

Everyone with an account in TRAIN Florida is assigned to at least one group. This assignment opens access to a variety of system resources including announcements, discussion boards, resources and training courses, which can be tailored for specific group visibility and access.

Group assignments are made by TRAIN Florida Administrators, at the time of account creation, and updated upon learner separations or transfers.

However, you can access and make updates to your group structure if needed. Also you may choose membership in more than one group, if it is appropriate for your work settings.

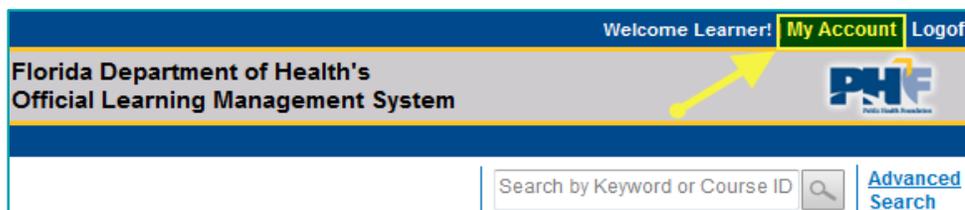
TRAIN Florida offers learners access to groups and the resources and trainings available from the Medical Reserve Corps (MRC), the Centers for Disease Control and Prevention (CDC), and the Health Resources and Services Administration (HRSA). To review these group options, see the following steps: [Step 8 MRC](#), [Step 9 CDC](#), and [Step 10 HRSA](#)

The following steps are designed to help you assign, update or correct your group assignment in TRAIN Florida.

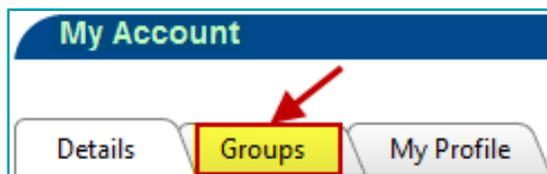
Use this spreadsheet - [DOH TRAIN Florida Groups](#) to assist you with choosing the appropriate Florida Department of Health group or groups for your position.

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

Step 2: From your TRAIN Florida home page - Click on the **My Account** link in the upper right corner of the TRAIN Florida banner

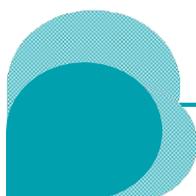


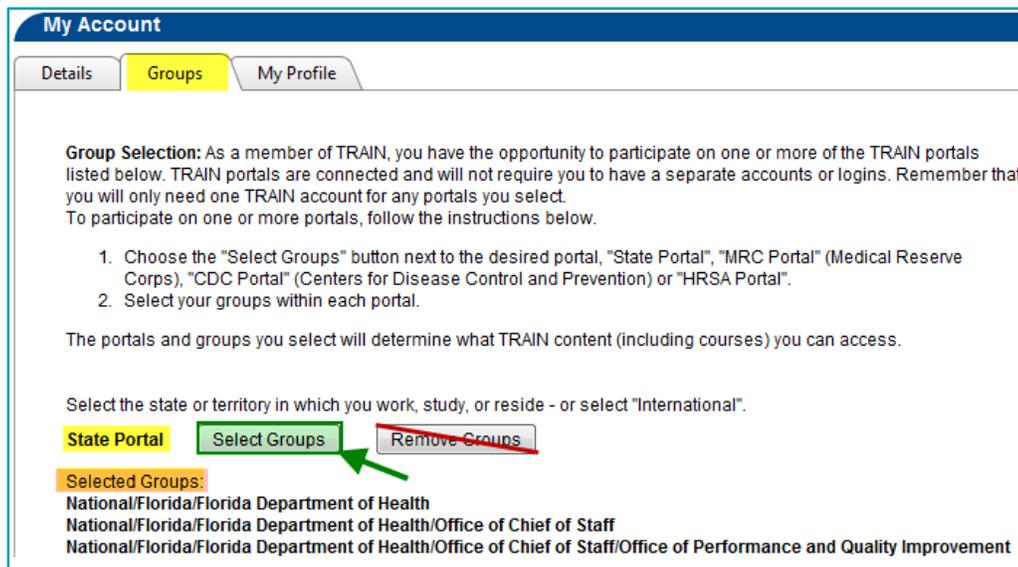
Step 3: Once on your **My Account** page - Click on the **Groups** tab.



