FDOH Div. 6.2 Packaging & Shipping Training Registration Guide

(For non-FDOH Employees)

Train does not work properly in Internet Explorer. Please use another browser such as Google Chrome or Microsoft Edge.

For those who have used Train before:

- Please <u>DO NOT</u> create a new account
 - If you need help accessing your account, contact Rachel Clark (<u>Rachel.Clark@flhealth.gov</u>) or Leah Kloss (<u>Leah.Kloss@flhealth.gov</u>) for assistance. We can locate and update your account even if you no longer have access to the email address you used to set it up.
- Even though you already have an account, we <u>strongly recommend</u> you walk through the **Setting Up Your Account** section on page 2 beginning at Step 5 to ensure your Profile information is
 complete and accurate.
- Your name will appear on your certificate exactly as it appears in Train. For example, let's say you entered your name in all lower-case letters (e.g. john smith) when you set up your account, it will also appear on your certificate in all lower-case letters (e.g. john smith). You can correct your name in "Your Profile" (See Step 5 on page 2)
- License numbers must be entered in Train to receive CEUs (if applicable).

For those new to Train:

- To attend the Division 6.2 Infectious Substances Packaging and Shipping Training, you <u>must</u> preregister in Train (<u>https://www.train.org/florida/welcome</u>)
- To register for a class in Train, you must first set up an account.
- Please use this guide to ensure that your account is set up properly for this course. Failure to do so could result in problems with course registration, your certificate, CEUs, etc.

Setting Up Your Account

- 1. Go to <u>https://www.train.org/florida/welcome</u>.
- 2. Select "Create an Account"
- 3. Fill in the boxes according to the instructions provided. However, keep the following in mind:
 - The email address you provide is the email that we will use to contact you about the course.
 - Your name will appear on your course certificate exactly as you enter it in this step. (e.g. smith vs. Smith)
- 4. Log in to Train using the Login Name and Password you created in Step 3.

 5. Click on your name in the top right corner. 6. Select "Your Profile" from the drop-down box. 7. Under Manage Groups, click the edit button (pencil icon) to the right of the word Florida. This step is for non-FDOH employees should NOT change their groups. Automatic Course Course of the store of			
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8. Select Florida – General

This step is for non-FDOH employees. FDOH employees should <u>NOT</u> *change their groups.*

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Location / Florida	
(Click any level to return to it)	
Select: Affiliation	
Group search	
APD Providers	
Florida - General	
Florida A&M University	
Florida Department of Health	
Florida Department of Health Non-FTE	
Florida International University	
Florida State University	

- 9. Click the green bar that says "Confirm these selections"
- 10. Click the green bar again to confirm group selection.

< Back				
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(Click any level to r	turn to it)			
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Your Profile Is incomplete

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.

 Add your license number under the Professional License
 Number section. CEUs (if applicable) can only be awarded if your license number is included in your profile.

incomplete.		
Manage Groups	Professional License Number	(Fields marked below are required)
Account	Add a License Numbe	r
Contact 1		
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Organization ()		
Professional License Number		
Professional Role		
Work Settings		

Your Profile Is incomplete

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

12. Complete ALL remaining required sections (indicated by an exclamation point inside a red circle) by selecting the section in the box on the left side of the page.

Manage Groups Manage Groups Account Join By Group Search National/Florida Contact a J Florida - General Address 0 🚑 Join Another Group 0 Organization Join By Group Code Professional Licen Number Froup Code Professional Role A Work Settings

- 13. Once all required sections are complete, click the green "Save" button.
- 14. After clicking "Save", click the "Cancel" button to return to the home page



Notifications

- The default setting for email notifications in Train is off. We recommend turning email notifications on.
- When email notifications are set to off, you will not receive <u>any</u> emails from Train. This includes course registration/approval confirmations.
- The email notification setting in Train resets to "off" after a year. So, even if you previously turned them on, you may need to turn them on again.
- You should see a Notification on the home page if you are not set to receive emails



• Clicking on either of the links (indicated in the picture above) will give you the option to receive emails.

		Notifications 2	Rachel 👤
TRAIN F	Verify your email	×	
	Would you like to receive email notifications from TRAIN Florida?		HEALTH
HOME COURSE	If you opt out of receiving email notifications you will not be notified of cha to your registered courses. You can opt out at any time from your account page.	nges (NS profile	Q
Announceme	No	Yes	
	TRAIN Florida How to Complete	r profile is incomp	lete

• If you do not see a notification on the homepage, you can still verify that you are set to receive emails by going to "Your Profile" (See Step 5 on page 2) and selecting "Account" on the left navigation bar (see below).

Your Profile		
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Manage Groups	Account	(Fields marked below are required
Account	Email	
Contact	rachel.clark@flhealth.gov	
Address	I would like to allow TRAIN Florida to send r	me notifications via email

Registering for the Course

Please Note:

- You can only register for one session at a time. If you need to change to a different session, you must first withdraw from the session for which you are currently registered.
- Most sessions will not fill up; however, a few in more populated areas occasionally do. Therefore, if you discover you will be unable to attend a session you registered for, please be kind and withdraw from it as soon as possible.
- To register you will push the blue "Get Approval" button. Please allow a few days for the approval. Once approved, you will receive an email notification **but only if you have turned notifications on** (see page 4).
- Laboratorians and nurses should select the 5 CEU's option when prompted. All others should select none.

1. There are two easy methods for locating the Packaging & Shipping course in Train. Both methods require either the course ID or the course title.

Course ID = 1107544

Course Title = FDOH 2023 Division 6.2 Infectious Substances Packaging and Shipping Training



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3. Regardless of the which method above you used, you should now see the course listed. Click on the title to select it.

TR/	IN Flori	da				Florida
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Search	By 🔺	Courses ×				
< <u>Any S</u> Courses	earch By	FDOH 2023 Division 6.2 Packaging and Shipping	Infectious Subs Training		-Site - Classroom course or	workshop
Affiliate	-	FDOH - Disease Contro				

4. Press the blue "Get Approval" button next to the session you want to attend.

It may take several days for the approval to be processed.

+ Get Approval	Feb 20, 2023 9:30 AM EST - 4:00 PM EST Department of Health in Broward County (195.6 miles away) Registration Deadline Fib 16, 2023 11:59 PM EST	(40 seats available)	•
+ Get Approval	Feb 21, 2023 9:30 AM EST - 4:00 PM EST City of Doral Police Training and Community Center (198.3 miles away) Fegistration Deadline Feb 16, 2023 11:59 PM EST	(37 seats available)	•
	Mar 1, 2023 10:30 AM EST - 5:00 PM EST		

5. Once registered, you can select "YOUR LEARNING" at the top of the screen to see the course.

Prior to approval the course will say Pending under status. Once you have been approved, the status will change to In Progress.

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COCA Call – Coronavirus Disease 2019 (COVID-19) and Diabetes: The Importance of Prevention, Management, and Support					In Progre	SS	i.			
FDOH 2023 Division 6.2 Infectious Substances Packaging and Shipping Training					Pending		÷			