

## Registering for 2019 Infectious Substances Packaging & Shipping Training in TRAIN 3.0

(Note: non-FDOH users may have a slightly different screen layout.)

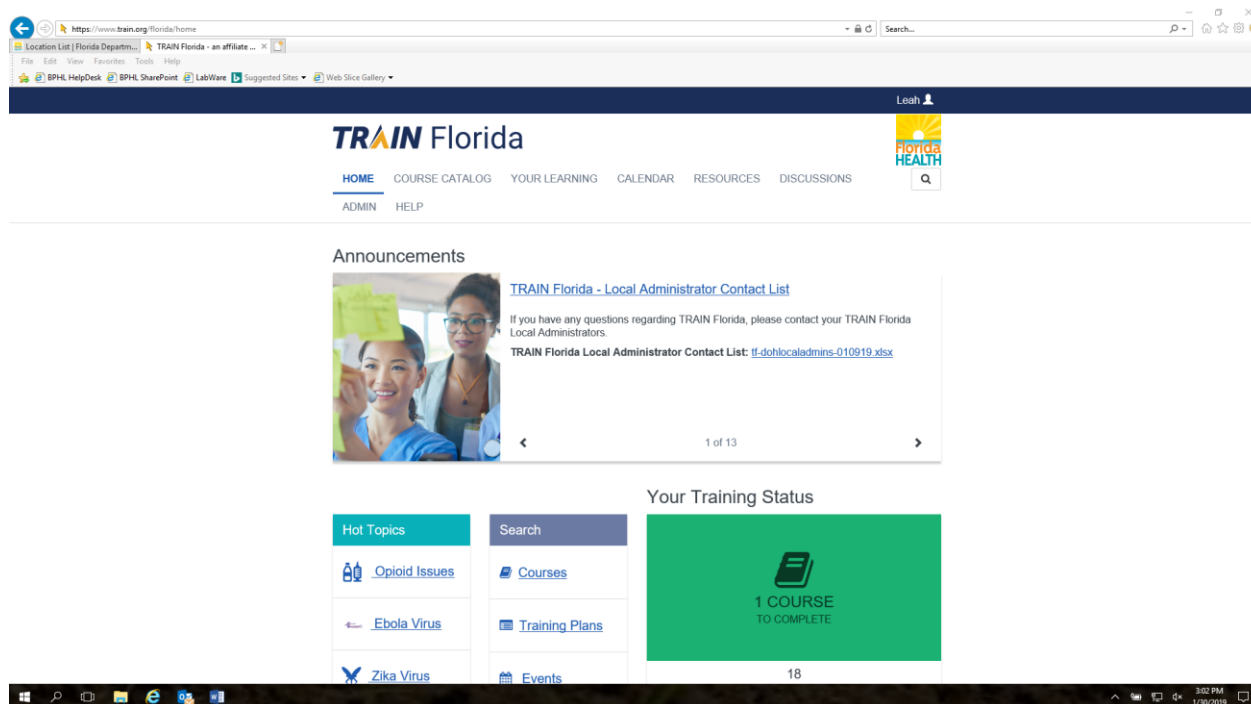
Stuck or still need help? Contact [betty.wheeler@flhealth.gov](mailto:betty.wheeler@flhealth.gov) for Panhandle and North Florida classes, or [leah.kloss@flhealth.gov](mailto:leah.kloss@flhealth.gov) for Central and South Florida classes.

