



# TRAIN Florida Learner Tutorial Guide

## How to Manage the My Links Tool

February 2014

*Your Comprehensive Guide to Navigating TRAIN Florida*

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.



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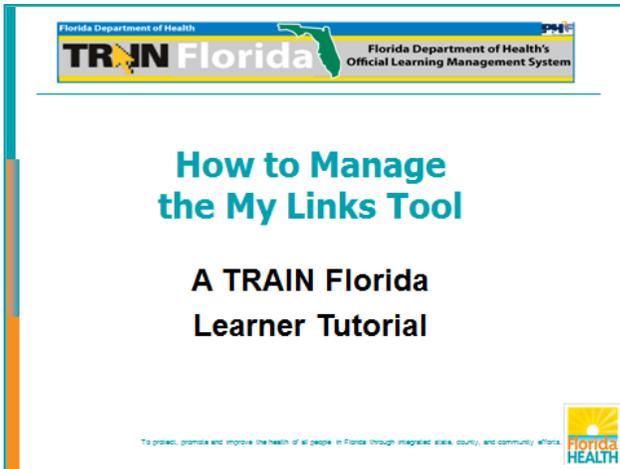




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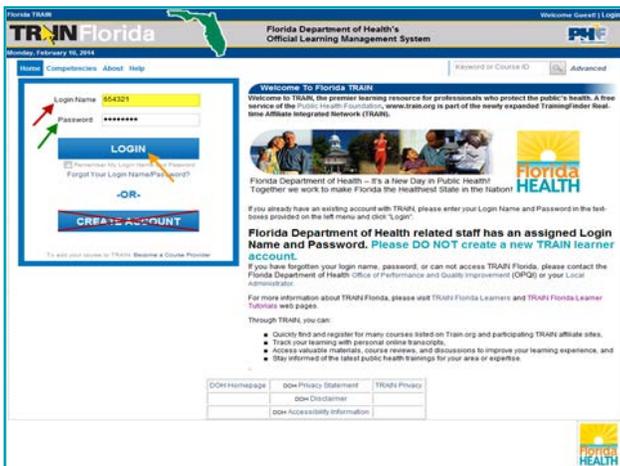
### Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Manage the My Links Tool.

We are going to review how to locate, access, and manage the My Links tool in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

### Slide 2 – Log in to TRAIN Florida

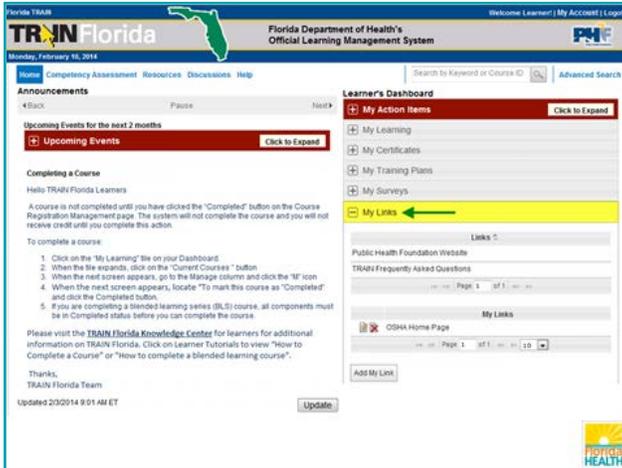


As a current user of TRAIN Florida you must log in to access the My Links tool. Enter your Login Name and chosen personal password, and click on the blue Login button.

If you have forgotten your Login Name or Password, click on the "Forgot Your Login Name/Password?" link and follow the directions.

**NOTE:** Are you a new user to TRAIN Florida? If so please exit this presentation and view the How To Log In to TRAIN Florida learner tutorial before accessing your account.

### Slide 3 – TRAIN Florida Learner Home Page – The My Links Tool Menu



If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

The TRAIN Florida My Links tool gives TRAIN Florida users an access point to the Public Health Foundation (PHF) website as well as to TRAIN National FAQ documents.

It is also a tool where users can choose to save links to websites they find useful or informational in regards to their trainings or professions.

To locate and access the My Links tool, go to your Learner Dashboard, and click on the My Links tile to open the menu.

### Slide 4 – TRAIN Florida Learner Home Page – The My Links Tool Menu II



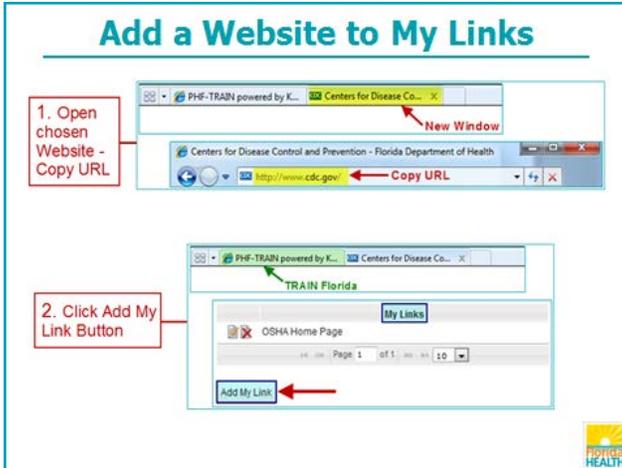
The My Link tool shows two sections, Links and My Links.

The Links section lists a link to the Public Health Foundation (PHF) Website, and a link to TRAIN Frequently Asked Questions. The TRAIN FAQ link leads to the TRAIN National Resources listing of several TRAIN system FAQ documents – these documents **DO NOT address TRAIN Florida specific questions.** To open the links, click on the title, the pages will open in new browser windows.

**NOTE:** If you have questions regarding TRAIN Florida **do not contact PHF**, please contact your [DOH LMS Local Administrator](#) or the [DOH LMS Support team](#) for help.

The My Links section gives you the ability to save links to websites of interest to your trainings, or profession that you would like easy access to, from TRAIN Florida, in the

Slide 5 – Add a Website to My Links



There are four basic steps to add a website link to your My Links section. You should be logged into TRAIN Florida to begin the steps.

1. Open your chosen website in a new browser window and copy the URL (web address). Do not close TRAIN Florida.
2. Go back to the TRAIN Florida page tab. Go to your My Links tool, open it and click on the Add My Link button.

Slide 6 – Add a Website to My Links II



3. After you click the Add My Link button, the Add My Link pop-up window will open. Enter the name of the webpage/link in the Link Name field. Next enter/paste the copied URL into the Link URL field.
4. Click the Add Link button. The link will be added to the My Links section.

After a link has been added to this list, you may edit or delete the links as needed using the icons next to the link name.

Slide 7 – End Slide – Contact Information – Thank You!



Florida Department of Health  
**TRIN Florida** Florida Department of Health's  
Official Learning Management System

**Have Questions? Contact Us!**

DOH LMS Administrators

Or

**DOH LMS Support - OPQI**  
Email - [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)  
Phone - 850-245-4008

**Thank You!**

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



If you have any questions or concerns regarding how to manage the My Links tool in TRIN Florida, please contact your [DOH LMS Local Administrator](#) or DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI):

via email at [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)

or by phone at 850-245-4008.

Thank you for taking the time to learn more about the TRIN Florida system.

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