Step 4: On the Groups page, your current Department of Health 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 Department group assignment **is not correct, or you wish to make an update** to your current grouping structure - Click on the **Select Groups** button.

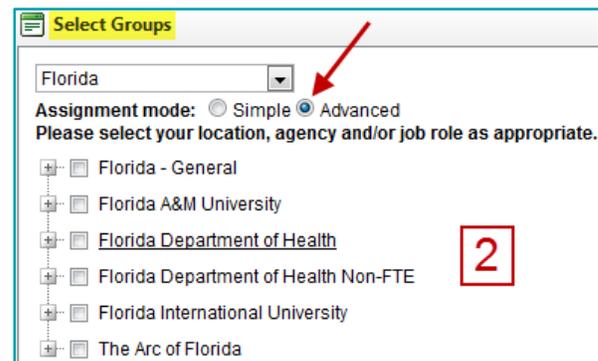
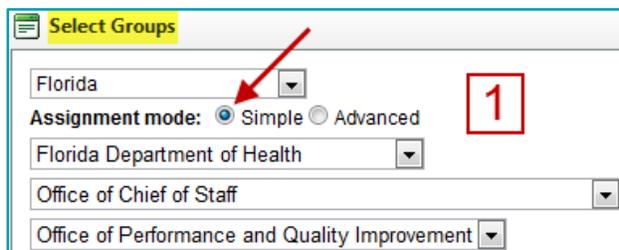




NOTE: Disregard the Remove Groups button, it is not a function used by the DOH for the State Portal feature.

Step 5: After clicking the Select Groups button, the system will open the **Select Groups pop-up window**. The **Assignment mode** will be set to the default – Simple [1].

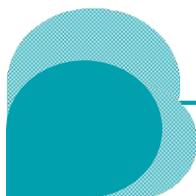
To properly update your groups – change the **Assignment mode** to **Advanced** by clicking on the radio button [2]. The Select Groups window will refresh, and open the check list of TRAIN Florida Groups.



PLEASE NOTE: For the next steps we recommend you use the [DOH TRAIN Florida Groups](#) spreadsheet for guidance.

If you are a **Florida Department of Health employee** (with a People First number) please follow the instructions under [Step 6](#).

If you are a **Florida Department of Health Non-FTE employee** (no People First number assigned) please follow the instructions under [Step 7](#).

