How to Enroll Learners in a Training Plan

It's a New Day in Public Health

What are TRAIN Florida Training Plans?

Training Plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or a series of courses, designed for specific learners.

Training Plans can be used for tracking and reporting minimum training requirements, as well as, certifications and credentialing.

Training Plans, once built, can be assigned to specific user groups, or left available to all users. Training Plans can only be assigned to learners who are listed in the group or subgroups to which the training plan is assigned. You must have the Training Plan Manager permission to access and manage the plans in the system.

For more in-depth information on training plans, please visit the DOH LMS TRAIN Florida Master Training Plan Guidelines document located on the **Administrators Knowledge Center** webpage in the **Support Documents** section.
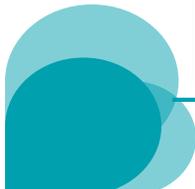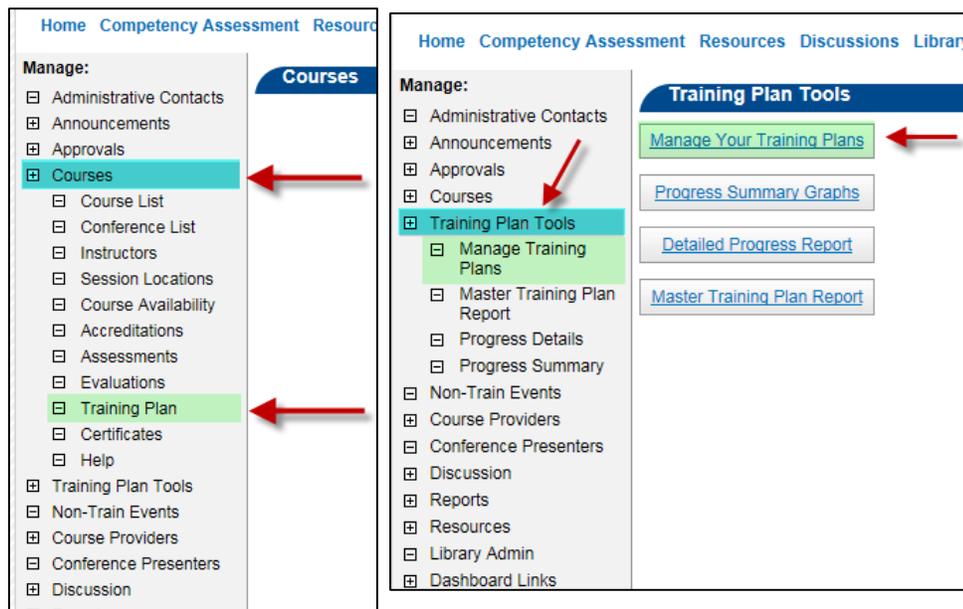
Enrolling a Learner

Step 1: Log in to **TRAIN Florida**

Step 2: From your home page - Click on **Administration** in the top blue navigation bar.
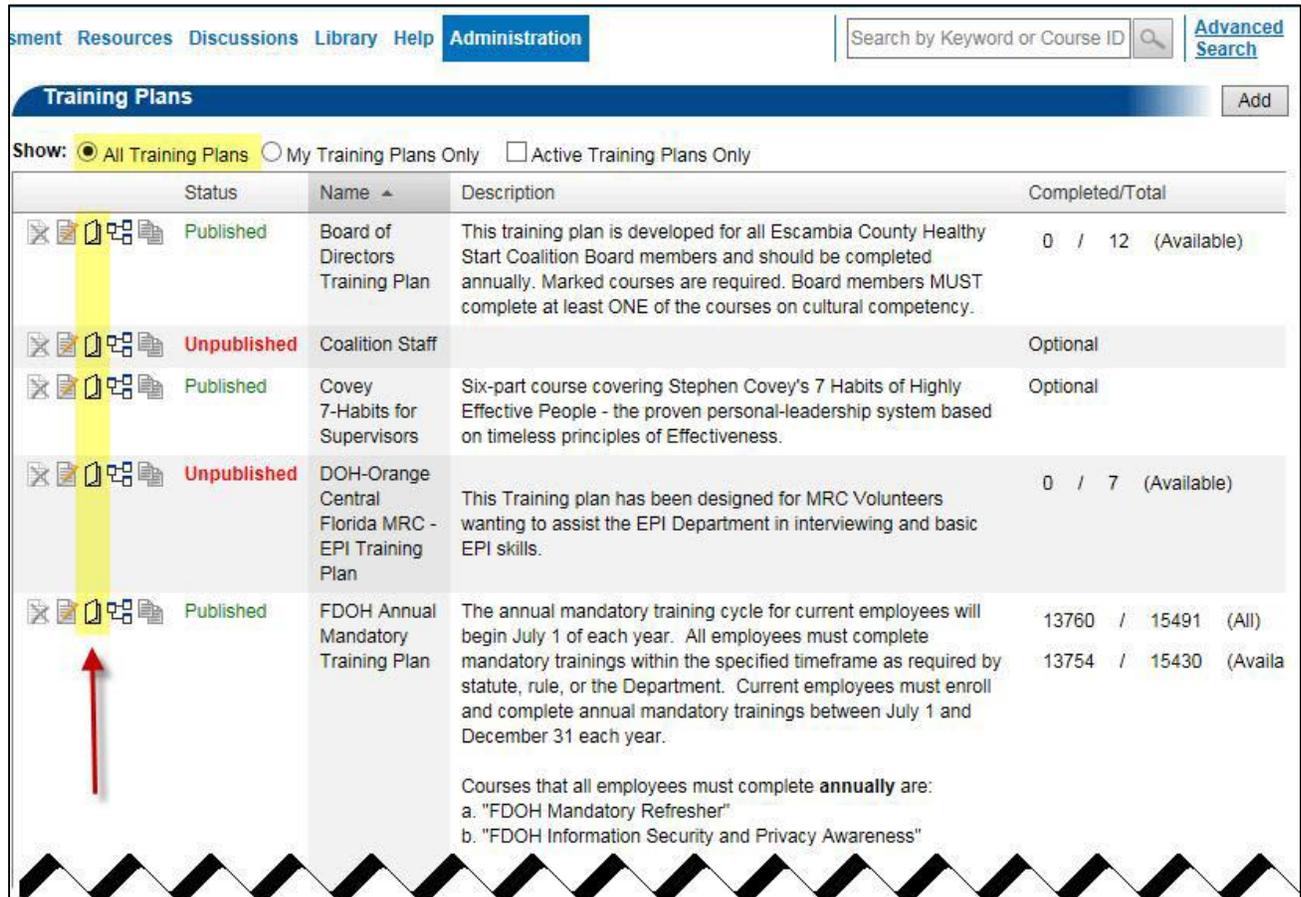

