information regarding your account.

\* = required fields.

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	Select
<input type="checkbox"/> Administrator / Director / Manager	
<input checked="" type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	

Click the **check box**  next your chosen role. If the role has a drop down menu, be sure to select the specialization best suited for your job duties. Click the **Next**  button.

**Step 7:** The next page is the **Work Settings** information page. **All DOH FTE and Non-FTE employees must choose only the Official Public Health Agencies work setting.** Check the box next to this work setting, then use the drop down menu and **select the State/Territory** classification. Please do not select any other work settings.

Please complete the following information regarding your account.

\* = required fields.

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	Select
<input checked="" type="checkbox"/> Official Public Health Agencies	Select Select Federal Local Regional / Area State / Territory
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	

Click the **Next**  button.

**Step 8:** The next page asks for information regarding any professional licensing information you may have. If you do not currently hold any professional licenses, click the circle  next to **No**, then click the **Next** button.

Please complete the following information regarding your account.  
 \* = required fields.  
 Do you hold a Professional License Number?\*

Yes  
 No

License Type 1:\*

License Number 1:\*

License Type 2:

License Number 2:

**NOTE:** To receive reportable credit for courses that offer CEU's or other professional licensing credits, you must enter your licensing information.

If you currently hold one or more professional licenses, click the circle  next to **Yes**

Use the drop down menu in the first **License Type 1** field to choose your license type then choose the proper title in the Select field if appropriate. Next enter the number into the **License Number 1** field.

If you hold another license repeat the previous directions for the next set of fields. When you have completed entering your information, click the **Next** button.

**Step 9:** The account update pages will clear, and the **Email Options** pop-up window will open and prompt you regarding receiving e-mails from TRAIN Florida.

We strongly recommend that all DOH FTE and Non-FTE employees choose to receive e-mails in order to make communication regarding trainings and the TRAIN system easier.

[1] To receive e-mails from TRAIN Florida click the **Yes** button.

[2] Then click the **Ok** button to confirm your e-mail address.

**Email Options**

Hello Test Learner2,  
 You are currently not enrolled to receive emails from TRAIN.  
 Would you like to receive emails from TRAIN?

1

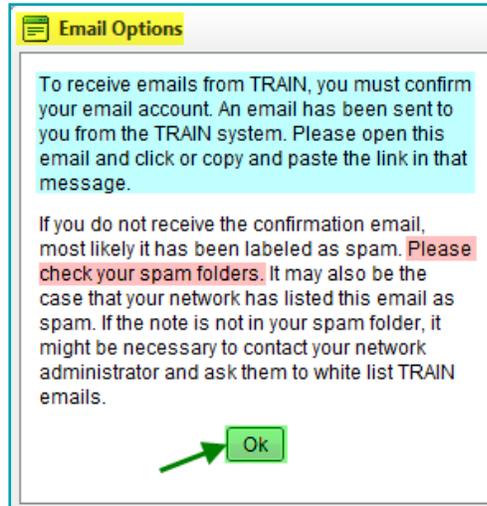
**Email Options**

Please **confirm your email address** and make any necessary changes:

2

The pop-up window will refresh. Please read the instructions carefully and follow the directions to confirm your e-mail account with TRAIN Florida.

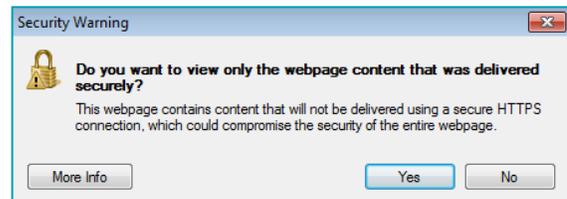
To close the pop-up window, click the **Ok** button.



**You have completed the steps for your first log in to your TRAIN Florida learner account.**

**You will be directed to your TRAIN Florida learner home page.**

**NOTE:** You may encounter this **Security Warning** window upon logging in or while navigating in TRAIN Florida.  
Always select **Yes** to close this window.

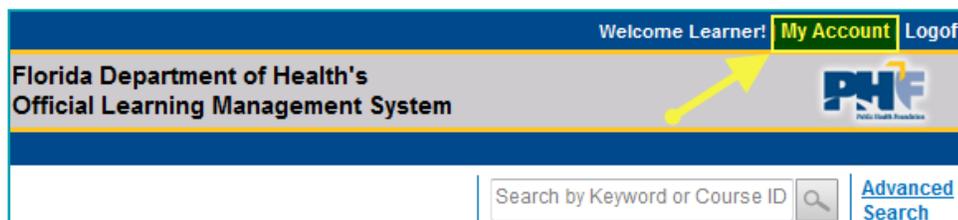


Now that you are in the TRAIN Florida system, we highly recommend that you review your account details information and TRAIN Florida group assignment before you proceed to ensure that your basic information was entered correctly when your account was uploaded.

The following section will show you where to review this information.

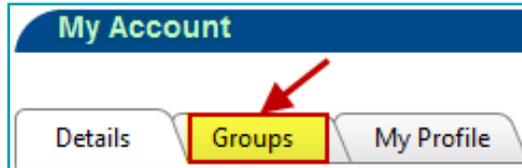
## Verify your Learner Account Information and Group Assignment

**Step 1:** To access your account information – From you TRAIN Florida home page - Locate and click on the **My Account** link in the upper right corner of the TRAIN Florida banner



**Step 2:** You will be directed to the **My Account – Details** page. This page lists all of your account information. Review the information entered on this page to be sure it is correct.

**Step 3:** Next review your Group Assignments - From your **Details** page – Click on the **Groups** tab.



**Step 4:** On the Groups page, your current group assignment will be listed under the **State Portal** section – **Selected Groups**. The list shown is based on the organizational path assigned upon your account creation.



If Your Current TRAIN Florida Account Information and/or Group Assignment is Not Correct

**DO NOT make changes to your information**

Contact your [Local TRAIN Florida Administrator](#) to have the changes made

This is to ensure that the information in your account meets Department and TRAIN standards.

If your Local Administrator is unavailable the DOH LMS Support Team can be contacted via email at [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)

**NOTE:** Responses to most DOH LMS Support e-mail requests will be provided within 24 hours of submission.

