

Registering for 2021 Infectious Substances Packaging & Shipping Training in TRAIN 3.0

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

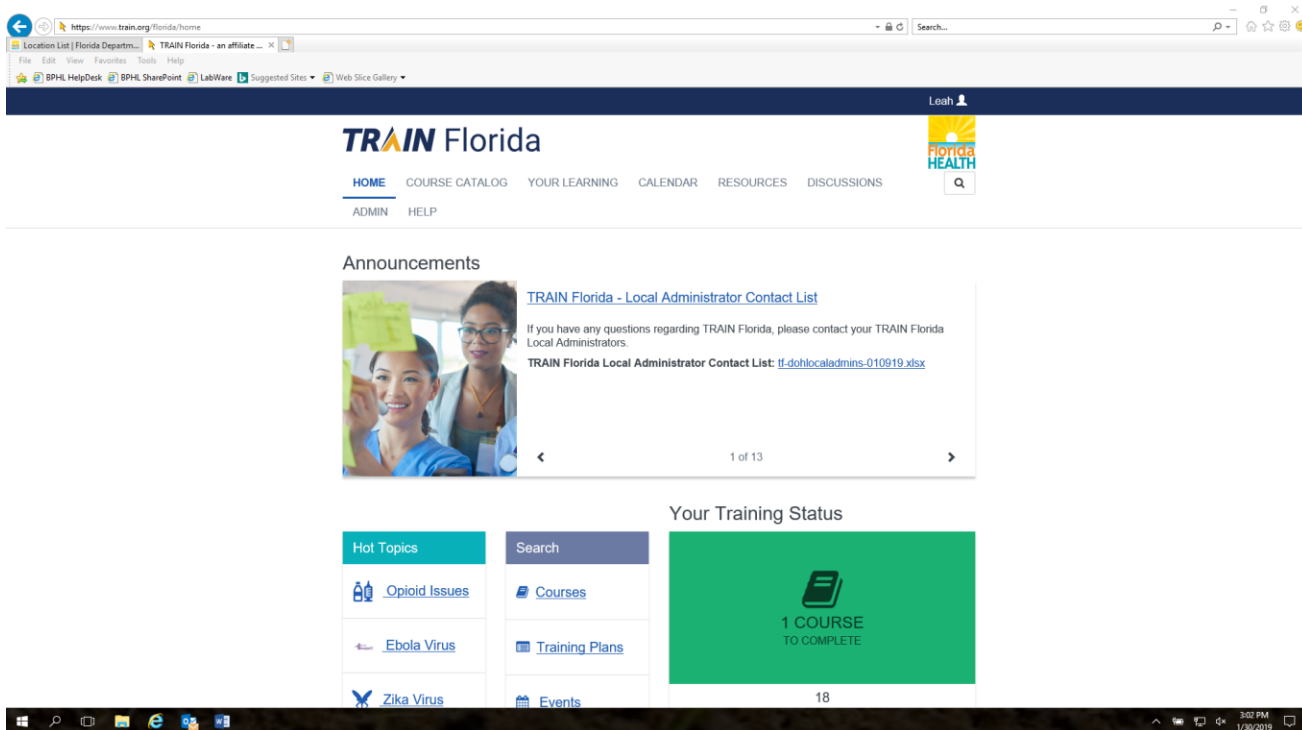
Stuck or still need help? Contact donna.clark2@flhealth.gov or Rachel.clark@flhealth.gov with a description of the problem.

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 profile's Groups 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. (Examples are 2019 screenshots, but 2021 looks the same.)



