TRAIN Florida Learner Tutorial Guide

How to Register for an Online Course

June 2013

Your Comprehensive Guide to Navigating TRAIN Florida

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.

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Slide 1 - Title Slide

Welcome to the TRAIN Florida Learner Tutorial - How to Register for an Online Course.

We are going to review how to locate online training courses in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

For details on how to register for a DOH live event/classroom training course, please review the TRAIN Florida Learner Tutorial - How to Register for a Live Event Training Course.

Slide 2 – Log In To TRAIN Florida
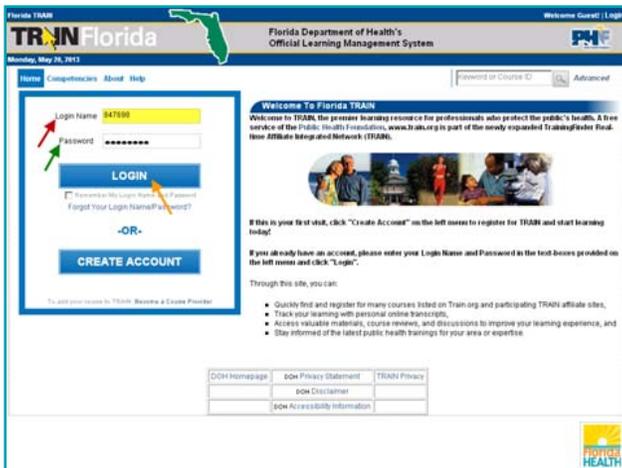
As a current user of TRAIN Florida you must log in to access your course. Enter your Login Name and chosen personal password, and click on the blue Login button.

If you have forgotten your Login Name or Password, click on the "Forgot Your Login Name/Password?" link and follow the directions.

NOTE: Are a you a new user to TRAIN Florida? If so please exit this presentation and view the How To Log In to TRAIN Florida learner tutorial, before searching for a course.

Slide 3 – TRAIN Florida Leaner Home Page
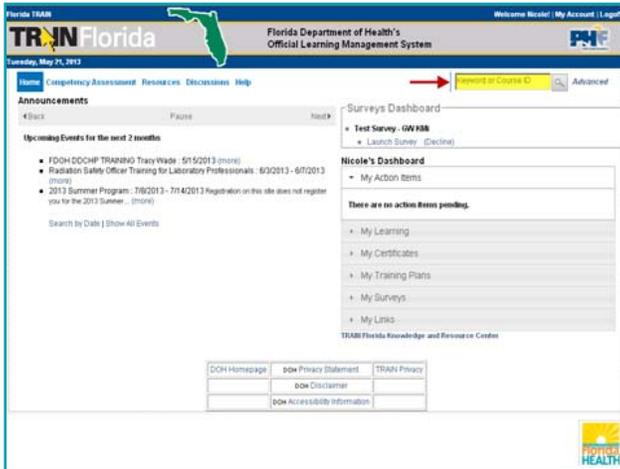
The primary search feature we encourage you to use to locate DOH training courses in TRAIN Florida is the Keyword or Course ID search feature.

This feature is available on all TRAIN Florida screens, located on the top navigation bar.

Please make note, all Florida Department of Health courses and live events in TRAIN Florida will have the **FDOH** prefix in front of the title.
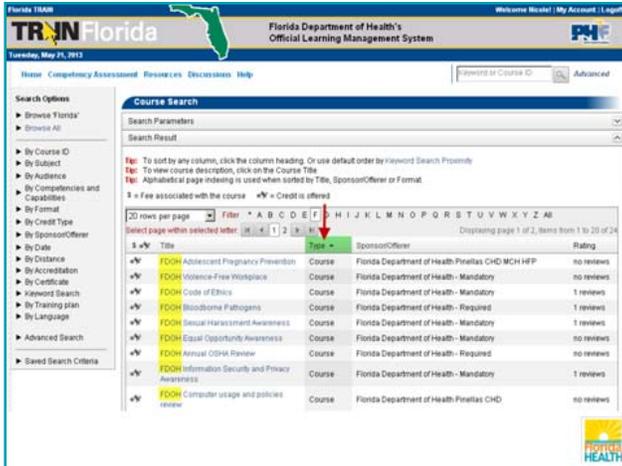
Slide 4 – TRAIN Florida Learner Home Page II
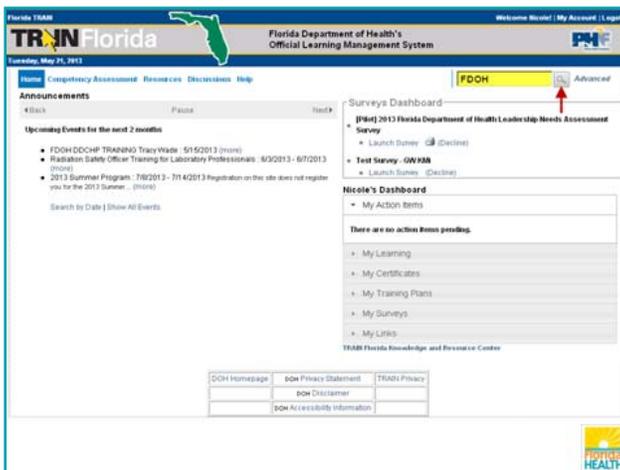
To locate the DOH online training course you are interested in taking, use the Keyword or Course ID search feature and type the prefix FDOH into the search field.