**Step 1: Log into TRAIN** at <https://fl.train.org/Desktopshell.aspx>

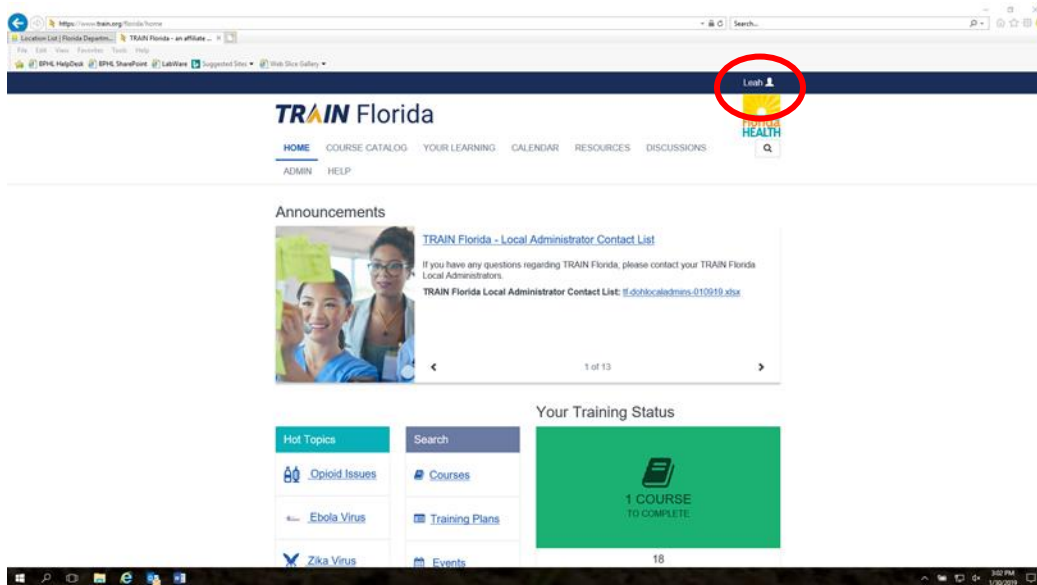
FDOH users: Your login number is your People First number.

Non-FDOH: Don't have a TRAIN account? Click the link to create a free account. (Please set your affiliation to Florida-General: click to tier down from National→Florida→Florida-General.)

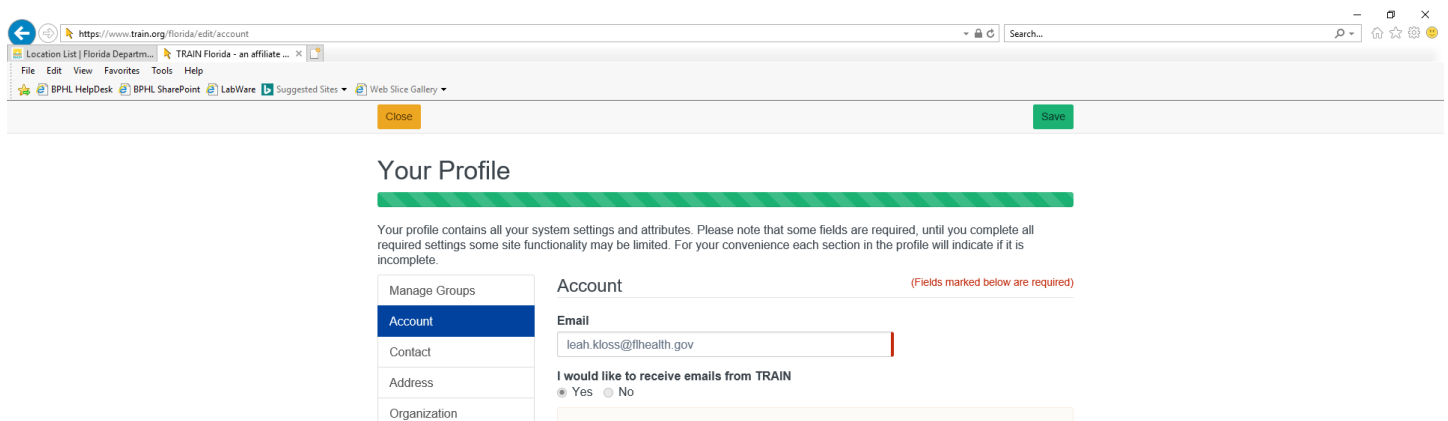
Once logged in you should see a screen similar to the one below.



## Step 2: Check your account and notifications



Click on your name on the top navy-blue bar and then select Your Profile to access your account and settings. Make sure your email address is correct and current, and if you want to receive a confirmation email, make sure to click the radio button that says Yes below “I would like to receive emails from TRAIN” as in the example following. This has to be done annually. (Non-DOH users: Please set your affiliation to Florida-General: click to tier down from National→Florida→Florida-General.)



Click the green Save button on the top right. Now close Your Profile by clicking the orange Close button on the top left to go back to the Home screen.

