



How to Enroll Learners in a Training Plan

It's a New Day in Public Health

What are TRAIN Florida Training Plans?

Training Plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or a series of courses, designed for specific learners.

Training Plans can be used for tracking and reporting minimum training requirements, as well as, certifications and credentialing.

Training Plans, once built, can be assigned to specific user groups, or left available to all users. Training Plans can only be assigned to learners who are listed in the group or subgroups to which the training plan is assigned. You must have the Training Plan Manager permission to access and manage the plans in the system.

For more in-depth information on training plans, please visit the [DOH LMS TRAIN Florida Master Training Plan Guidelines](#) document located on the [Administrators Knowledge Center](#) webpage in the **Support Documents** section.

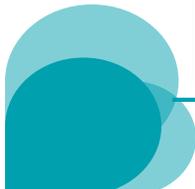
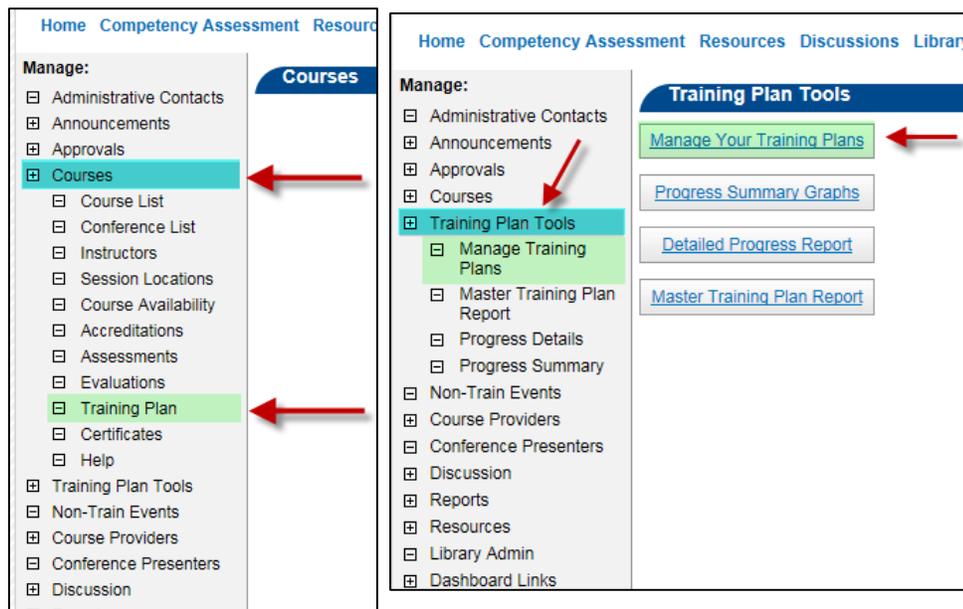
Enrolling a Learner

Step 1: Log in to [TRAIN Florida](#)

Step 2: From your home page - Click on **Administration** in the top blue navigation bar.