Then click the search icon button to the right of the field.

Slide 5 – Course Search Page

After you click the search icon, you will be directed to the Course Search page. This page lists all courses, live events, resources, and discussion boards with FDOH in the title.

An easy way to find DOH training courses in this list is to sort the list by Type, and group the training courses together. Simply click on the word Type in the column title.
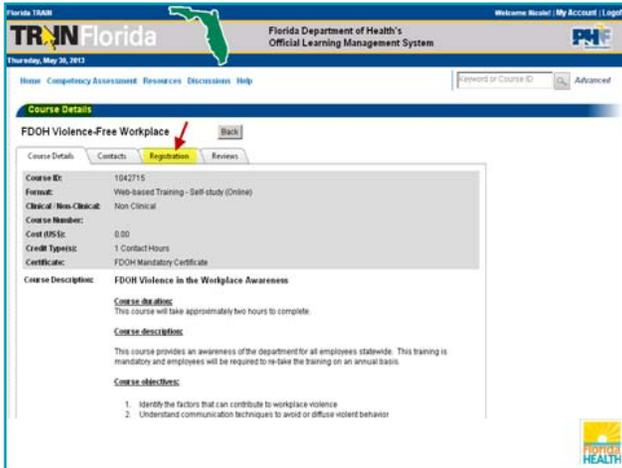
Slide 6 – Course Search Page II
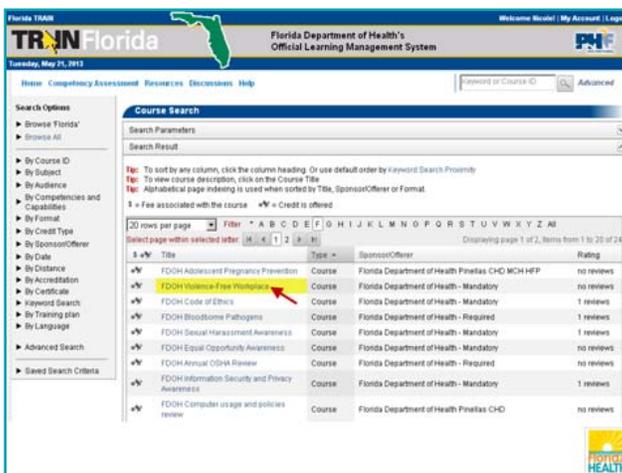
Once you have sorted the list, review the list and locate the title of the online training course you are interested in.

For example, FDOH Violence Free Workplace.

To access the course details and register for your DOH online training course, click on the course name in the list.

Slide 7 – Course Details Page

After clicking on your chosen course title, you will be directed to the Course Details page for that course.

On the Course Details page you have access to detailed course information including a full course description, credit type and the core competencies associated with the course. Be sure to review this information, to see if the course meets your training needs.

If the course meets your expectations, click on the Registration tab to begin the registration process for the course.

## Slide 8 – Registration Page
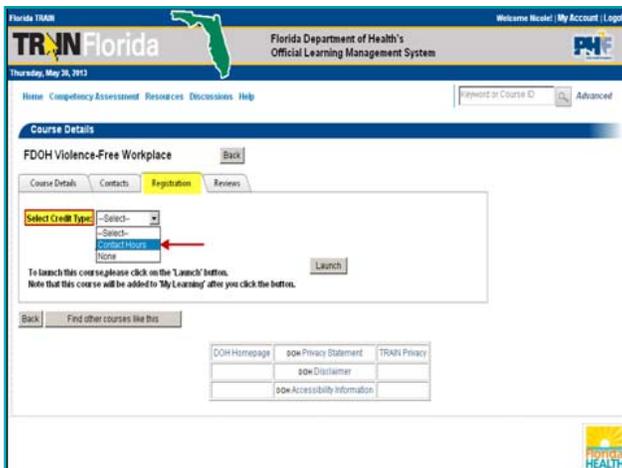
You should now be on the registration page for your course.

