



# How to Download and Complete New Learner Registration Template

It's a New Day in Public Health

The Florida Department of Health (DOH), Office of Performance and Quality Improvement (OPQI) ensures that employees receive the assistance needed to use the learning management system (LMS), TRAIN Florida and manage their trainings effectively.

This guide was created to help Lead and Support LMS Administrators understand their assigned User Manager permissions. The following information will assist with entering learner information in the Learner Registration template, uploading the Learner Registration template, and creating new learner accounts in TRAIN Florida.

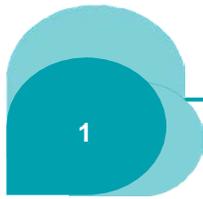
For additional LMS Administrator resources, please visit the [TRAIN Florida Administrator Knowledge Center](#).

## How to Download FDOH Learner Registration Template

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

**Step 2:** On your TRAIN Florida home page - locate and click on the [TRAIN Florida Administrator Knowledge Center](#) link.

The screenshot shows the TRAIN Florida dashboard interface. At the top, there is a navigation bar with links for Home, Competency Assessment, Resources, Discussions, Library, Help, and Administration. A search bar is located on the right side. Below the navigation bar, there are two main sections: Announcements and Dashboard. The Announcements section contains a message about FDOH - Escambia mandatory training due to be completed by 12/31/14, along with a list of training courses. The Dashboard section includes a 'My Action Items' sidebar with links to My Learning, My Certificates, My Training Plans, My Surveys, and My Links. Below this is a 'Training Plan Tools' section with links to Manage Your Training Plans, Progress Summary Graphs, Detailed Progress Report, and Master Training Plan Report. At the bottom of the dashboard, there are several informational links, including 'EMS4Stroke LMS Available for TRAIN Florida Learners!', 'TRAIN Florida Learners Knowledge Center', 'TRAIN Florida DOH Employee Orientation and guide', 'TRAIN Florida Administrator Knowledge Center', 'TRAIN Florida Course Provider Knowledge Center', 'Free Continuing Education Courses in TRAIN Florida', and 'Free Continuing Education Courses Not Listed in TRAIN Florida'. A red arrow points to the 'TRAIN Florida Administrator Knowledge Center' link.





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**Step 3:** You will be redirected to the Administrator Knowledge Center webpage. Click the Forms and Templates section then locate and click on the FDOH Learner Registration Template.

**Administrator Knowledge Center**

Welcome to the Administrator Knowledge Center

Our goal is to provide a user-friendly enterprise while standardizing the Learning Management System (LMS) processes. We accomplish this by providing the TRAIN Florida Administrators with the tools, core competencies, and information to manage trainings and resources.

The Administrator Questions and Answers help the TRAIN Florida Administrator, learn about the TRAIN Florida LMS and get the answers they need.

If you have a question or require further assistance please contact your TRAIN Florida Site Administrator.

**Office of Performance and Quality Improvement**

850-245-4008  
DOHLMSSupport@flhealth.gov  
Fax: 850-922-0462  
Mailing Address: 4052 Bald Cypress Way Bin C-24, Tallahassee, FL 32399-1711

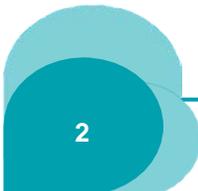
**TRAIN Florida Administrator Resources**

- ADMINISTRATOR QUICK TOOLS
- TRAIN FLORIDA LMS SUPPORT DOCUMENTS
- FORMS AND TEMPLATES**
  - Forms**
    - FDOH TRAIN Florida Administrator Request Form - Requirements - Admin Roles & Permissions
    - Report Request Form - Instructions - Report Chart
    - Training Review Rubric
  - Templates**
    - FDOH Learner Registration Template - Instructions**
    - FDOH Learner Completion Template - Instructions

**Step 4:** When the template is done downloading and you have saved the file, click Open. The file will automatically open as a Microsoft Excel spreadsheet.

**NOTE:** Do not change any of the column titles or learner upload will **NOT** work.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Login	Password	Last Name	First Name	Middle Name	Email	Title	Organization	Department	Bureau/Section	Address 1	Address 2	City	Country	State	County	Zip	Phone daytime	Extension
													United States	Florida				





## How to Enter Learner Information in the Learner Registration Template

**NOTE:** Enter as much requested information about the learner as possible into the Learner Registration template.

**Step 1: Login** (column B): This is a mandatory field. Enter the Login name for the learner.

Per current naming conventions, the Login must meet one of the following conditions:

- If the learner is a Florida Department of Health (FTE) employee, including OPS, and has an approved People First ID number, enter that number (1).
- If the learner is a DOH Non-FTE volunteer, contractor, intern, or is a FTE but has not yet been assigned a People First number, use the naming convention, Firstname.Lastname – Example: John.Smith\*\*

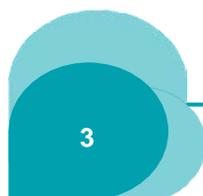
**NOTE:** \*\* For FTEs without People First numbers this is a temporary Login Name, until the People First number is assigned. You will need to update the account when the number has been assigned.