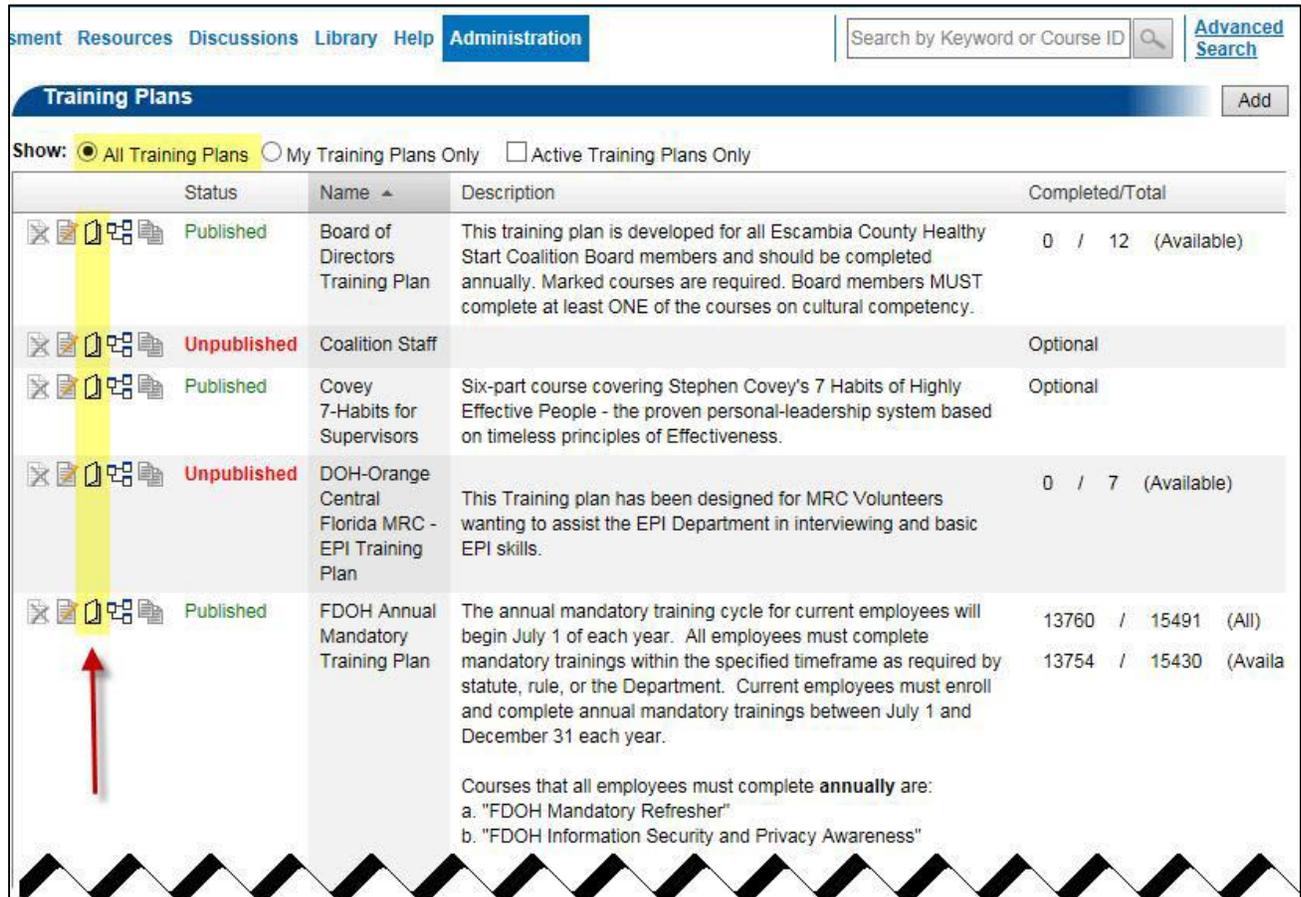


Step 3: On the left navigation bar, click **Courses** then **Training Plan** or **Training Plan Tools** then **Manage Training Plans**.



Step 4: Find the appropriate Training Plan on the list and click the **Assign to Users** (book icon) icon.

NOTE: By default, the Training Plan page will display a list of all Training Plans that are available to you, based on your Training Plan Manager role.



Administration

Search by Keyword or Course ID [Advanced Search](#)

Training Plans Add

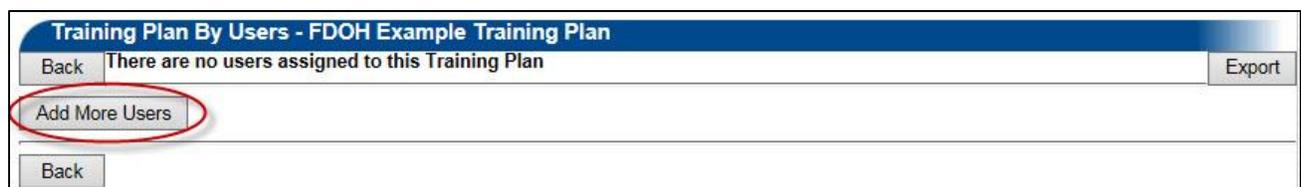
Show: All Training Plans My Training Plans Only Active Training Plans Only

