



## How to Complete/Update the User Completion Template

It's a New Day in Public Health

The following steps will assist the DOH LMS Administrator(s) with completing or updating the User Completion Template spreadsheet.

Please be sure that all information entered for the learner, is the same as the information used in the learner's TRAIN Florida account. Do not use nicknames. All columns must be filled out.

You may enter multiple course completions, for multiple courses, and multiple learners, in the template.

For additional DOH LMS Administrator resources, including information on how to create new learner accounts, please visit the [TRAIN Florida Administrator Knowledge Center](#).

	A	B	C	D	E
1	<b>Course ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Completion Date</b>
2	123456	John	Doe	John.Doe@floridahealth.gov	7/1/2017
3	659987	Jane	Smith	Jane.Smith@floridahealth.gov	7/25/2015
4					
5					
6					

Diagram illustrating the spreadsheet structure with numbered steps 1 through 5 corresponding to columns A through E:

- 1: Course ID (Column A)
- 2: First Name (Column B)
- 3: Last Name (Column C)
- 4: Email (Column D)
- 5: Completion Date (Column E)

**Step 1:** Enter the **Course ID** in Column A

**NOTE:** The Course **must** be a TRAIN Florida course

**Step 2:** Enter the Learner's **First Name** in Column B

**Step 3:** Enter the Learner's **Last Name** in Column C

**Step 4:** Enter the Learner's **email address** in Column D

**NOTE:** This must be the email address used in the learner's TRAIN Florida account

**Step 5:** Enter the **course Completion Date** in Column E

**NOTE:** This is the date the learner completed the course

If you have any questions, or need assistance with the User Completion Template please contact the **DOH LMS Site Administrators:**

Email: [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)

Phone: 850-245-4008

