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 (Rachel.Clark@flhealth.gov) or Leah Kloss (Leah.Kloss@flhealth.gov) 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> pre-register in Train (https://www.train.org/florida/welcome)
- To register for a class in Train, you must first set up an account.
- <mark>Please use this guide to ensure that your account is set up properly for this course.</mark> Failure to do so could result in problems with course registration, your certificate, CEUs, etc.

Setting Up Your Account

1. Go to https://www.train.org/florida/welcome.

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 <u>exactly</u> 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.

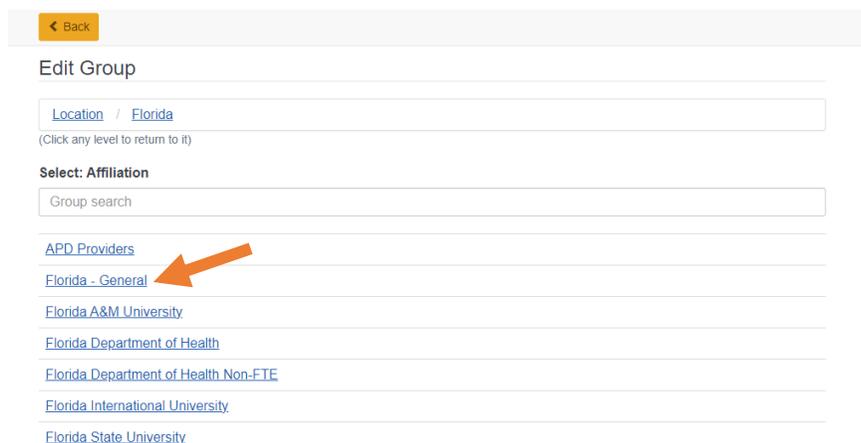6. Select "Your Profile" from the drop-down box.
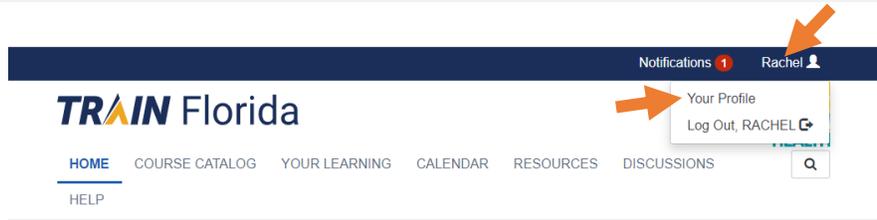
7. Under **Manage Groups**, click the edit button (pencil icon) to the right of the word Florida.

   This step is for non-FDOH employees. FDOH employees should <u>NOT</u> change their groups.
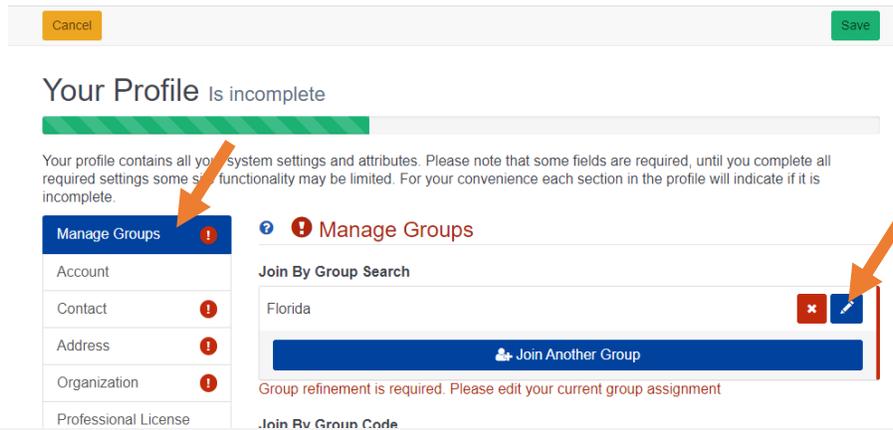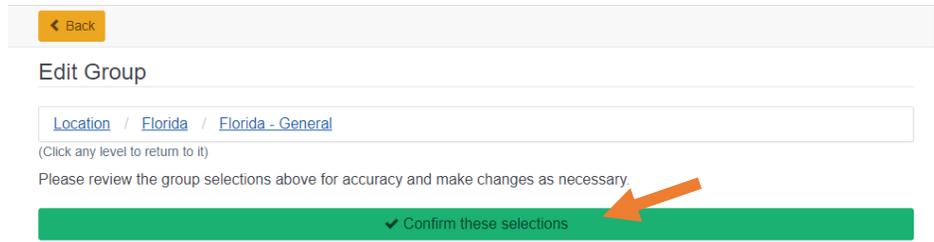
8. Select **Florida – General**