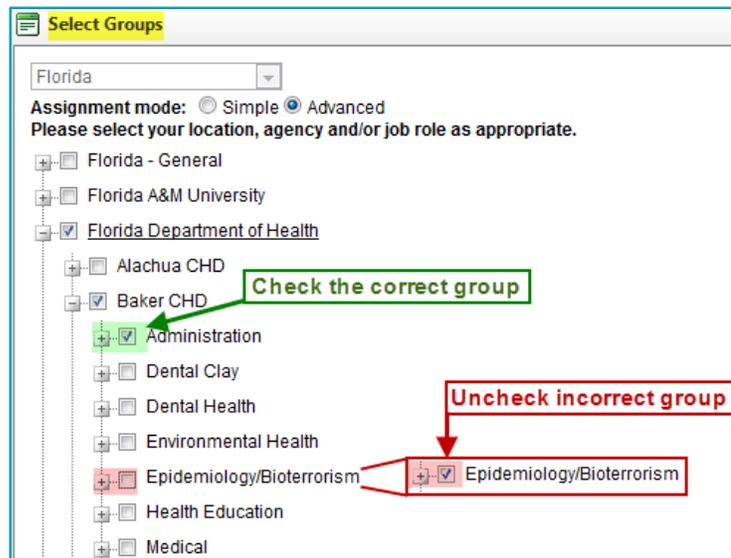


Step 6: DOH Employees - Updating Your TRAIN Florida Groups

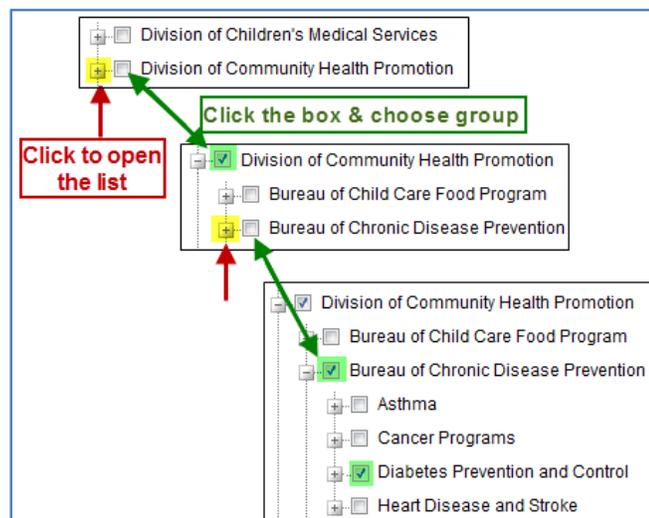
The groups list will already be expanded, and your initial group assignments checked.

NOTE: The DOH TRAIN Florida Groups spreadsheet, **FDOH Groups tab** lists your Department/Division in Column B as Top Level, your Bureau/Section in Column C as Sub-Level and if appropriate your location within your Sub-Level is listed in Column D.

- 6a: The Florida Department of Health grouping must stay checked**
 If you are correcting a grouping error, scroll down to locate the incorrect group level or levels. Click on the check box to **uncheck** the group. Next locate and click to **check the box** next to the correct group. This may be done to as many incorrect groups as needed.



- 6b:** If you are correctly grouped, but have the need to assign your account to an additional group, and/or a sub-level(s) associated with it, scroll to locate the group you would like to add. Next, click on the **plus icon** next to the group name, to open any sub-level lists that may be available.



After locating the group or group levels you would like to add, click to **check the box**  next to the group name. This will add the group to your account, and allow you access to the group specific communications for that group.

6c: After you have completed your changes to your group structure, scroll to the bottom of the groups list, and click the **Submit**  button to save your changes.

The Select Groups pop-up window will close, and you will be returned to the **Groups** tab page. The changes you have made will reflect in your **State Portal** section – **Selected Groups** list.

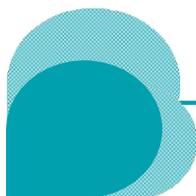
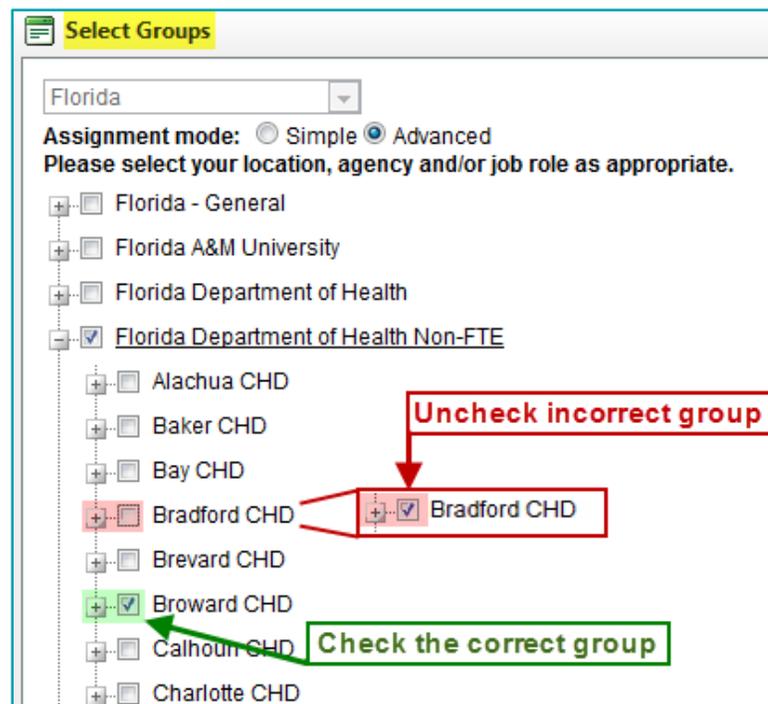
Step 7: DOH Non-FTE Employees - Updating Your TRAIN Florida Groups