Step 2: Check your account and notifications

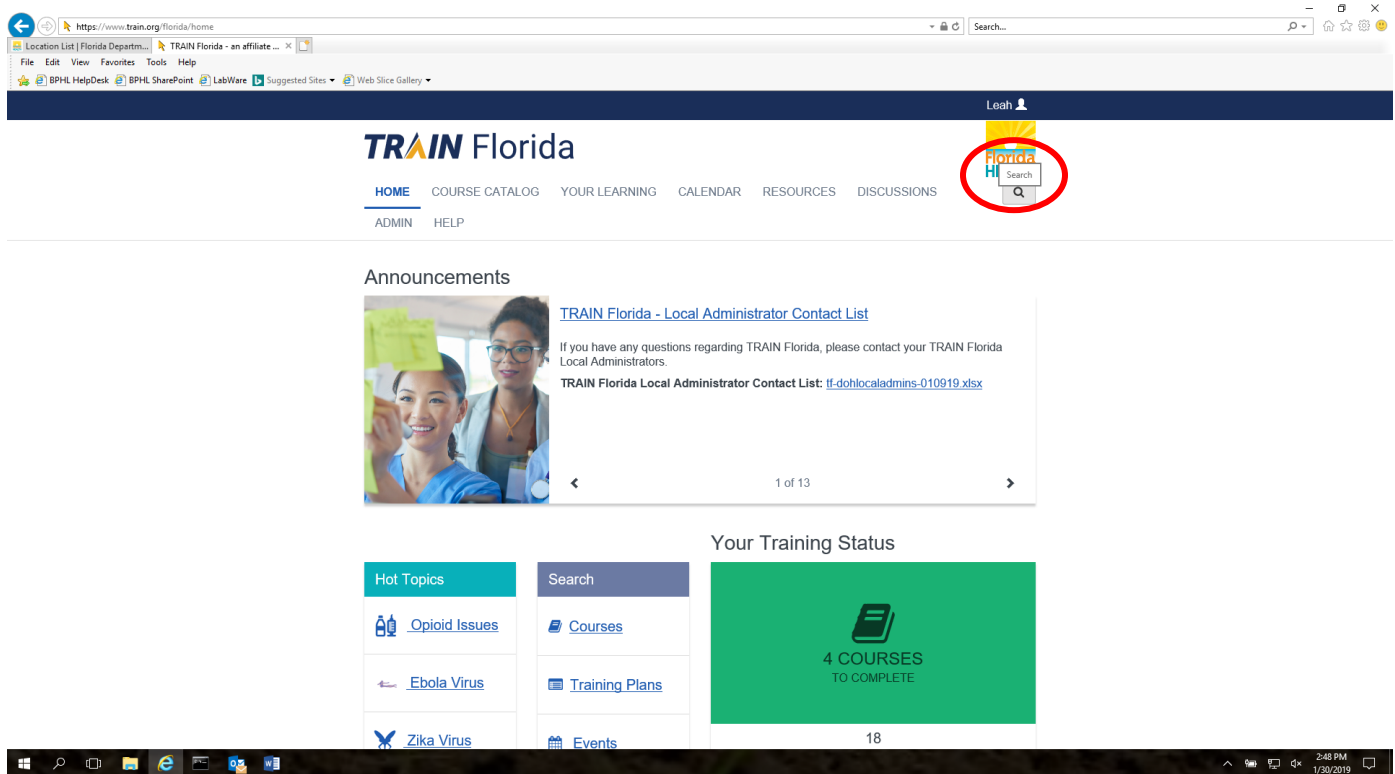
The screenshot shows the TRAIN Florida website interface. At the top, a navy-blue bar contains the user's name 'Leah' next to a profile icon, which is circled in red. Below this bar, the 'TRAIN Florida' logo is displayed, followed by a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. The main content area features an 'Announcements' section with a slide titled 'TRAIN Florida - Local Administrator Contact List' and a 'Your Training Status' section showing '1 COURSE TO COMPLETE'.

Click on your name on the top navy-blue bar (as circled above) and then select **Your Profile** to access your account and settings. Click **Account** on the left-hand column (see picture below). **Important: 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, and your email confirmed, to receive confirmations and other course-related information.** (Non-DOH users: Please set your profile “Groups” affiliation to Florida-General: click to tier down from National→Florida→Florida-General.)