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

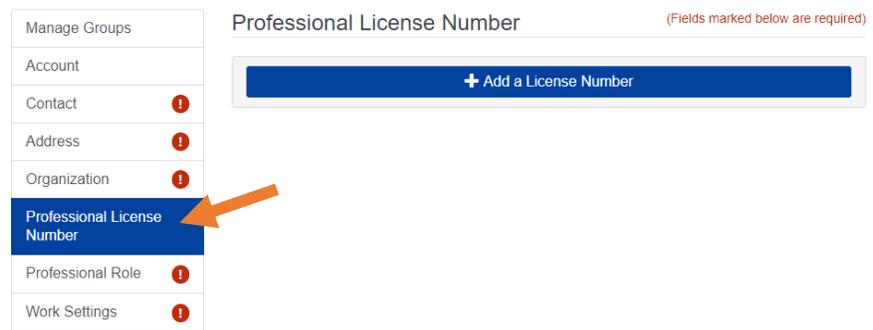9. Click the green bar that says "Confirm these selections"

10. Click the green bar again to confirm group selection.

‹ Back

Edit Group

Location / Florida / Florida - General
(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

✔ Confirm these selections

11. 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.
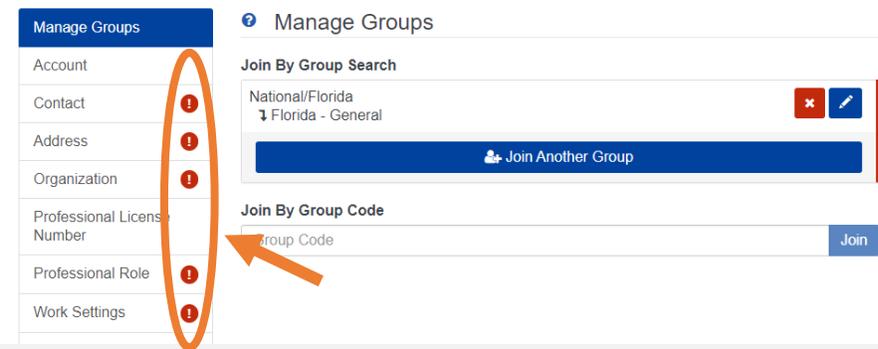
Your Profile Is incomplete

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.

Manage Groups	
Account	
Contact	❗
Address	❗
Organization	❗
Professional License Number	
Professional Role	❗
Work Settings	❗

Professional License Number   (Fields marked below are required)

➕ Add a License Number

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.
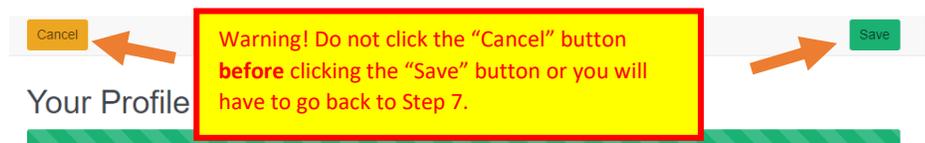
Your Profile Is incomplete

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.