The groups list will already be expanded, and your initial group assignments checked. 

NOTE: The DOH TRAIN Florida Groups spreadsheet, **FDOH-Partners-Groups tab** lists your Department/Division in Column B as Top Level, your Bureau/Section in Column C as Sub-Level and if appropriate your location within your Sub-Level is listed in Column D.

Please be aware many Non-FTE groups do not have Sub-Levels or Location levels. Be sure to review the spreadsheet to confirm your group's levels.

7a: **The Florida Department of Health Non-FTE grouping must stay checked**  If you are correcting a grouping error, scroll down to locate the incorrect group level or levels. Click on the check box to **uncheck** the group. Next locate and click to **check the box** next to the correct group. This may be done to as many incorrect groups as needed.



- 7b:** If you are correctly grouped, but have the need to assign your account to an additional group, and/or a sub-level(s) associated with it, scroll to locate the group you would like to add. Next, click on the **plus icon**  next to the group name, to open any sub-level lists that may be available.



After locating the group or group levels you would like to add, click to **check the box**  next to the group name. This will add the group to your account, and allow you access to the group specific communications for that group.

- 7c:** After you have completed your changes to your group structure, scroll to the bottom of the groups list, and click the **Submit**  button to save your changes.

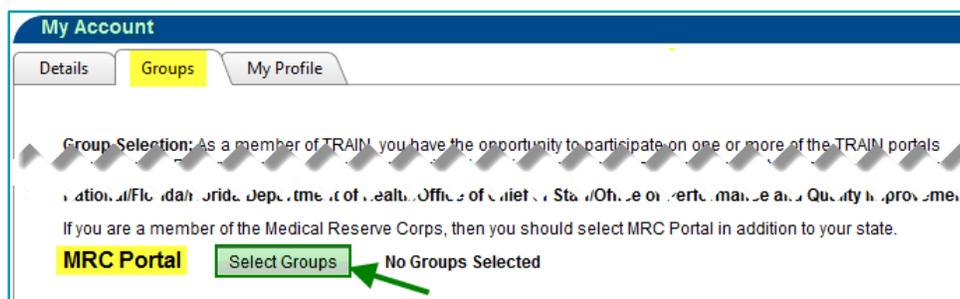
The Select Groups pop-up window will close, and you will be returned to the **Groups** tab page. The changes you have made will reflect in your **State Portal** section – **Selected Groups** list.

Step 8: MRC Portal Group Assignment

The Medical Reserve Corps (MRC) is a national network of local groups of volunteers committed to improving the health, safety, and resiliency of their communities. The Medical Reserve Corps program coordinates the skills of practicing and retired physicians, nurses and other health professionals as well as other citizens interested in health issues, who are eager to volunteer to address their community's ongoing public health needs and to help their community during large-scale emergency situations. For more information on the MRC program, please visit the [Medical Reserve Corps](#) website.

This step will help to guide you if you are a current MRC member, or are interested in MRC trainings and resources, and would like to add an MRC group to your account.

- 8a:** From your **Groups** tab page, locate the **MRC Portal**, and click on the **Select Groups** button.

