



TRAIN Florida Learner Tutorial Guide

How to Manage a Learner Account

August 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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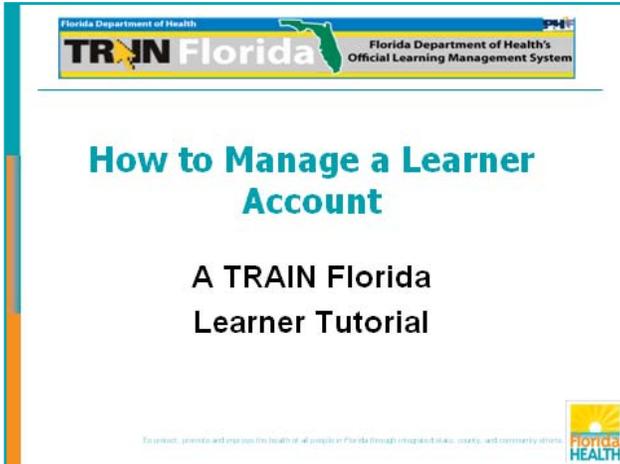




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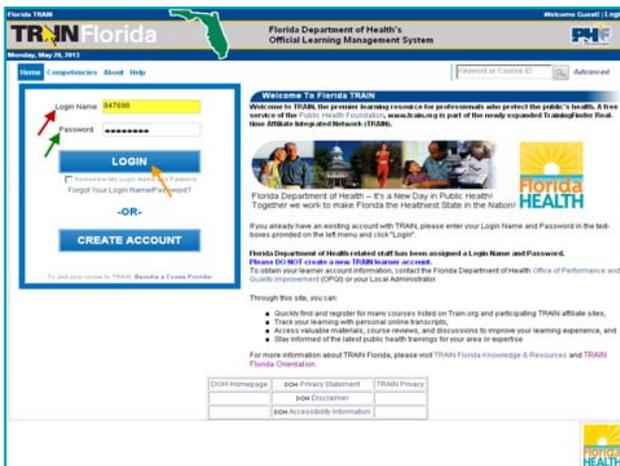
Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Manage a Learner Account.

We are going to review how to manage your learner account information in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Log In To TRAIN Florida

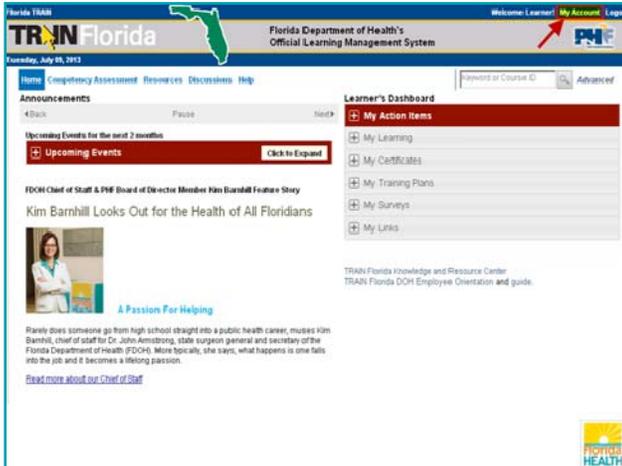


As a current user of TRAIN Florida you must log in to withdraw from a course. Enter your Login Name and chosen personal password, and click on the blue Login button.

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 searching for a course.

Slide 3 – TRAIN Florida Learner Home Page

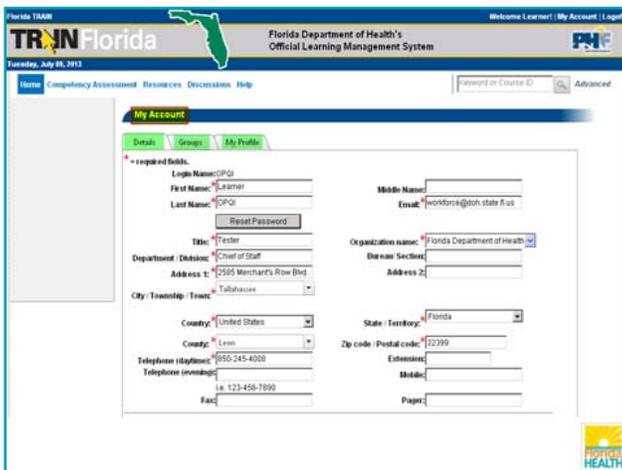


If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

To locate your learner account information, locate and click on the My Account link, in the upper right corner of the page.

NOTE: Step by Step written instructions for updating your learner account Details and My Profile pages can be found on the TRAIN Florida Knowledge and Resource Center Learner home page. Look for the TRAIN Florida Account Update Instructions link.