The screenshot shows the 'Your Profile' page in the TRAIN Florida system. The page has a sidebar with a 'Manage Groups' section containing links for Account, Contact, Address, and Organization. The 'Account' link is selected. The main content area is titled 'Your Profile' and contains a message: 'Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.' Below this message is a form with a 'Close' button and a 'Save' button. The form has a section for 'Account' with a red note '(Fields marked below are required)'. The 'Email' field contains 'leah.kloss@flhealth.gov'. Below the email field is a radio button for 'I would like to receive emails from TRAIN', with 'Yes' selected and 'No' unselected.

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, **1095847**, and search.



The screenshot shows the TRAIN Florida website interface. At the top, there is a navigation bar with the TRAIN Florida logo and a search box circled in red. The search box contains the text "Florida HI Search". Below the navigation bar, there are several menu items: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. The main content area features an "Announcements" section with a slide titled "TRAIN Florida - Local Administrator Contact List". The slide text reads: "If you have any questions regarding TRAIN Florida, please contact your TRAIN Florida Local Administrators. TRAIN Florida Local Administrator Contact List: [tf-dohlocaladmins-010919.xlsx](#)". Below the announcements, there is a "Your Training Status" section. It displays a green box with a book icon and the text "4 COURSES TO COMPLETE". Below this, a progress bar shows "18" out of 18 courses completed. The bottom of the page shows a Windows taskbar with the time 2:48 PM and date 1/20/2019.

When it brings up the course, click on it.

https://www.train.org/florida/search?query=1082447

Leah

TRAIN Florida

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

1082447 x Q

Sort by relevance

Filters

1 record(s) found.

Search By

- Courses
- Training Plans
- Non-TRAIN Events
- Resources
- Discussions

[FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training](#) On-Site - Classroom course or workshop

FDOH - Disease Control

About Support Policies

Powered By PNF

Select Language

2:49 PM 1/30/2019

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

https://www.train.org/florida/course/1082447/live_event

Leah

TRAIN Florida

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training

Back Save For Later

On-Site - Classroom Course Or Workshop ID 1082447 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