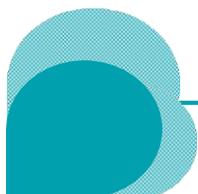
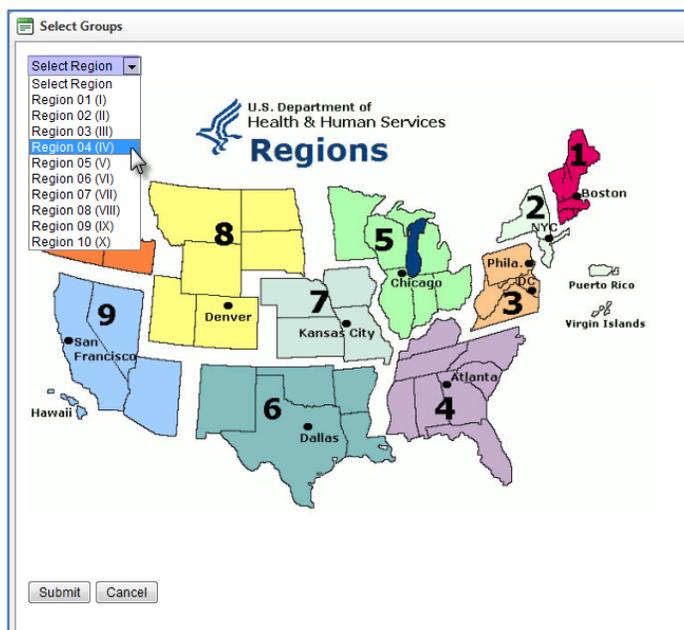


8b: After clicking the Select Groups button, the **Select Groups pop-up window** will open and show a map of the 10 MRC Regions.



8c: To choose your MRC grouping:

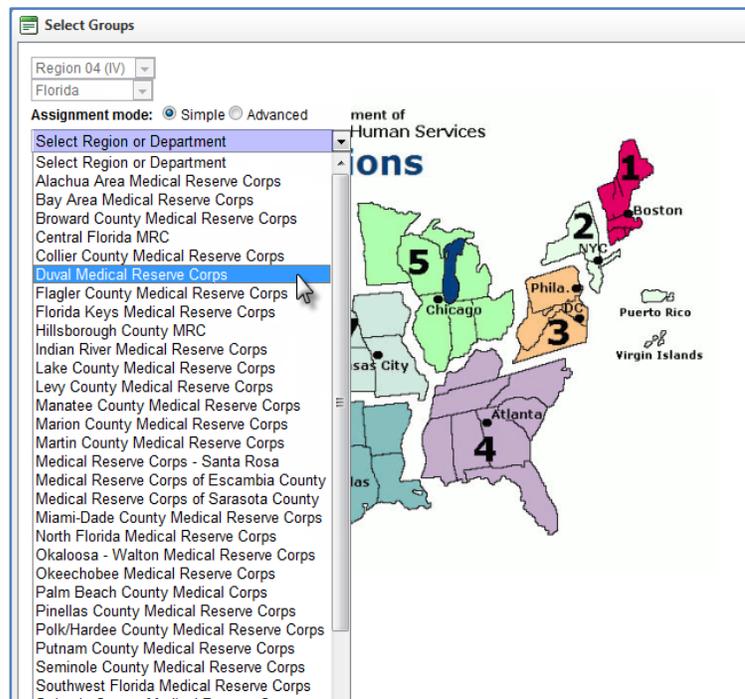
1. Click on the **Select Region** drop down menu, and choose your region. (Florida is in Region 4 - IV)



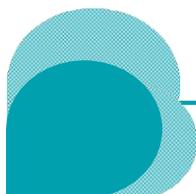
- Click on the **Select MRC State** drop down menu, and choose your state (Florida).



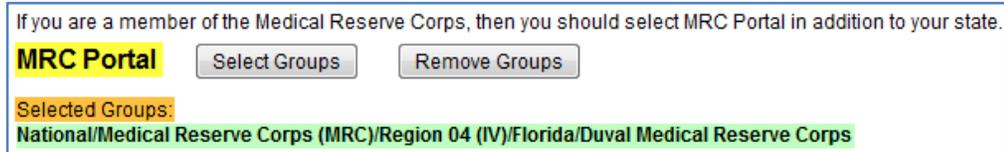
- Click on the **Select Region or Department** drop down menu to assign your regional grouping.