Slide 4 – TRAIN Florida My Account Page



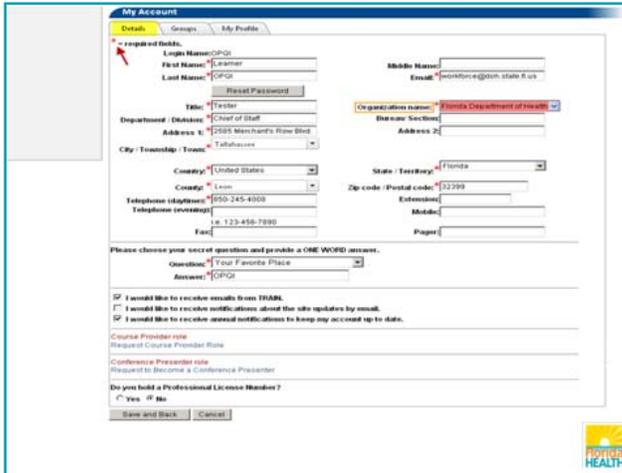
You should now be on your TRAIN Florida My Account page.

The default page for this feature will show you your learner account Details, and give you access to your Groups and your My Profile pages. Please note: the Save and Back button at the bottom of the screen will save your account changes and send you back to your home page. Be sure to complete all of your updates before saving.

Let's review how to manage the information in each of these tabs.

Slide 5 – TRAIN Florida My Account Page - Details

The My Account Details page, gives you access to your personal professional account information.



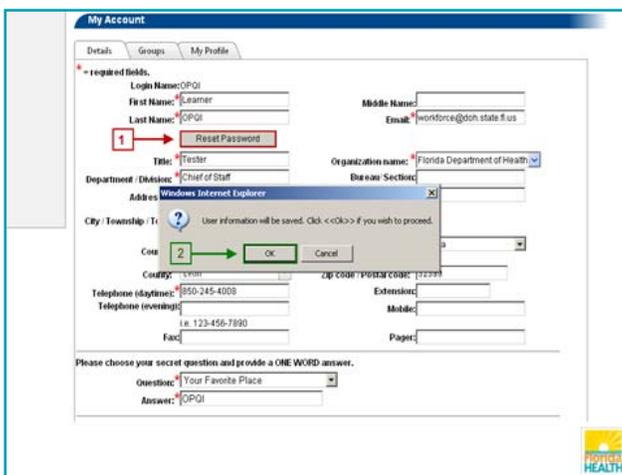
Please note that all information fields marked with a red asterisk (*) contain required system information, and must be filled in. Also the Organization name field must show and remain Florida Department of Health.

From this page you can update or edit your name, position title, work address, phone number, e-mail address, TRAIN Florida security question, and add or remove a professional license number.

You can also change your choice to opt-in or opt-out of receiving e-mails from TRAIN Florida. DOH recommends that all employees receive TRAIN Florida emails, as they will be used to send important information regarding the system.

Another important feature of this page, allows you to reset your TRAIN Florida password at your discretion.

Slide 6 – TRAIN Florida My Account Page - Details II

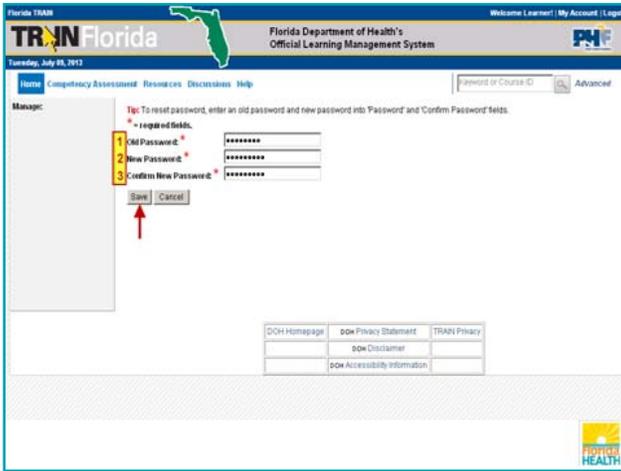


To reset your TRAIN Florida password, click on the Reset Password button.

A message window will open to let you know that the user information will be saved, and ask you to click OK if you wish to proceed to navigate away from the page.

Click the OK button.

Slide 7 – TRAIN Florida My Account Page - Password Reset



After you have clicked the OK button, you will be directed to a page to reset your password.

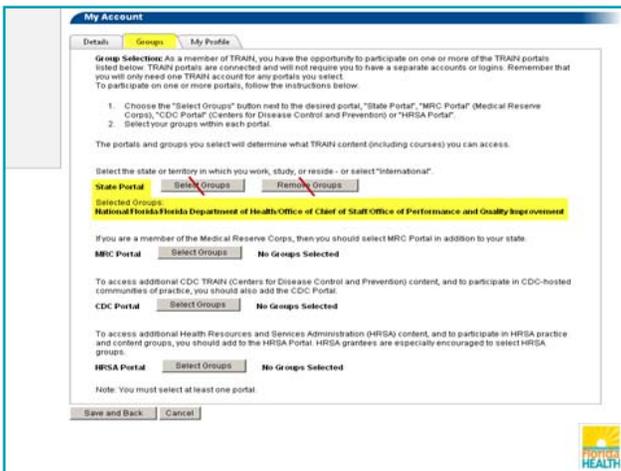
To reset your password, enter your current password into the Old Password field. Then enter your new password into the New Password and Confirm New Password fields.