Manage Groups	
Account	
Contact	❗
Address	❗
Organization	❗
Professional License Number	
Professional Role	❗
Work Settings	❗

❓ **Manage Groups**

Join By Group Search

National/Florida
↳ Florida - General   ✖ ✏

👥 Join Another Group

Join By Group Code

Group Code   Join

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

Cancel   Warning! Do not click the "Cancel" button **before** clicking the "Save" button or you will have to go back to Step 7.   Save
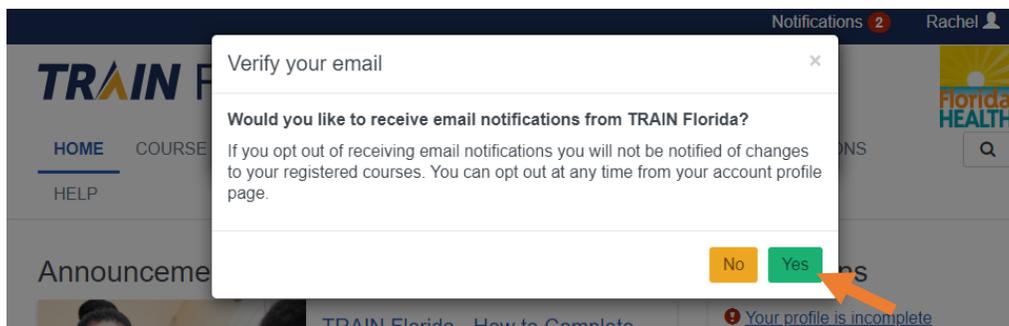
Your Profile

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 any 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

Press the word notification at the top **or** select the email notification message in the Notifications box.
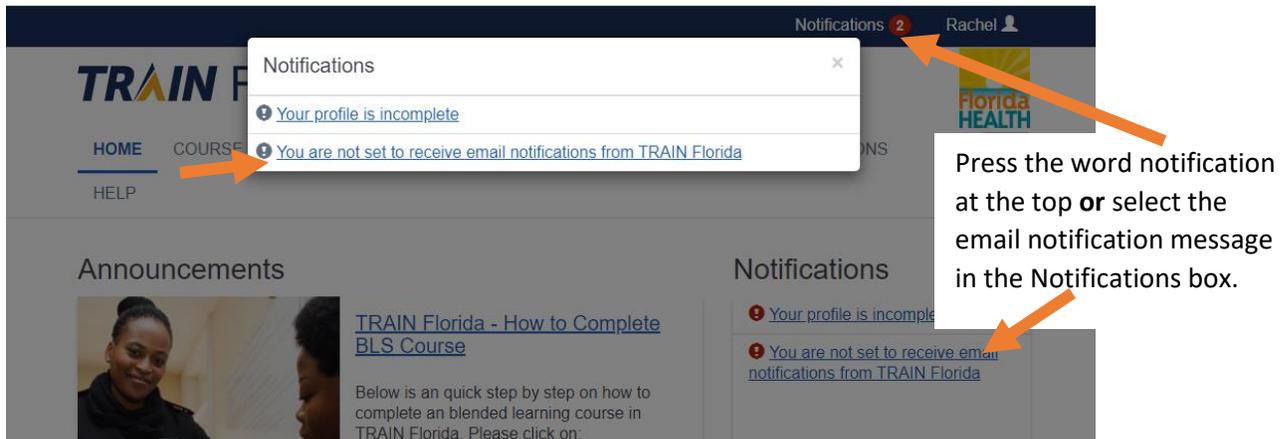
- Clicking on either of the links (indicated in the picture above) will give you the option to receive emails.