- Once you have completed your choices, click on the **Submit** button at the bottom of the window to save your additions.



- 8d:** The Select Groups pop-up window will close, and you will be returned to the **Groups** tab page. The changes you have made will reflect in your **MRC Portal** section – **Selected Groups** list.



NOTE: To make changes to your MRC Portal groups, you may access and change the Region or Department only, by clicking the Select Groups button. If you find you need to re-assign your Region and State choices, you must click the Remove Groups button to re-set the MRC map menus, then click the Select Groups button to re-access the map make your new choices.

Step 9: CDC Portal Group Assignment

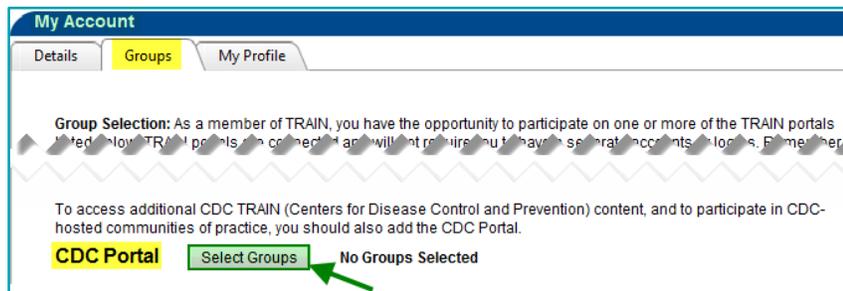
Centers for Disease Control and Prevention (CDC) training is available to learners across the public health community including public health practitioners, healthcare professionals, laboratorians, epidemiologists, first responders, technicians, educators, and students.

To access additional CDC TRAIN content, and to participate in CDC-hosted communities of practice, you can also add the CDC Portal to your groups.

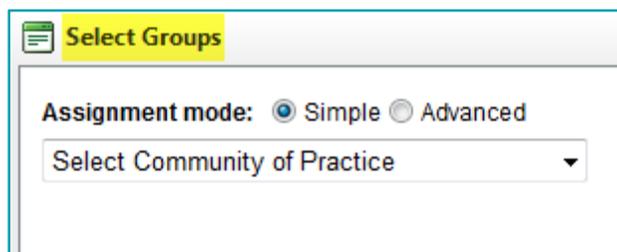
This step will help guide you with adding a CDC group to your account.

NOTE: You will only be able to add your account to one CDC group at a time.

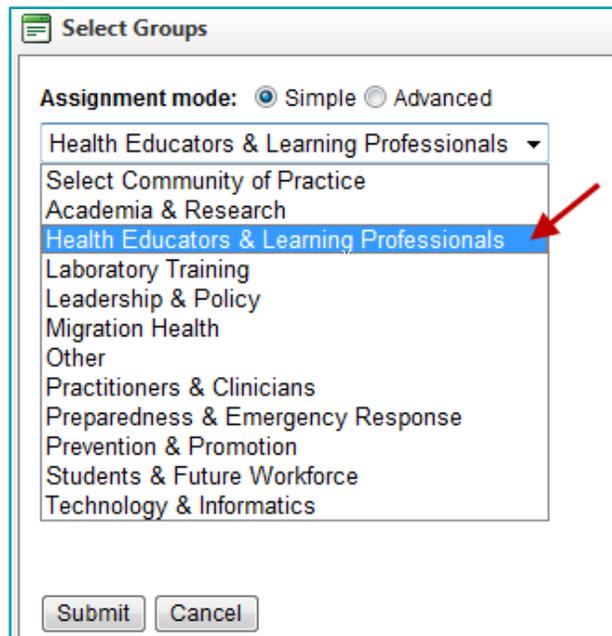
- 9a:** From your **Groups** tab page, locate the **CDC Portal**, and click on the **Select Groups** button.



