



Your new TRAIN Florida learner account will be set up before, or just after, you begin your employment with the Department. You should have received an **account creation confirmation email** that includes your Login Name, and links to TRAIN Florida tutorials and help documents.

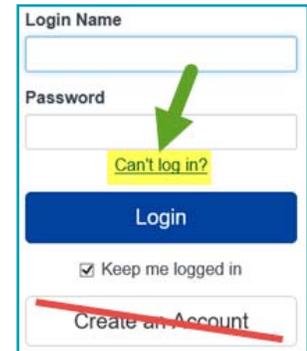
Please **do not** create a TRAIN Florida learner account

How to Log in to TRAIN Florida for the First Time

Step 1: Go to **TRAIN Florida** – <https://www.train.org/florida/welcome>

Step 2: The **TRAIN Florida Login Page** will open.

Click the **Can't log in?** link above the Login button.



Step 3: The **Forgot your Login Name/Password?** page will open.

A. Enter the email address used for your TRAIN Florida account into the box on the screen. **NOTE:** DOH Employees, this will be your flhealth.gov assigned email.

B. Click the **Submit** button.

Step 4: The **Please check your e-mail** page will open – it will let you know an email has been sent to your entered email address.

Click the **Back** button to return to the TRAIN Florida Login page.

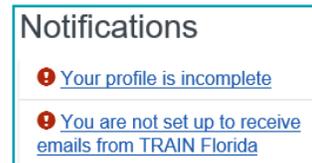
Step 5: Go to your **email account in-box**. Looks for an email from TRAIN Florida email address do-not-reply@train.org - **Subject line** – Password Assistance. **THIS IS NOT SPAM.**

Follow the instructions in the email.

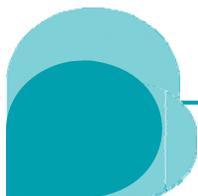
Step 6: Enter your chosen personal password into the **New password** box. Then enter your password again, in the **Reenter new password** box. Click **Next**. Click the **I agree** box on the terms and conditions page.

Step 7: Once you have logged in and are on your home page, you will see notification alerts to add/complete information in your account.

Click on the links to access your account details and fill in the requested information



We ask you to **opt-in to receive emails from TRAIN Florida.**





Step 8: While in your account details, please **add licensing information** if applicable, and your **FEMA Student ID number (SID)**.

If you have an applicable professional license

Click on **Professional License Number**

Professional License
Number

Click **Add a License Number**

Enter the requested information into the appropriate fields

Click the **green check button**

| Add License Number | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------|-----------------------|--------------------------|-------------------------------------|
| License Type | Nursing | ▼ | |
| License Sub Type | RN (Registered Nurse) | ▼ | |
| License Number | TEST001112222-RN | | |

If you have a FEMA SID

Click on **FEMA Student ID Number**

FEMA Student ID
Number

Enter your FEMA SID into **FEMA Student ID Number** field

| FEMA Student ID Number |
|------------------------|
| 0012233344 |

NOTE: If you **do not** have a **FEMA SID** one is required to access all FEMA hosted courses

Click this link <https://cdp.dhs.gov/femasid> to access the FEMA SID registration site

Register for your FEMA SID

Once you have your FEMA SID, come back to your account, and enter it

If you have any questions or concerns regarding your first time login process, or the additional information requested for your account, please contact your [Local TRAIN Florida Administrator](#)