To register for your course, first choose the credit type for the course. Use the drop down menu in the Select Credit Type field, and select the credit type you need this course to have for your training. All DOH courses will have credit attached, for example Contact Hours or CEUs.
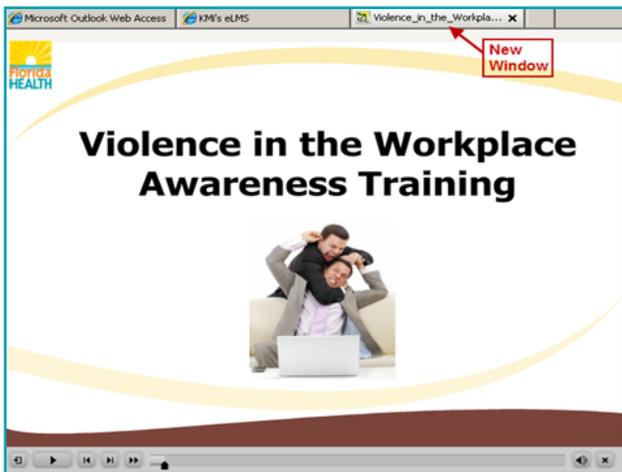
You must choose a credit type for your course, in order to have it recorded properly in your DOH training transcript.

Slide 9 – Registration Page II
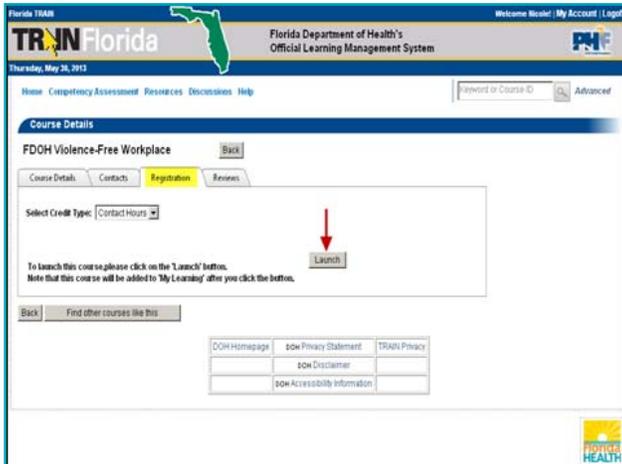
After choosing the credit type for the course, click the Launch button to register for, and begin participating in the course.

## Slide 10 – New Window - Course Page

Once you have clicked the Launch button, the course will begin in a new browser window. You are now registered in the course, and can begin reviewing the presentation.

You may choose to continue and complete the course presentation right away, or close the new window and return to TRAIN Florida.

The course will now be listed in your My Learning tool, on your TRAIN Florida learner home page.

Slide 11 – Post Course Launch Page
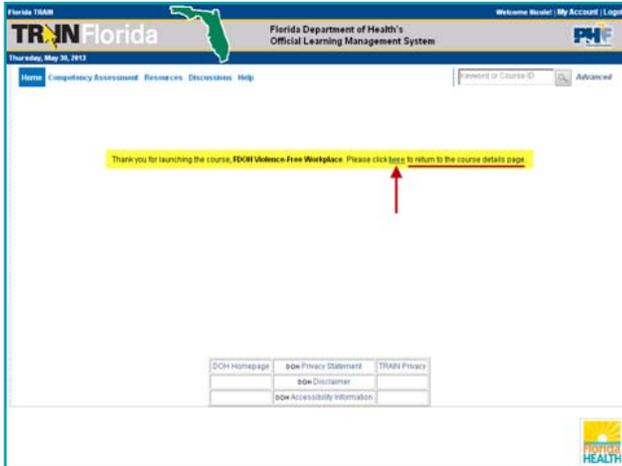
The post launch screen shows a statement acknowledging the course launch and includes a link back to the Course Details page.

From there you can continue to work within TRAIN Florida, or log off and return to your trainings at a later time.

