



TRAIN Florida Learner Tutorial Guide

How to Log In to TRAIN Florida

June 2013

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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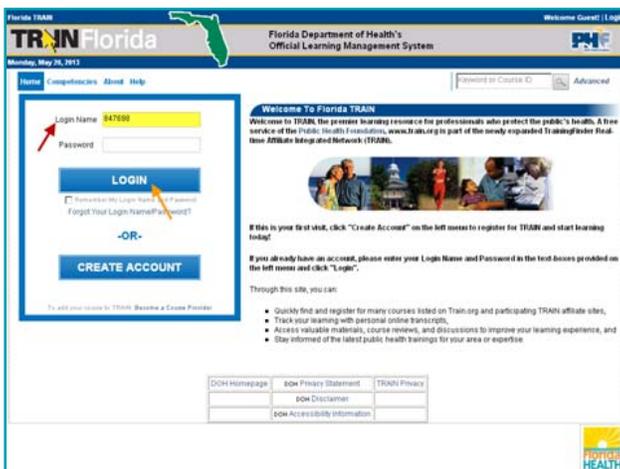
Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Log In to TRAIN Florida.

We are going to review the login process for the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Logging In To TRAIN Florida



As a DOH TRAIN Florida learner, you should have received an e-mail from the TRAIN Florida system (workforce@doh.state.fl.us [phf_admin@train.org]) that included your TRAIN Florida login name.

Your login name will be the same as your user name for the previous DOH LMS, Trak-It. Either your People First number, or your first name, underscore, last name. You will be prompted to choose a personal password once you are in the system.

If you are a new user and this is your first time logging into TRAIN Florida, enter only your Login Name in the **Login Name** field, and click the blue Login button.

NOTE: If you are a current user of TRAIN Florida, 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.

Slide 3 – Learner Account Update



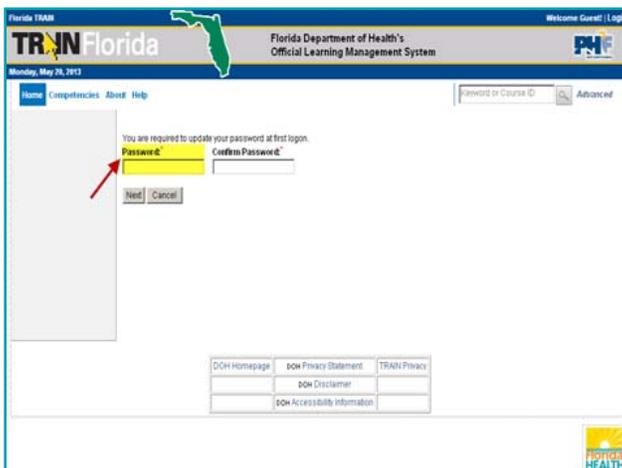
If this is your first time logging in to TRAIN Florida, the system will take you to your learner account information and prompt you to complete any missing information.

A red asterisk (*) will mark all fields with system required information. If a field marked with an asterisk is blank, be sure to enter the requested information.

The first update screen will ask you to agree to TRAIN Florida policies, and choose a security question and answer. To continue, click the Next button.

NOTE: If you are a current user of TRAIN Florida and have logged in successfully, you will be on the TRAIN Florida home page and you need not continue viewing this module.

Slide 4 – Learner Account Update II



You will now be required to choose a personal password for TRAIN Florida.

Be sure to make note of your password for future log in purposes.

Then click the Next button.

Slide 5 – Learner Account Update III

Once you have chosen your password, and clicked the next button, you will be on the main learner information page.

This is the My Account feature of TRAIN Florida, it is where your learner account information is kept.

Because you were registered in TRAIN Florida by the DOH LMS Site Administrators, much of your information will already be completed. Please review the existing information. Up to date information in your learner account helps DOH maintain accurate training and reporting records.

If you find any errors in your information, please **do not** correct the information. Notify your DOH LMS Local Administrator immediately to have the error corrected.

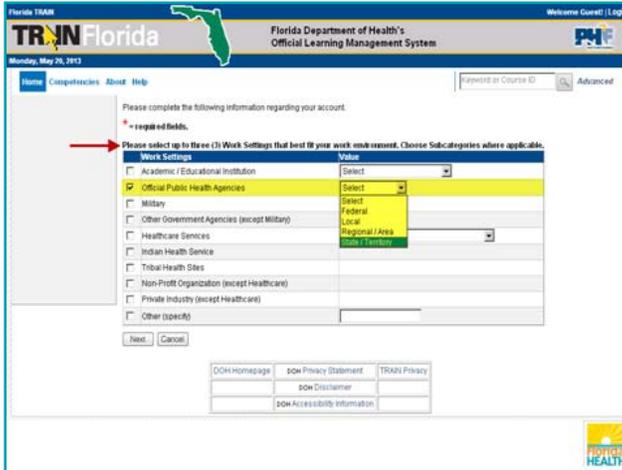
Update the Title field with your current DOH position title, be sure to use spell case. Next use the drop down menu in the County field to select your county. When finished, click the Next button.

Slide 6 – Learner Account Update IV

On the next information page you will be asked to choose at least one Professional Role.

Review the list, and choose the role that best matches your DOH job category. Click the check box next to that role. If the role you choose has a drop down menu, be sure to select the title best suited for your job duties. When you have completed your choices, click the Next button.