Step 3: On the left navigation bar, click **Courses** then **Training Plan or Training Plan Tools** then **Manage Training Plans**.

Step 4: Find the appropriate Training Plan on the list and click the **Assign to Users** (book 📖) icon.

> **NOTE:** By default, the Training Plan page will display a list of all Training Plans that are available to you, based on your Training Plan Manager role.

Step 5: The **Training Plan By Users** page for your chosen plan will display a list of learners currently assigned to the chosen Training Plan. If no learners have been assigned, the list will be blank.

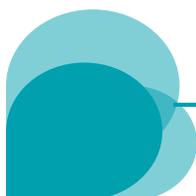Click the **Add More Users** button, located at the bottom of the list.
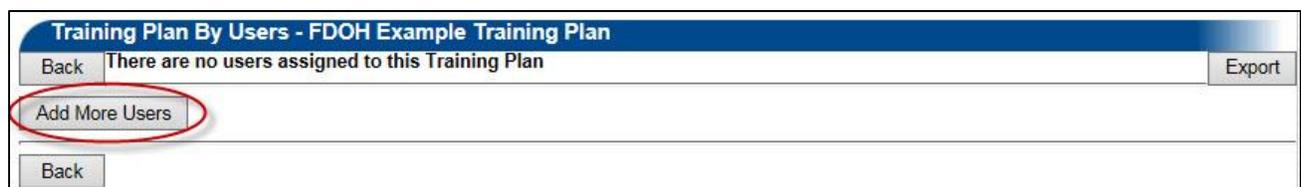
Step 6: A User search feature will open - Click the **Advanced** search mode and enter your search criteria for single learners or search by group assignment, which will give you a list of learners in a specific group, then click **Search**.

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20 rows per page ▼   **Page 1/772**   Previous First A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last Next

Remove Selected Users

Search mode: ○ Simple ● Advanced   Search

Details	Professional Role	Work Settings	Demographic Information	FEMA Student ID Number

Search users (Type First few letters of correspondent field below and/or select the group):

| **LastName :**	smith		**First Name :**	jane	← Search by name for single learner
Login Name :			**E-Mail :**		
Organization :					
City/Township/Town			**Country :**	▼	
ZIP :					

☑ Search users in sub-groups

- ⊞ Manatee CHD
- ⊞ Marion CHD
- ⊞ Martin CHD
- ⊞ Monroe CHD
- ⊞ Nassau CHD
- ⊟ Office of Chief of Staff
  - ⊞ Office of Communications
  - ⊞ Office of Legislative Planning
  - ⊞ **Office of Performance and Quality Improv** ← Search by group assignment for list of learners in a group
- ⊞ Office of Compassionate Use
- ⊞ Office of Deputy Secretary for Administration
- ⊞ Office of Deputy Secretary for County Health
- ⊞ Office of Deputy Secretary for Health/ Deputy
- ⊞ Office of General Council

Set Completion Date to the selected users: [   ] 🗓

Add Selected Users

Back

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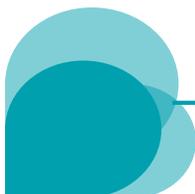
Step 7: When the list of learners opens at the bottom of the page, check the box next to the learner(s) you would like to add to the Training Plan then click the **Add Selected Users** button.

> **NOTE:** If appropriate, you can automatically assign a Completion Date for the Training Plan, to all selected learners, by entering the date in the Set Completion Date to the Selected Users text field before clicking the Add Selected Users button.

Step 8: Once the learner(s) have been assigned, click the **Back** button to return to the Training Plan home page.

The learners that have been assigned to a Training Plan will be able to see the plan, and access its courses using their **My Training Plans** tool, located in the Dashboard on their TRAIN Florida account homepage.

> **NOTE:** Assigning a learner to a Training Plan does not automatically register them for courses in the plan. Leaners must register for each course listed in the training plan individually.

If you have any questions or need assistance, please contact your organization's Site Administrators. For the **DOH LMS Site Administrators** please call **850-245-4008** or email **DOHLMSSupport@flhealth.gov** .