

Finding a Learner Account

Locating learner accounts is key for TRAIN Florida Administrators to allow them to easily manage their learners in TRAIN Florida.

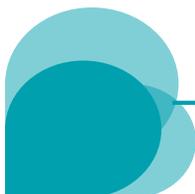
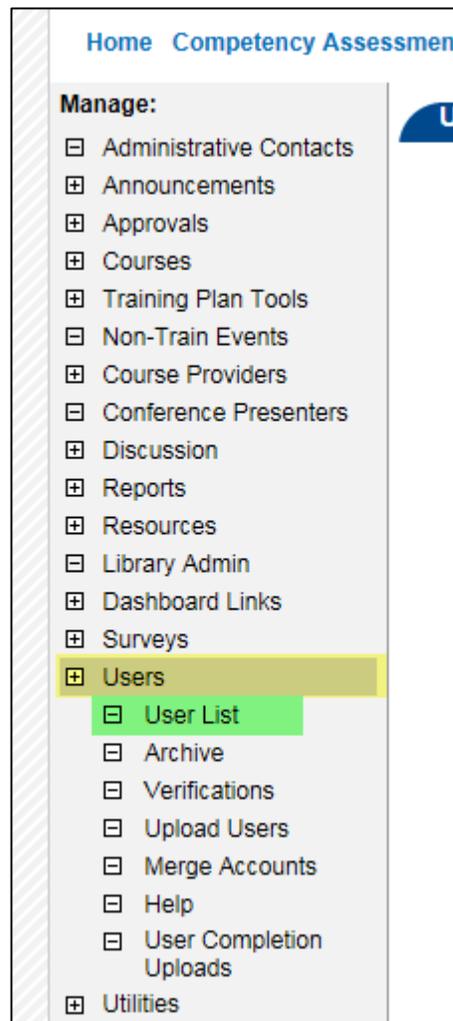
To find an existing learner account, use the following steps:

Step 1: Click on **Administration** in the top navigation bar. This will open the Administration page.



Step 2: You will be taken to the Administration page.

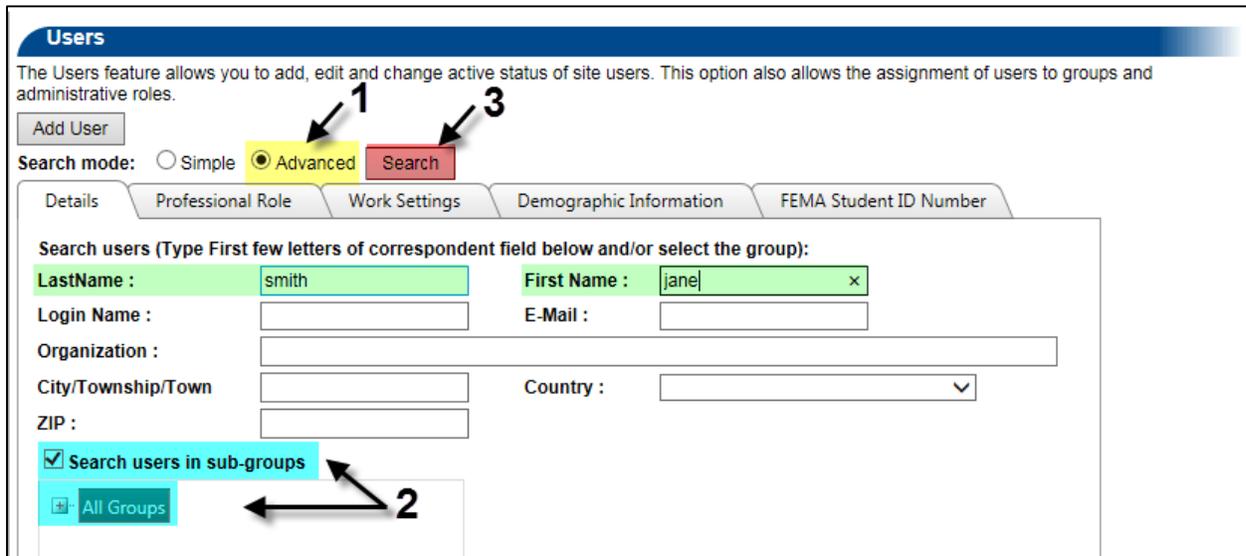
On the left navigation bar, click on **Users** then **User List**.