Choose a session

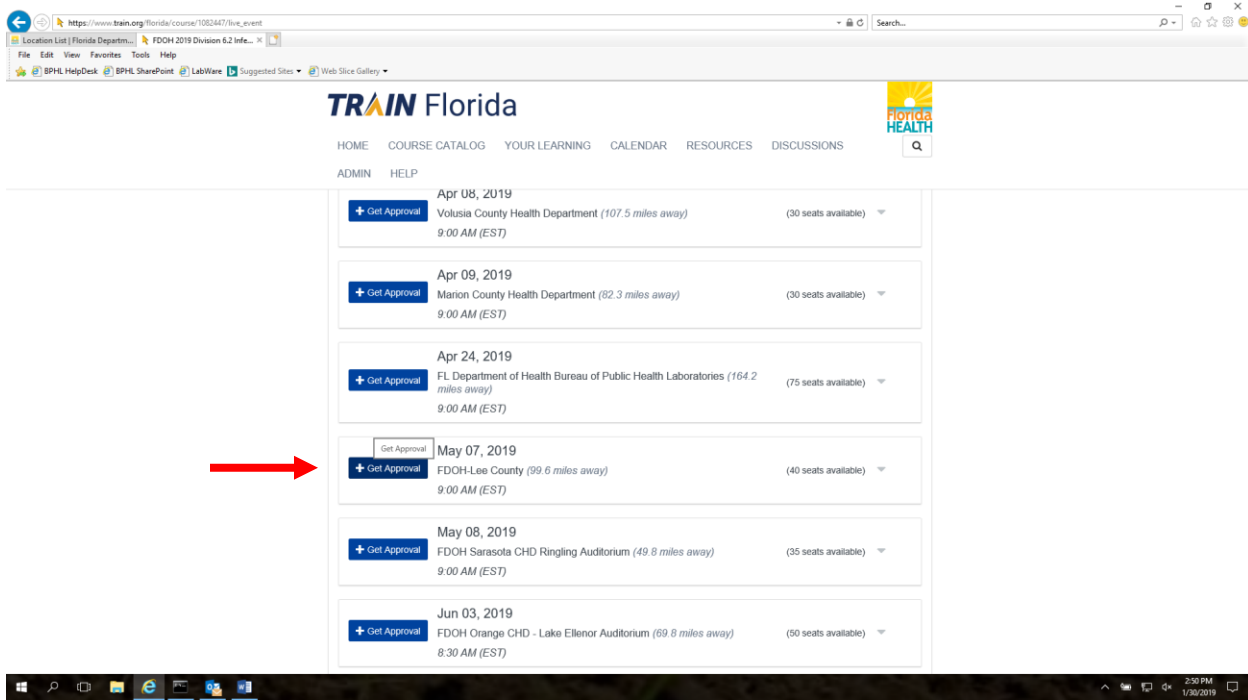
Show expired

Get Approval	Mar 19, 2019	Bay County Health Department (244.3 miles away)	(30 seats available)
		10:00 AM (EST)	

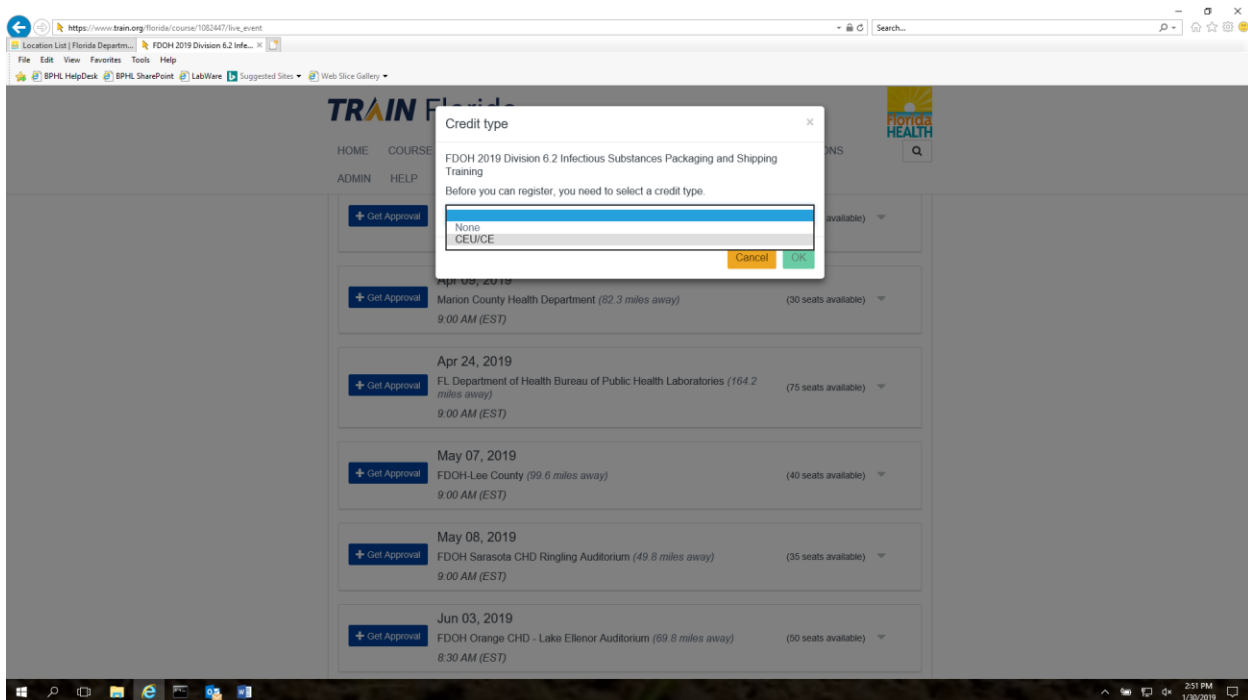
2:50 PM 1/30/2019

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.