	B	C	D
1	Login	Password	Last Name
2	100000	←	1
3	John.Smith	←	
4			
5			2
6			
7			

**Step 2: Password** (column C): **Leave this field blank.** When the learner signs into TRAIN, they will be prompted to choose a password.

**Step 3: Last Name** (column D) and **First Name** (column E): These are mandatory fields. Enter the legal last and first name of the learner - **Do not use nick names.** Enter the middle name or initial of learner, if known (column F).

D	E	F
Last Name	First Name	Middle Name
Smith	John	Adam





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**Step 4: Email** (column G): This is a mandatory field. Enter learner's valid, working email address. DOH employees must use their assigned DOH email address.

**NOTE:** Email address must be a valid working address.

If the employee is an intern, contracted employee, or volunteer a valid personal email address may be used.

If a FTE or OPS employee does not have an assigned DOH email address at the time of upload, a personal address may be used as a place holder, but should be updated as soon as the DOH email address is available.

Middle Name	Email
Correct →	<a href="mailto:John.Smith@flhealth.gov">John.Smith@flhealth.gov</a>
Correct →	<a href="mailto:Sillybird78@gmail.com">Sillybird78@gmail.com</a>
Incorrect →	<a href="mailto:John.smith@flhealth.com">John.smith@flhealth.com</a>

**Step 5: Title** (column H): Enter learner's official job title – Example: Administrative Assistant I or Registered Nurse Contractor. **Do not abbreviate job titles.**

**Step 6: Organization** (column I): This is a mandatory field. If the learner is a DOH Employee, including OPS, select Florida Department of Health from the dropdown box (1).

If the Learner is not a DOH employee - volunteers, contractors, and interns - select Florida Department of Health Non-FTE in the dropdown box (2).

H	I	J	K
Title	Organization	Department	Bureau/Section
Administrative Assistant I			
	Florida Department of Health		1
	Florida Department of Health Non-FTE		2

**Step 7: Department** (column J): Select the learner's Division, Program Area or County Health Department from the dropdown box.

H	I	J	K
Title	Organization	Department	Bureau/Section
Administrative Assistant I	Florida Department of Health		
		Alachua CHD	
		Baker CHD	
		Bay CHD	
		Bradford CHD	
		Brevard CHD	
		Broward CHD	
		Calhoun CHD	
		Charlotte CHD	





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**Step 8: Bureau/Section** (column K): Enter learner's Offices, Bureaus and Regional Offices – Please enter full title. Example: Bureau of Communicable Disease. **Do not abbreviate titles except for CMS, CPT and SATP**

I	J	K	
	Department	Bureau/Section	Address
Department of Health	Division of Disease Control & Health Protection	Bureau of Communicable Disease	

**Step 9:** Columns L-R

- Address 1:** This is a mandatory field. Enter learner's work address. Spell out street names and designations.
- Address 2:** Use this field for Suite numbers, Rooms, Office numbers, etc. if needed.
- City:** Enter learner's city, in relation to the work address.
- Country:** The learner's country will already be entered in the Country field. If not – Select United States from the dropdown box.
- State:** The learner's state will already be entered in the State Field. If not – Select Florida from the dropdown box.
- County:** Select learner's county, in relation to their workplace, from the dropdown box.
- Zip:** This is a mandatory field. Enter learner's 5-digit work zip code.

Bureau/Section	Address 1	Address 2	City	Country	State	County	Zip
<b>Correct</b> →	4052 Bald Cypress Way		Tallahassee	United States	Florida	Leon	32399
<b>Incorrect</b> →	4052 Bald Cypress Way		Tallahassee	US	FL	Leon	32399

**Step 10: Phone daytime** (column S): Enter learner's daytime work phone –or primary contact number. **Do not use parenthesis for the Area Code.** If applicable, enter the learner's work extension number (column T).

Q	R	S	T
County	Zip	Phone daytime	Extension
<b>Correct</b> →		850-245-4444	2161
<b>Incorrect</b> →		(850) 245-4444	





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**Step 11:** Save a copy of the completed template, with a new title, in an appropriate folder on your computer to be used for upload process.

**NOTE:** You may enter as many learners as needed on the same template but they must have the same Organization and Department information for the upload to be successful.

For the **Learner Registration Template Quick Guide** please click [here](#).

If you have any questions or need assistance regarding finding, downloading, or completing the FDOH Learner Registration Template please contact the **DOH LMS Site Administrators** via email at [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov) or by phone at **850-245-4008**.