Step 3: When the Users screen opens, click on the **Advanced** search feature (1).

You are now able to search by a variety of fields. You can search by one field or multiple fields depending on the information you have or how wide or narrow of a search you are conducting. **We recommend using at least the first and last name for most searches.**

NOTE: Leave the **Search users in sub-groups** and **All Groups** options in place (2).



Users

The Users feature allows you to add, edit and change active status of site users. This option also allows the assignment of users to groups and administrative roles.

Add User

Search mode: Simple **Advanced** (3)

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 :

Login Name : E-Mail :

Organization :

City/Township/Town Country :

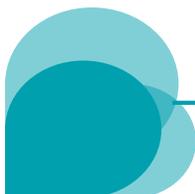
ZIP :

Search users in sub-groups (2)

(2)

Step 4: After entering your criteria in the appropriate fields, click the **Search** button (3). The results will display at the bottom of the page.

NOTE: Your search may be the single account you need, or show more than one account of learners with similar names. Be sure to access the correct account.



Editing a Learner Account

When your search results have displayed, you have several options for accessing the learner's account information and, if needed, editing a learner's account.

- A. **Edit (paper & pencil) icon**  - will open the learner's account to the Details page to allow for edits or updates.
- B. **Relationship (bracket) icon**  - will open the learner's Training Plan by User page which will display a list of all the training plans, and training plan components, the learner has been enrolled in.
- C. **User Name** - clicking the learner's name will open the **View User's Detail** page. This feature is best for reviewing the account information, without editing.

<input type="checkbox"/> All Users	A	B		C		
TP's	Login Name	User Name	Email	Active		
<input type="checkbox"/>	  kathrn4	Adams, Kathleen	kathrn4@bellsouth.net	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	  kathrn44	Adams, Kathleen	kadams@fiu.edu	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	  227289	Adams, Kathleen	Kathy.Adams@flhealth.gov 	<input checked="" type="checkbox"/>		

To edit an existing learner account, use the following steps:

Step 1: If you have accessed the account using the user's name - edits can be made from the **View User Details** screen by clicking the **Edit User Info** button to open the **Details** page.

View User Details

First Name: Kathleen
Last Name: Adams
Middle Name: H
Login Name:
Email: Kathy.Adams@flhealth.gov

Password:
Password Question:
Password Answer:

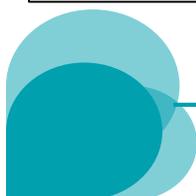
Title: Administrative Assistant III
Department / Division: Nassau CHD
Organization name: Florida Department of Health
Bureau/ Section:

Address 1: 30 South 4th Street
City / Township / Town: Fernandina Beach
Country: United States
County: Nassau
Address 2:
State / Territory: Florida
Zip code / Postal code: 32034

Telephone (daytime): 904-548-1800
Telephone (evening):
Fax: 904-227-7286
Extension: 5201
Mobile:
Pager:

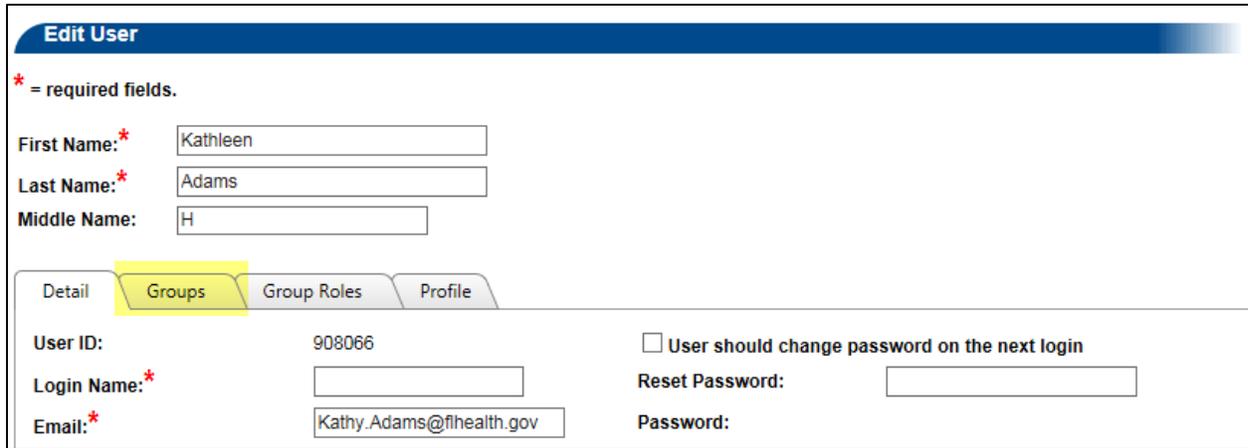
Created by Janicka Harris on 7/22/2013
Updated by Tara Wituszynski on 10/16/2014





Step 2: Once you are on the **Edit User**, account **Details** page you may edit the learner's information as needed.

To edit or update the learner's grouping structure - Click the **Groups** tab.



Edit User

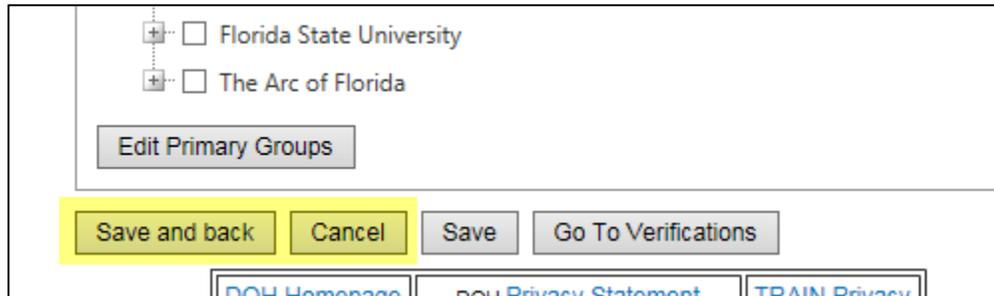
* = required fields.

First Name:* Kathleen
 Last Name:* Adams
 Middle Name: H

Detail **Groups** Group Roles Profile

User ID: 908066 User should change password on the next login
 Login Name:* Reset Password:
 Email:* Kathy.Adams@flhealth.gov Password:

Step 3: When your edits are complete, click the **Save and Back** button at the bottom of the page to exit. If no changes were made, click the **Cancel** button.



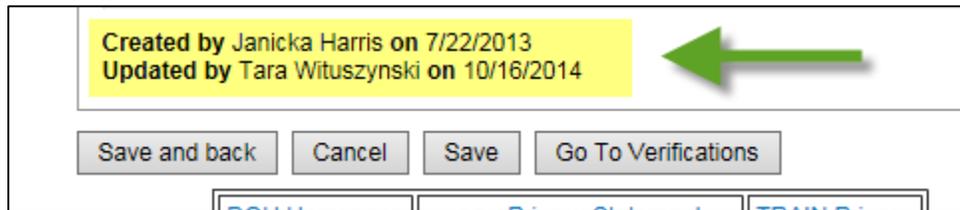
Florida State University
 The Arc of Florida

Edit Primary Groups

Save and back Cancel Save Go To Verifications

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NOTE: Any time a change is made to a learner account, TRAIN records the date and the name of the person who made the changes.



Created by Janicka Harris on 7/22/2013
 Updated by Tara Wituszynski on 10/16/2014 ←

Save and back Cancel Save Go To Verifications

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If you have any questions or need assistance, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email DOHLMSSupport@flhealth.gov.

