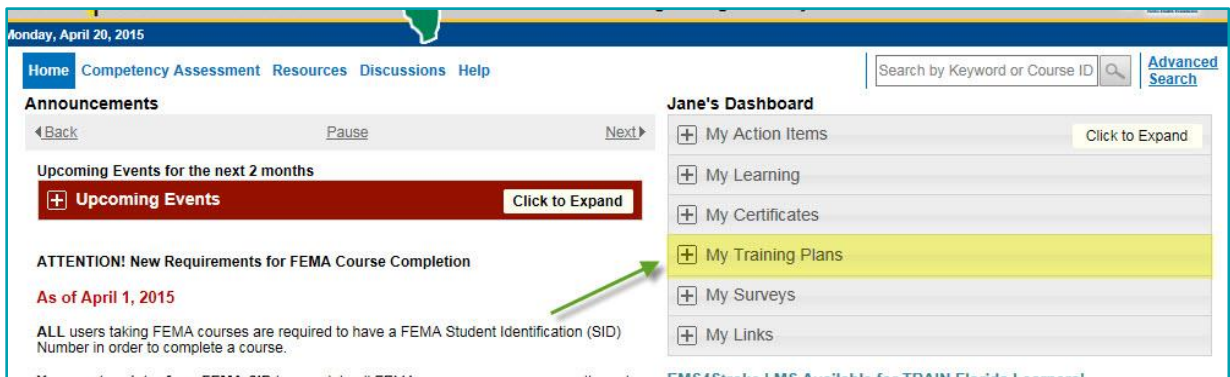


TRAIN Florida is a learner based system that allows learners to enroll themselves into any available training plan.

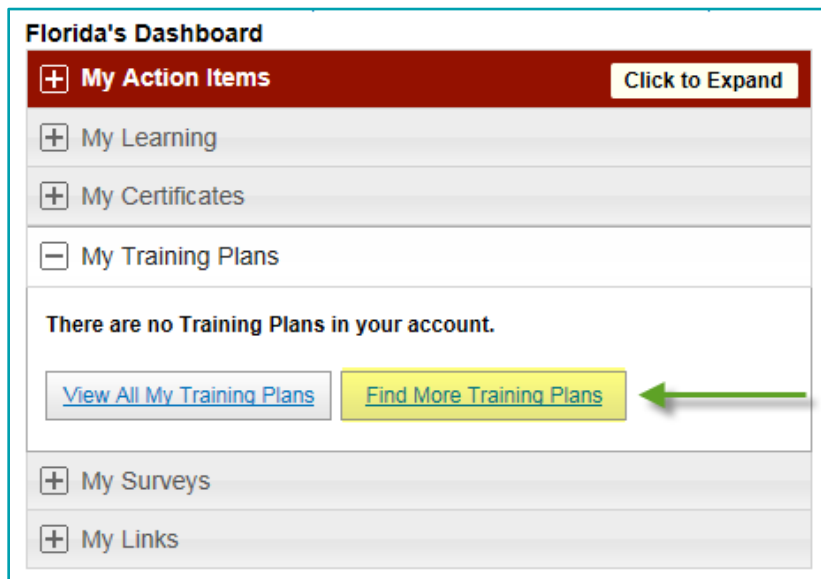
As a TRAIN Florida LMS Administrator it would be beneficial for you to be able to help a learner to enroll themselves in a plan, if needed.

**Step 1:** Have the learner to log in to [TRAIN Florida](#)

**Step 2:** Next direct the learner to their **My Training Plans** tool in the Dashboard on their homepage.



**Step 3:** Once the menu is open, click the **Find More Training Plans** button.



**Step 4:** The learner will be re-directed to the **Course Search** page for training plans. All training plans made available for their grouping will be displayed, along with a description.

By clicking the **Training Plan Title (1)** the learner can view the list of courses assigned to the plan and review the courses individually by clicking the course titles.

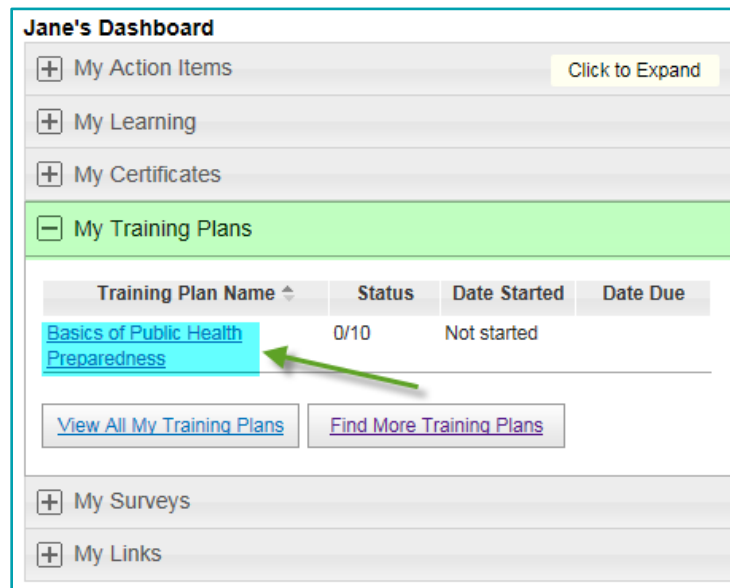
The learner can choose to register for the Training Plan by clicking the **Add to My Training Plan button (2)**.

The screenshot shows a web interface for training plans. The top navigation bar includes links for Assessment, Resources, Discussions, Library, Help, and Administration, along with a search box and an Advanced Search link. The main content area is titled 'Course Search' and features a table with two columns: 'Training Plan Name' and 'Description'. The first row is highlighted, with a green arrow pointing to the title 'Basics of Public Health Preparedness' and a large number '1' next to it. Below the table, there are two 'Add to My Training Plan' buttons, each with a green arrow pointing to it and a large number '2' next to it. The interface also includes a list of modules for the selected training plan and a detailed view of the first module, 'Introduction to Public Health Preparedness for Preparedness Staff', which includes a description, a list of modules, and a table of related courses with columns for Title, Sponsor/Officer, Format, and Rating.

**Step 5:** Once the learner has registered in a training plan, it will be listed in the **My Training Plans** tool in the Dashboard on their homepage.

When a learner enrolls themselves into a training plan, they are not automatically registered into each course. **Learners must register for each course listed in the training plan.**

Learners also have the ability to remove themselves from a self-enrolled training plan at any time. However, this will not delete completed courses within the plan or withdraw the learner from courses that are in progress at the time of removal.



**Jane's Dashboard**

- + My Action Items Click to Expand
- + My Learning
- + My Certificates
- My Training Plans

Training Plan Name	Status	Date Started	Date Due
<a href="#">Basics of Public Health Preparedness</a>	0/10	Not started	

[View All My Training Plans](#) [Find More Training Plans](#)

- + My Surveys
- + My Links

If you have any questions or need assistance regarding how to help learners enroll in a training plan, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)