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. If you opted to receive emails from TRAIN, you will get a confirmation email when approved.

The screenshot shows a web browser window displaying the TRAIN Florida website. The page title is "FDOH 2019 Division 6.2 Infectious Substances Packaging and Shipping Training". The user's registration status is "pending". The course details include:

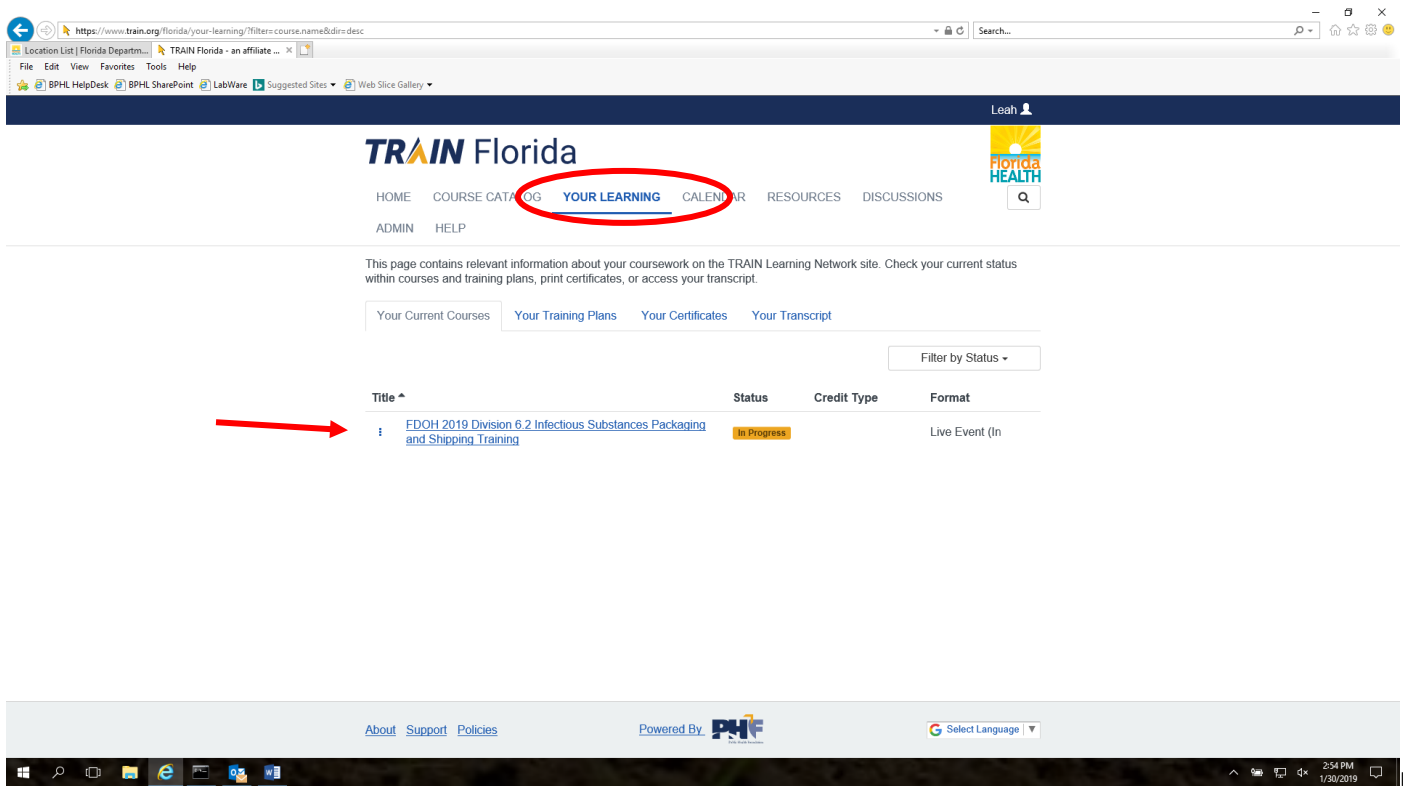
- Registration Status:** pending
- Course Type:** On-Site - Classroom Course Or Workshop
- ID:** 1082447
- Skill Level:** Intermediate
- Course Number:** 012115
- Course Title:** FDOH 2019 6.2 Infectious Substances Packaging and Shipping Training
- Course Duration:** 8 hours (All sessions are scheduled from 9:00am to 4:30pm local time but may run longer)
- Course Description:** Infectious Substances Packaging and Shipping Training is...