**Step 3: Find the Course Page:** Click on the search box and enter this year's course ID number, **1082447**, and search.

The screenshot shows the TRAIN Florida homepage. The search box in the top right corner is circled in red. The page features a navigation bar with links: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. Below the navigation bar, there is an Announcements section with a link to 'TRAIN Florida - Local Administrator Contact List'. The 'Your Training Status' section shows '4 COURSES TO COMPLETE' and '18' courses. The 'Hot Topics' section lists 'Opioid Issues', 'Ebola Virus', and 'Zika Virus'. The search box is located in the top right corner, next to the user profile 'Leah'.

When it brings up the course, click on it.

The screenshot shows the TRAIN Florida search results page. The search box contains the ID number '1082447'. The search results show one record: 'FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training'. This result is circled in red. The page also shows filters for 'Search By' (Courses, Training Plans, Non-TRAIN Events, Resources, Discussions) and a 'Sort by relevance' dropdown. The page footer includes links for 'About', 'Support', and 'Policies', and a 'Powered By' logo for PHF.

Now you should see the main course page that looks like this:

The screenshot shows the TRAIN Florida website interface. The header includes the TRAIN Florida logo, navigation links (HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, HELP), and a user profile (Leah). The main content area displays the course title "FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training" with a "Back" button and a "Save For Later" button. Below the title is a globe icon and a "Choose a session" section. The course details include: Course Number 872115, ID 1082447, Skill Level: Intermediate, 8h duration, and a description of the training sessions. A "Show More" link is available. The "Choose a session" section shows a list of sessions with a "Get Approval" button next to the selected session: Mar 19, 2019, Bay County Health Department (244.3 miles away), 10:00 AM (EST), with 30 seats available.

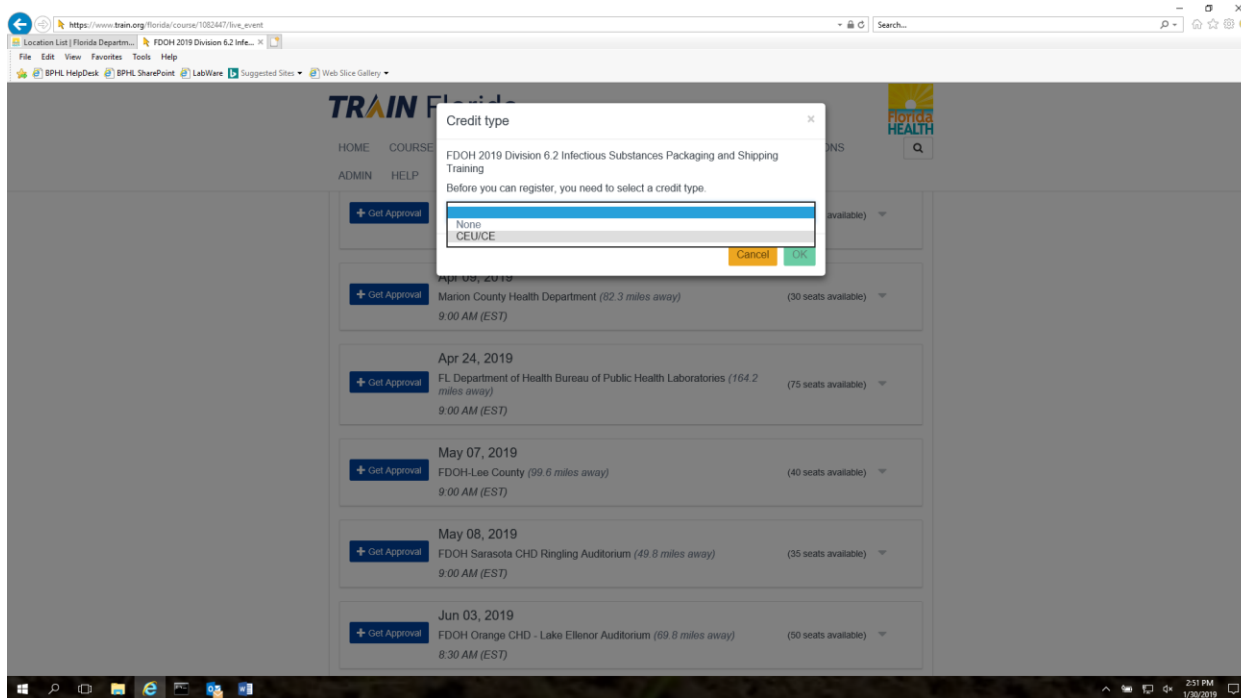
#### Step 4: Choose your session

Scroll down to see the list of available dates and locations. Click the **+Get Approval** button next to the class you want. In the example below I have selected 5/7/19 in Lee County.