Please note, steps on how to manage and complete a launched online training course are detailed in the TRAIN Florida Learner Tutorial - How to Complete a Course.

## Slide 12 – TRAIN Florida Home Page - My Learning
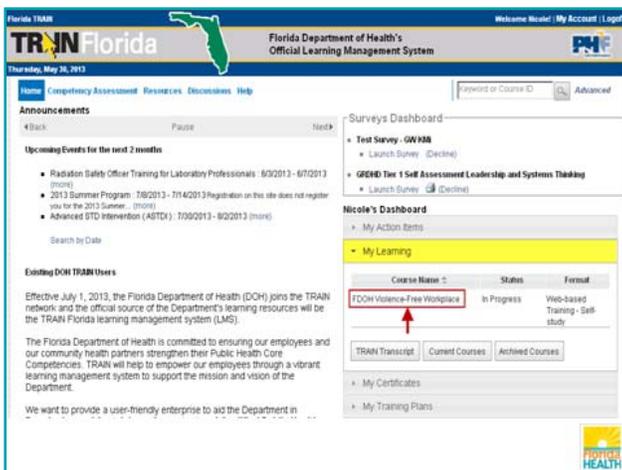
If you have chosen not to continue the course, you have the option to re-launch the course at any time, and complete it at a later date.

Now that you are registered in the course, you can access the incomplete course from your TRAIN Florida learner home page.

The course is listed in the My Learning tool, in your learner Dashboard. To access the course, simply click on the My Learning tool, and then on the course name.

Slide 13 – Registration Page - Post Launch
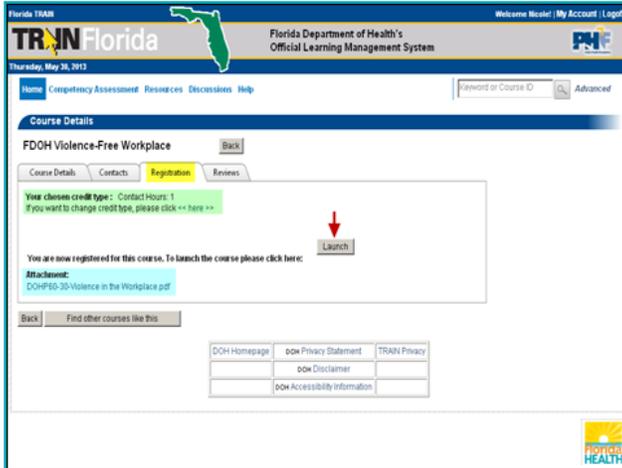
You will be taken to the Course Details page. Click on the Registration tab.

The registration page will give you access to the credit type you have chosen for the course. You can choose to change the credit type here if needed. Also, any support documents required for review during the course will now be attached on this page.

To re-enter the course, click on the Launch button. The course will open in a new browser window. To exit the presentation, close the new browser window.

You may exit and re-launch a course as many times as you need to finish viewing the presentation.

Detailed steps on how to manage and complete a launched online training course are in the TRAIN Florida Learner Tutorial - How to Complete a Course.

Slide 14 – End Slide - Contact Information
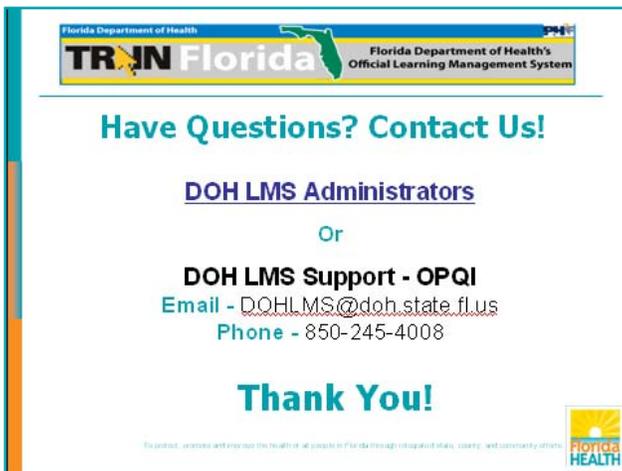
If you have any questions or concerns regarding how to register for online courses in TRAIN Florida, please contact your DOH LMS Local Administrator or

DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI)
via email at DOHLMS@doh.state.fl.us or
by phone at 850-245-4008.

Thank you for taking the time to learn more about the TRAIN Florida system.

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