The page also shows a "Your schedule" section with a date of "May 07, 2019". The website navigation includes links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. The Florida Health logo is also visible.

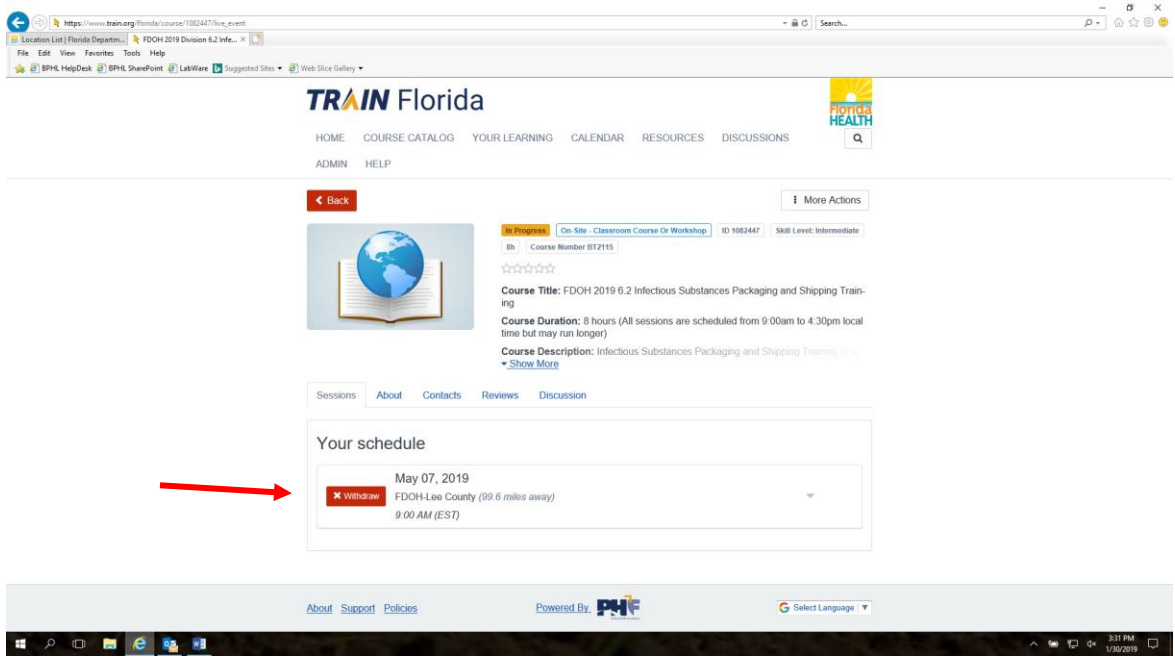
Step 6: Verifying Registration and/or Class Details; Withdrawing

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.

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).



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.

TRAIN Florida

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

[Show More](#)

Sessions **About** Contacts Reviews Discussion

Your schedule

May 07, 2019 Expand

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](tel:8132332278)

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

Windows taskbar: 4:13 PM 1/30/2019