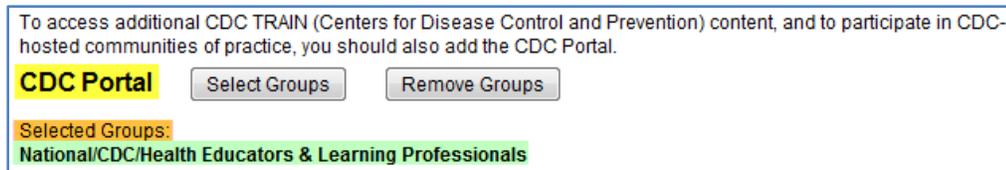
- 9b:** After clicking the Select Groups button, the **Select Groups pop-up window** will open and show the **Select Community of Practice** drop down menu.



- 9c:** Click on the Select Community of Practice drop down menu, and select the group you wish to add. Then click on the **Submit** button to save your addition.



- 9d:** The Select Groups pop-up window will close, and you will be returned to the **Groups** tab page. The changes you have made will reflect in your **CDC Portal** section – **Selected Groups** list.



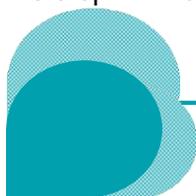
NOTE: To change your CDC Portal group, you can access and change your menu selection, by clicking the Select Groups button. There is no need to use the Remove Groups button in this section.

Step 10: HRSA Portal Group Assignment

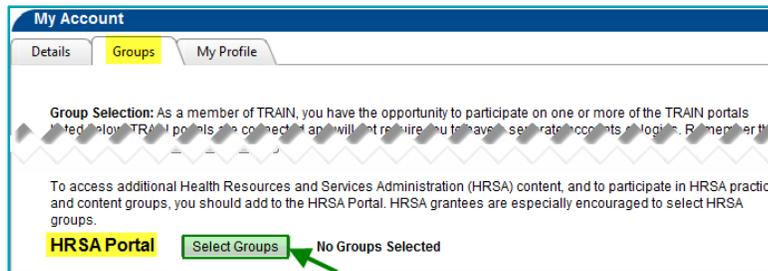
The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services, is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable. HRSA also supports the training of health professionals, the distribution of providers to areas where they are needed most, and improvements in health care delivery.

To access additional HRSA content, and to participate in HRSA practice and content groups, you can also add the HRSA Portal to your groups. HRSA grantees are especially encouraged to select HRSA groups.

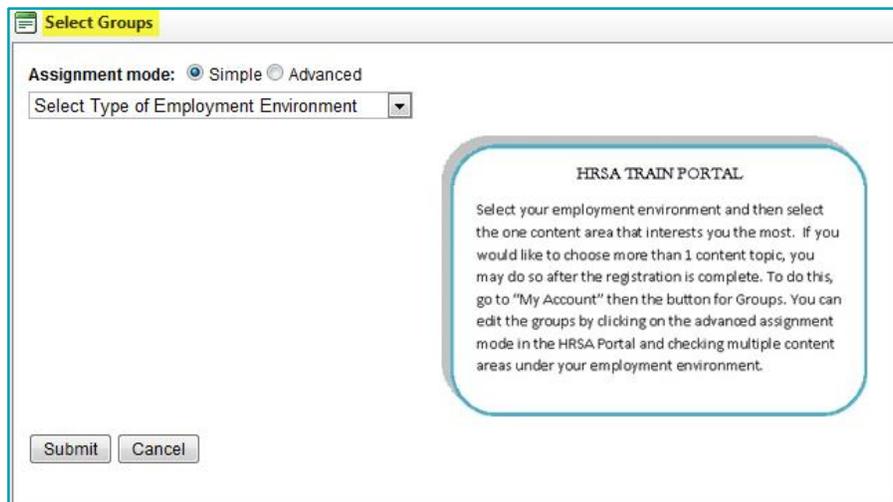
This step will help guide you with adding HRSA groups to your account.