- 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).
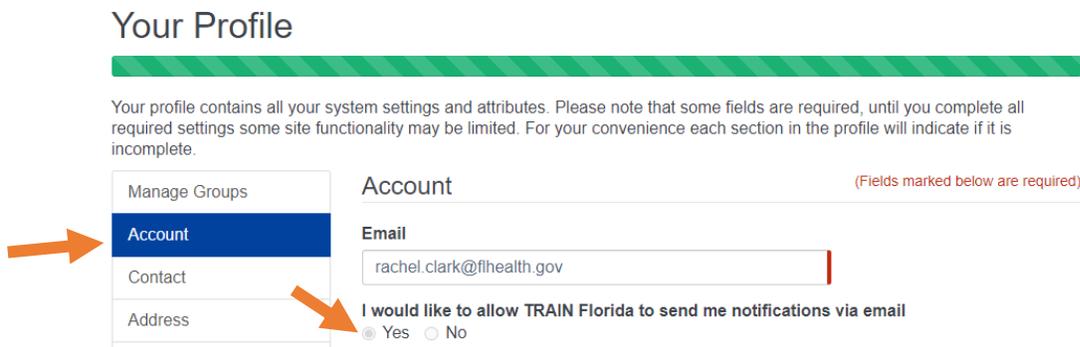
Registering for the Course

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

Method 1

On the Homepage, click on the hourglass in the top righthand corner.
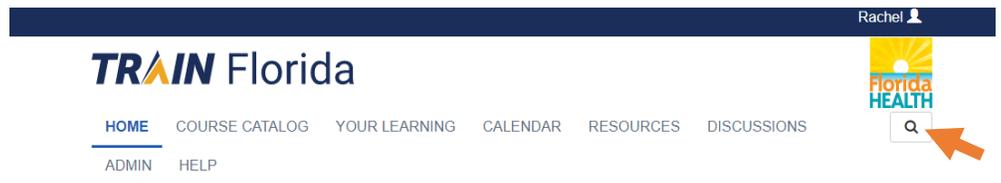
Type either the Course ID or the Course Title (you do not need to type the entire title) into the textbox. Press the enter key.
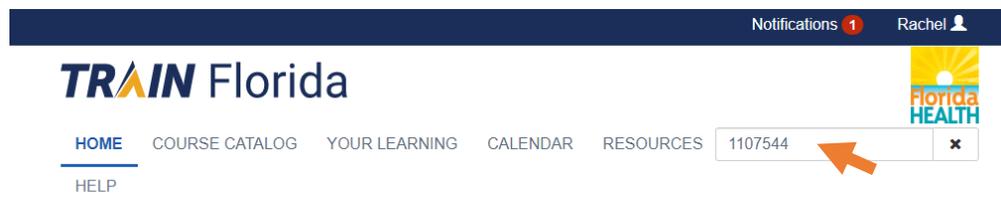
Method 2
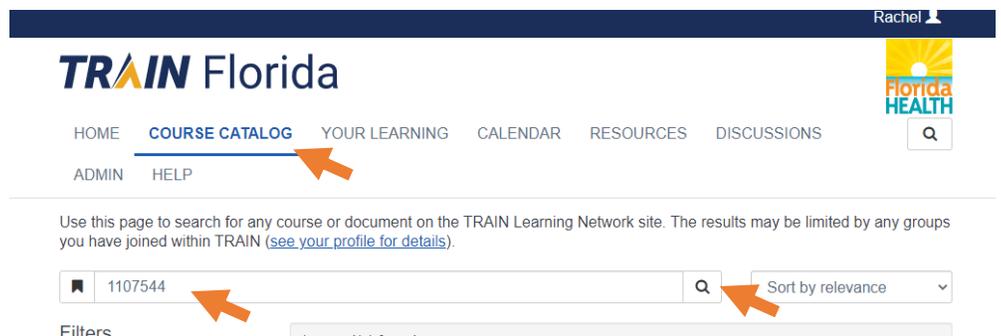
Select **COURSE CATALOG** in the header at the top.

Type either the Course ID # or the title into the search bar and click the search button (magnifying glass)

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

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.

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.