NOTE: the fields will not show your chosen letters and numbers, only dots to maintain safety.

After you have filled in all of the fields, click the Save button.

You will be directed back to the Details page.

Slide 8 – TRAIN Florida My Account Page - Groups



The Groups tab allows you access to review your TRAIN Florida groups assigned to you by the TRAIN Florida Administrators. The assigned groups are listed under the State Portal/Selected Groups section on the screen.

The group assignment provides learners with access to different resources in the TRAIN Florida system, including announcements, discussion boards, resources and courses.

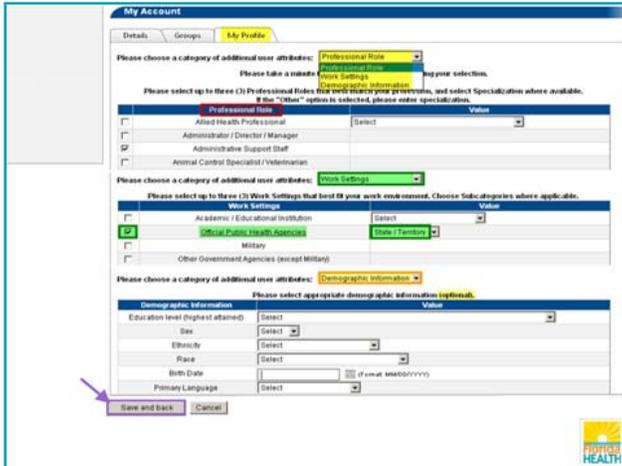
We highly recommend that you do not make changes, once your groups have been assigned. The DOH LMS Support team and your Local Administrators will track and update TRAIN Florida groupings using current DOH data sources.

If your DOH job duties require trainings in regards to the Medical Reserve Corp (MRC), Centers for Disease Control and Prevention (CDC) and or the Health Resources and Services Administration (HRSA) you can access and add yourself to the TRAIN Florida groups specific to these trainings, simply click on the Select Groups button next to the Portal appropriate to your needs. For questions regarding the MRC, CDC, and HRSA Portals contact your local TRAIN Florida Administrator or the DOH LMS Support Team.

To learn more about TRAIN Florida Groups, and how they are assigned, please visit the TRAIN Florida Knowledge and Resource Center Learners page.

Slide 9 – TRAIN Florida My Account Page - My Profile

The My Profile tab, allows you to edit or update your Professional Role, Work Settings, and Demographic Information settings via a drop down menu. Each choice will refresh the screen and bring up the chosen information list. These settings help to narrow down learner information for more efficient reporting.



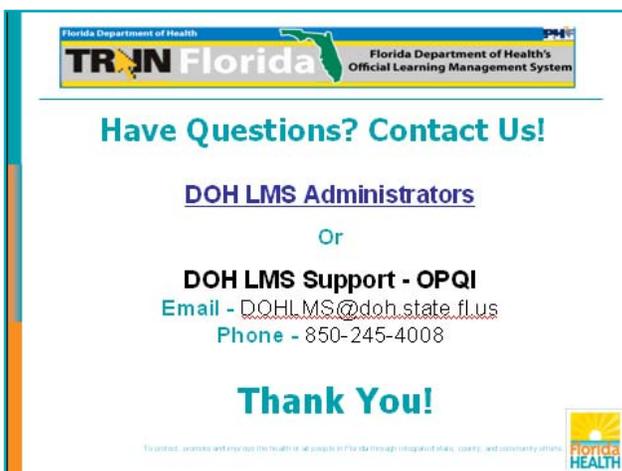
The Professional Role screen is the default screen for the My Profile tab. This screen will allow you to update your current position description. Please choose the role(s) closest to your primary DOH classification.

The Work Setting screen lists workplace descriptions. All Department employees must choose **Official Public Health Agencies, and State/Territory** as their primary work setting. While up to three may be chosen, this setting must be one of them.

The Demographic Information screen and the information it requests is optional. While the information will be useful for Department reporting, it is not required in order to protect your privacy. You may fill out as many or as few of the fields as you choose.

After all of your account edits or updates are completed, click the Save and Back button to save your information and end your edit/update session to be returned to your TRAIN Florida learner home page. The buttons are located at the bottom of all of the My Account screens.

Slide 10 – End Slide - Contact Information



If you have any questions or concerns how to manage your learner account information in 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.