Creating a TRAIN Florida Account

It's a New Day in Public Health

Step 1: Go to the TRAIN Florida log in page – https://fl.train.org

We recommend adding this page to your Favorites list, so you can navigate back to it easily in the future.

Click on the Create Account button.

Step 2: The next page is a list of TRAIN policies. Please review this list. You must agree to continue. Click to check the box next to I Agree to these TRAIN Policies – Click the Next button

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration. Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies
1. General Policies and Liability Terms
2. Confidentiality Statement
3. Learner Rights and Responsibilities
4. Course Provider Rights and Responsibilities
5. Definitions

Step 3: The next page is your account information entry page.

All information required by the TRAIN system will be marked by a red asterisk ★ the system will not let you continue if you leave one of the required fields blank.

Please fill in all text fields using Spell Case (Example: John Smith / Jones Avenue) and use full words whenever possible – limit use of abbreviations or acronyms.

We recommend leaving the “I would like to receive emails from TRAIN” box checked. The system will use it to send confirmations and information regarding your courses and account.
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When you have finished entering your account information – Click the Next button.

Step 4: The next page is the Group Selection page.

Everyone with an account in TRAIN Florida must be assigned to at least one group. System resources including training courses, announcements, discussion boards, etc. can be tailored for specific group visibility and access. Your group choice opens your access to these resources.

You may choose to group your account in more than one category, however to simplify your account creation we highly recommend you choose a single group to start.

After your account is created, you may add more groups. Here is a link to a help document to guide you in adding a group – How Do I Assign/Update My TRAIN Florida Groups?
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Locate the **State Portal** section – Click the **Select Groups** button.

A. The **Select Groups** window will open over the Group Selection page. The state will be set to Florida in the first field, populated from your account information. Use the **Select Affiliation** drop down menu – **Click on Florida – General**.

Click the **Submit** button. The Select Groups window will close.
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B. The Group Selection page will now show your group assignment Florida - General under the State Portal – Selected Groups.

Click the Next button.

Step 5: The next page is the Professional Roles page.

Review the list and choose the role(s) closest to your primary job classification. Use the drop down menus to choose a sub-category role where appropriate. If you choose Other, be sure to specify using the appropriate field. **You must choose at least one role**, but you may choose up to three (3).

Check the box next to your chosen role(s) – Click the Next button.
Step 6: The next page is the **Work Settings** page.

Review the list and choose the role(s) closest to where you are currently employed. Use the drop down menus to choose a sub-category setting where appropriate. If you choose Other, be sure to specify using the appropriate field. **You must choose at least one setting**, but you may choose up to three (3).

**Check the box** next to your chosen work setting(s) – Click the **Next** button.

Step 7: The next page is the **Demographic Information** page.

Entry of this information is **optional**. You may choose to enter as much or as little information as you choose.

**NOTE:** This information is kept secure, for use only by the vendor for reporting and system improvement purposes.

**When you are finished** – Click the **Next** button.
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Step 8: The next page asks if you hold a **professional license number**.

If you do not hold a license – Click the button next to No and click the Next button.

If you would like to add licensing information – click the button next to Yes.

**NOTE:** If you are a licensed professional, entry of this information ensures CE credit courses taken in TRAIN Florida, will be reflected properly on your TRAIN Transcript. You may enter multiple license numbers if needed.

The screen will refresh and open the License Type fields.

- Use the drop down menu in the License Type 1 field to choose your license type. Choose the proper title in the Select field if appropriate.
- Next enter your license number into the License Number 1 field.
- Repeat in the Type 2 fields if you have another.

When you are finished – Click the Next button.

Step 9: If you have chosen more than one Professional Role or Work Setting the **User Attribute Primary Selection** screen will open. **

Choose a primary attribute in the drop down menu.

** You will not see this screen if you have chosen one Professional Role, and one Work Setting.
Hello, Jane
Your NEW ACCOUNT has been created.

Click on Continue button to register for your course.

To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message.

You have successfully created an account in TRAIN Florida!

After you click the Continue button, you will be taken to your TRAIN Florida learner home page. From this page you have access to all of the resources and features TRAIN Florida has to offer.

We recommend viewing the TRAIN Florida Learner Orientation video.

Though parts of this presentation will not specifically apply to you as a Florida - General user, it will provide guidance on the basic functions and features of the TRAIN Florida system, as well as the tools designed by the TRAIN Florida Support Team to help you use this system.

The TRAIN Florida Learner Knowledge Center web pages are a valuable resource for help with TRAIN Florida. If you have any questions you cannot answer using this resource, please contact the TRAIN Florida Support Team at DOHLMSSupport@flhealth.gov.