The screenshot shows the TRAIN Florida website interface with a list of available sessions. A red arrow points to the session for May 07, 2019, at FDOH-Lee County (99.6 miles away), 9:00 AM (EST), with 40 seats available. The list includes the following sessions:

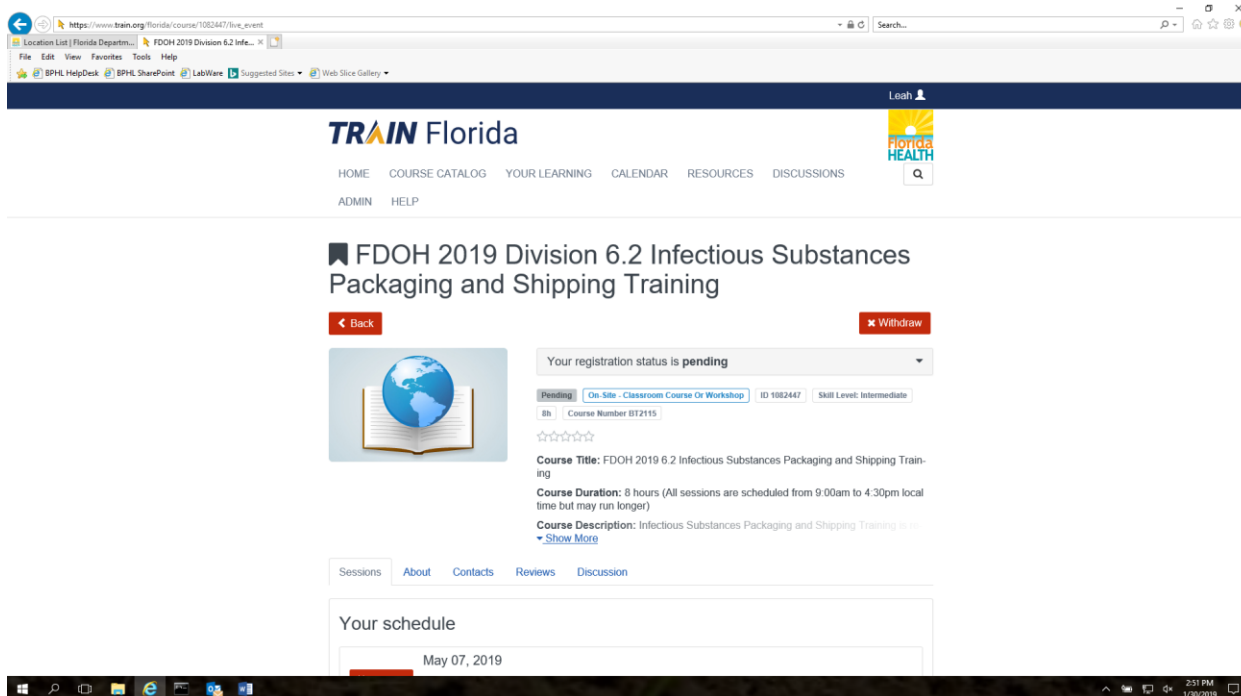
Date	Location	Time	Seats Available
Apr 08, 2019	Volusia County Health Department (107.5 miles away)	9:00 AM (EST)	30 seats available
Apr 09, 2019	Marion County Health Department (82.3 miles away)	9:00 AM (EST)	30 seats available
Apr 24, 2019	FL Department of Health Bureau of Public Health Laboratories (164.2 miles away)	9:00 AM (EST)	75 seats available
May 07, 2019	FDOH-Lee County (99.6 miles away)	9:00 AM (EST)	40 seats available
May 08, 2019	FDOH Sarasota CHD Ringling Auditorium (49.8 miles away)	9:00 AM (EST)	35 seats available
Jun 03, 2019	FDOH Orange CHD - Lake Ellenor Auditorium (69.8 miles away)	8:30 AM (EST)	50 seats available

**Step 4 continued:** After clicking Get Approval, you will see a pop-up box about CEUs, as below. If you want credits, click CEU/CE; if not click none. (As of 2019, the Bureau of Public Health Labs can only provide credits for FL licensed lab professionals. Others may submit on their own.) Then click OK.