Slide 7 – Learner Account Update V

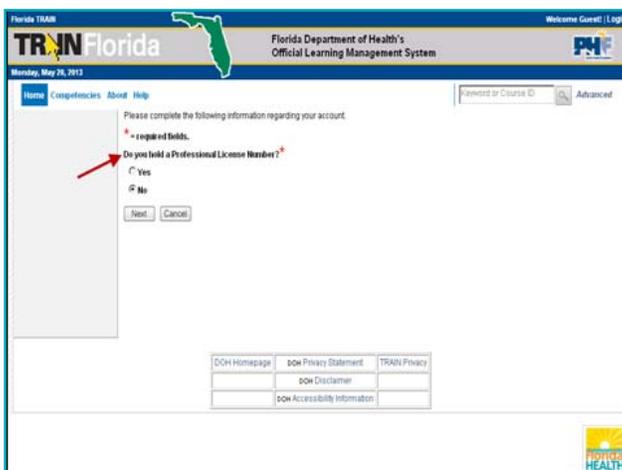


On the next page you will be asked to choose at least one Work Setting.

All DOH employees must choose **only** the Official Public Health Agencies setting. Check the box next to this work setting, then use the drop down menu and select the State/Territory classification. **Please do not select any other work settings.** When you have completed this screen, click the Next button.

NOTE: If you need clarification on your Professional Role or Work Setting please refer to the TRAIN Florida Learner Guide, or ask your DOH LMS Local Administrator.

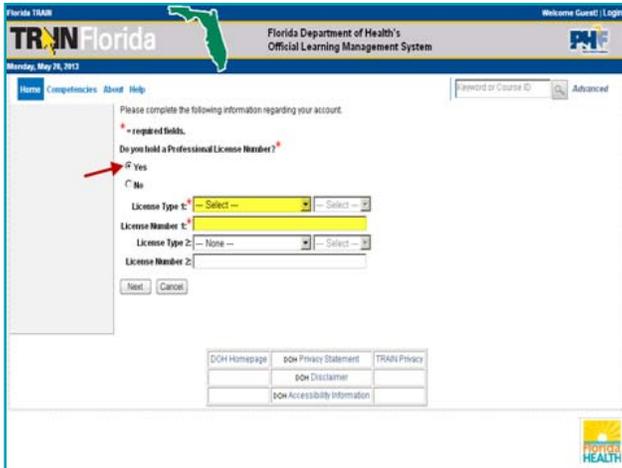
Slide 8 – Learner Account Update VI



The final update page asks you for information regarding any professional licensing information you may have.

If you do not currently hold any professional licenses, click the circle next to No, and then click the Next button.

Slide 9 – Learner Account Update VII

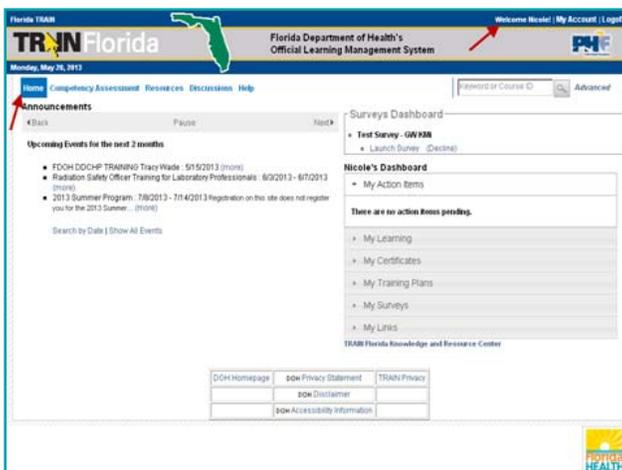


If you currently hold one or more professional licenses, click the circle next to Yes. You will be directed to a new page that will ask you for the type of license you hold, and the number of that license.

Use the drop down menu in the License Type 1 field to choose your license type, and enter the number into the License Number 1 field. If you hold another license repeat the previous directions for the next set of fields.

When you have completed entering your information, click the Next button.

Slide 10 – The TRAIN Florida Home Page

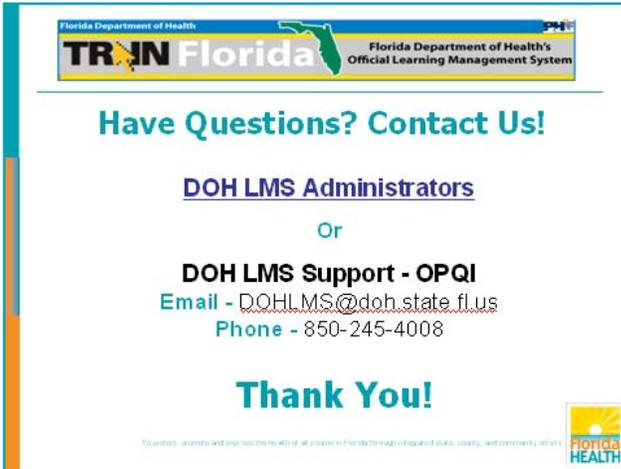


Upon completion of your TRAIN Florida Learner Account information, you will be taken to your TRAIN Florida learner home page.

If this is your first log in to TRAIN Florida, you may be prompted to receive e-mails from the TRAIN system. DOH strongly recommends that you choose to do so.

You are now fully logged in and ready to begin using the official DOH LMS TRAIN Florida.

Slide 11 – End Slide - Contact Information



Florida Department of Health
TRAIN Florida
Florida Department of Health's
Official Learning Management System

Have Questions? Contact Us!

DOH LMS Administrators

Or

DOH LMS Support - OPQI
Email - DOHLMS@doh.state.fl.us
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 the log in process for TRAIN 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 DOHLMS@doh.state.fl.us or by phone at 850-245-4008.

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

END