Status	Name	Description	Completed/Total
Published	Board of Directors Training Plan	This training plan is developed for all Escambia County Healthy Start Coalition Board members and should be completed annually. Marked courses are required. Board members MUST complete at least ONE of the courses on cultural competency.	0 / 12 (Available)
Unpublished	Coalition Staff		Optional
Published	Covey 7-Habits for Supervisors	Six-part course covering Stephen Covey's 7 Habits of Highly Effective People - the proven personal-leadership system based on timeless principles of Effectiveness.	Optional
Unpublished	DOH-Orange Central Florida MRC - EPI Training Plan	This Training plan has been designed for MRC Volunteers wanting to assist the EPI Department in interviewing and basic EPI skills.	0 / 7 (Available)
Published	FDOH Annual Mandatory Training Plan	The annual mandatory training cycle for current employees will begin July 1 of each year. All employees must complete mandatory trainings within the specified timeframe as required by statute, rule, or the Department. Current employees must enroll and complete annual mandatory trainings between July 1 and December 31 each year.	13760 / 15491 (All) 13754 / 15430 (Availa)

Courses that all employees must complete **annually** are:
a. "FDOH Mandatory Refresher"
b. "FDOH Information Security and Privacy Awareness"

Step 5: The **Training Plan By Users** page for your chosen plan will display a list of learners currently assigned to the chosen Training Plan. If no learners have been assigned, the list will be blank.

Click the **Add More Users** button, located at the bottom of the list.

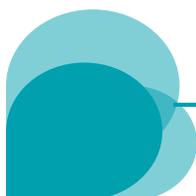


Training Plan By Users - FDOH Example Training Plan

Back | There are no users assigned to this Training Plan | Export

Add More Users

Back



Step 6: A User search feature will open - Click the **Advanced** search mode and enter your search criteria for single learners or search by group assignment, which will give you a list of learners in a specific group, then click **Search**.

<input type="checkbox"/>	<input type="checkbox"/>	Completed	0132958	Fall, Loty	MaskedEmail.834010@kmionline.com
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20 rows per page Page 1/772 Previous First A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last Next

Remove Selected Users

Search mode: Simple **Advanced** Search

Details Professional Role Work Settings Demographic Information FEMA Student ID Number

Search users (Type First few letters of correspondent field below and/or select the group):

LastName :
First Name :
← Search by name for single learner

Login Name :
E-Mail :

Organization :

City/Township/Town
Country :

ZIP :

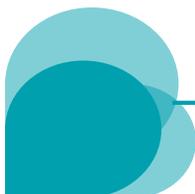
Search users in sub-groups

- Manatee CHD
- Marion CHD
- Martin CHD
- Monroe CHD
- Nassau CHD
- Office of Chief of Staff
 - Office of Communications
 - Office of Legislative Planning
 - Office of Performance and Quality Improv**
← Search by group assignment for list of learners in a group
 - Office of Compassionate Use
 - Office of Deputy Secretary for Administration
 - Office of Deputy Secretary for County Health
 - Office of Deputy Secretary for Health/ Deputy
 - Office of General Counsel

Set Completion Date to the selected users:

Add Selected Users

Back



Step 7: When the list of learners opens at the bottom of the page, check the box next to the learner(s) you would like to add to the Training Plan then click the **Add Selected Users** button.

NOTE: If appropriate, you can automatically assign a Completion Date for the Training Plan, to all selected learners, by entering the date in the Set Completion Date to the Selected Users text field before clicking the Add Selected Users button.

<input type="checkbox"/>	Completed	0132958	Fall, Loty	MaskedEmail.834010@kmionline.com	1
20 rows per page		Page 1/772		Previous First ABCDEFGHIJKLMNOPQRSTUVWXYZ Last Next	
Remove Selected Users					
Start a new search					
<input type="checkbox"/>	Login Name	User Name	Email	Active	
<input checked="" type="checkbox"/>	123456fl	Smith, Jane	dohlmssupport@flhealth.gov	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Jane_Smith1	Smith1, Jane	MaskedEmail.890565@kmionline.com	<input checked="" type="checkbox"/>	
Set Completion Date to the selected users: <input type="text"/> <input type="calendar"/>					
Add Selected Users 					
Back					

Step 8: Once the learner(s) have been assigned, click the **Back** button to return to the Training Plan home page.

The learners that have been assigned to a Training Plan will be able to see the plan, and access its courses using their **My Training Plans** tool, located in the Dashboard on their TRAIN Florida account homepage.

NOTE: Assigning a learner to a Training Plan does not automatically register them for courses in the plan. Learners must register for each course listed in the training plan individually.

If you have any questions or need assistance, please contact your organization's Site Administrators. For the [DOH LMS Site Administrators](mailto:DOHLMSSupport@flhealth.gov) please call **850-245-4008** or email DOHLMSSupport@flhealth.gov.