## Step 5: Registration Pending

You will see a screen like the one below noting that your registration is pending until it is approved by a course provider (Betty or Leah). If you opted to receive emails from TRAIN, you will get a confirmation email when approved.



## Step 6: Verifying Registration and/or Class Details; Withdrawing

If you did not opt to receive emails from TRAIN and want to verify your status, or you want to see the class details like date/time/address, log into TRAIN and click **Your Learning** on the Menu Bar. When you are approved for the course, you will see it listed as **In Progress** until you attend the class.

TRAIN Florida

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Filter by Status ▾

Title *	Status	Credit Type	Format
FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training	In Progress		Live Event (In

About Support Policies Powered By PHF Select Language ▾

You can click on the course name to see further details and withdraw or change your session.

Click the red **X Withdraw** button to withdraw or change. Once withdrawn, you can re-register for a different session just as you did before (start from Step 3 of this guide).

TRAIN Florida

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Back More Actions

**In Progress** On-Site - Classroom Course Or Workshop ID 1002447 Skill Level: Intermediate

8h Course Number BT2115

Course Title: FDOH 2019 6.2 Infectious Substances Packaging and Shipping Training

Course Duration: 8 hours (All sessions are scheduled from 9:00am to 4:30pm local time but may run longer)

Course Description: Infectious Substances Packaging and Shipping Training & ...

Show More

Sessions About Contacts Reviews Discussion

**Your schedule**

May 07, 2019

**X Withdraw** FDOH Lee County (99.6 miles away)

9:00 AM (EST)

About Support Policies Powered By PHF Select Language ▾

Finally, to see date, time, address (and map link), etc., click on the gray down arrow next to your scheduled class and it will expand to show more details.

The screenshot shows the TRAIN Florida website interface. The browser address bar displays [https://www.train.org/florida/course/1082447/live\\_event](https://www.train.org/florida/course/1082447/live_event). The website header includes the TRAIN Florida logo and navigation links: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search bar is located on the right. Below the header, a 'Show More' link is visible. The main content area features a 'Your schedule' section with tabs for Sessions, About, Contacts, Reviews, and Discussion. The 'Sessions' tab is active, showing a class entry for May 07, 2019. The entry includes a 'Withdraw' button, the location 'FDOH-Lee County (99.6 miles away)', and the time '9:00 AM (EST)'. Below this, a 'Registration Deadline' of '30 Apr 2019 11:59 PM' and 'Languages' set to 'English' are displayed. A detailed view of the class is shown, including a calendar icon for May 7, 2019, the address 'FDOH-Lee County : Room Conference Room, Building Pondella Clinic (99.6 miles away)', '83 Pondella Rd, N Fort Myers, Florida, United States 33903', a '(map)' link, contact information for Leah Kloss (email: [leah.kloss@flhealth.gov](mailto:leah.kloss@flhealth.gov), phone: [8132332278](tel:8132332278)), and the time '9:00 AM - 4:30 PM (EST)'. An 'Add to Personal Calendar' button is also present. A red arrow points to the 'Expand' button next to the class entry.

TRAIN Florida

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Show More

Sessions About Contacts Reviews Discussion

Your schedule

May 07, 2019

Withdraw FDOH-Lee County (99.6 miles away) 9:00 AM (EST)

Registration Deadline: 30 Apr 2019 11:59 PM

Languages: English

7 May 2019

FDOH-Lee County : Room Conference Room, Building Pondella Clinic (99.6 miles away)

83 Pondella Rd  
N Fort Myers, Florida  
United States 33903

(map)

Contact: Leah Kloss  
leah.kloss@flhealth.gov  
8132332278

9:00 AM - 4:30 PM (EST) Add to Personal Calendar