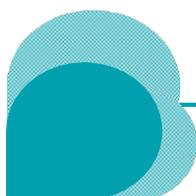
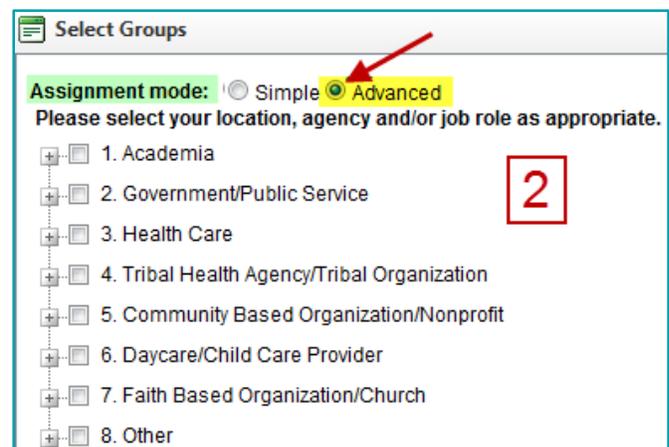
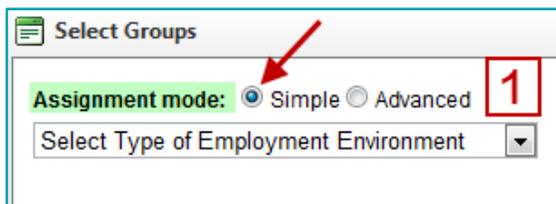
10a: From your **Groups** tab page, locate the **HRSA Portal**, and click on the **Select Groups** button.



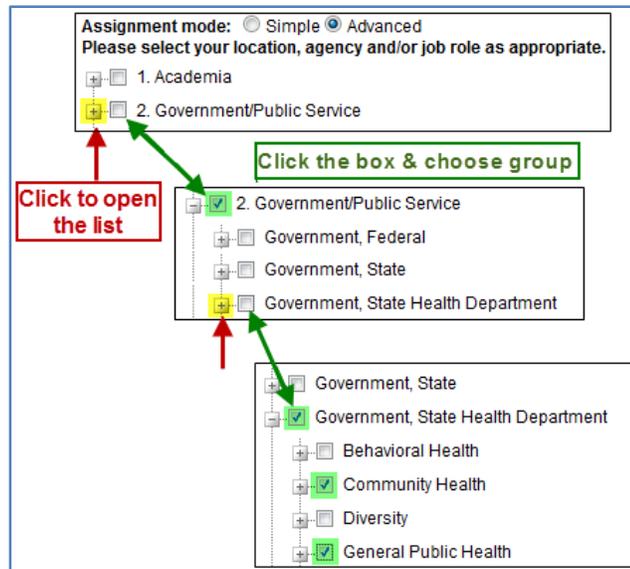
10b: After clicking the **Select Groups** button, the **Select Groups pop-up window** will open and show the **Select Type of Employment** drop down menu and a **HRSA TRAIN Portal** informational text box.



10c: The **Assignment mode** for the groups will be set to the default – Simple [1]. To more easily choose your HRSA groups – change the **Assignment mode** to **Advanced** by clicking on the radio button [2]. The **Select Groups** window will refresh, and open the check list of HRSA Groups.



10d: To assign your account to a HRSA group, and the appropriate sub-levels associated with it, scroll to locate the group you would like to add. Next, click on the **plus icon**  next to the group name, to open any sub-level lists that may be available.



After locating the groups and/or group levels you would like to add, click to **check the box**  next to the group name. This will add the group to your account.

10e: After you have completed choosing your HRSA groups, scroll to the bottom of the groups list, and click the **Submit**  button to save your changes.

10f: The Select Groups pop-up window will close, and you will be returned to the **Groups** tab page. The changes you have made will reflect in your **HRSA Portal** section – **Selected Groups** list.



NOTE: To change or update your HRSA Portal groups, you can access and change your selection, by clicking the Select Groups button. There is no need to use the Remove Groups button in this section.

If you have any questions or concerns regarding locating, accessing, and managing your TRAIN Florida groups, please contact your [Local TRAIN Florida Administrator](#).

