There are several ways for learners to locate and register for courses within TRAIN Florida. This document will focus on locating a course using the Keyword or Course ID search feature, as it is available on all TRAIN Florida pages and is a key search tool for learners in this process.

It is beneficial for you as a Local LMS Administrator to be aware of the steps for locating, and registering for courses in TRAIN Florida to better assist your learners.

To assist a learner with locating and registering for a course, use the following steps:

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

Step 2:   From the TRAIN homepage – Locate the **Keyword or Course ID search feature**.
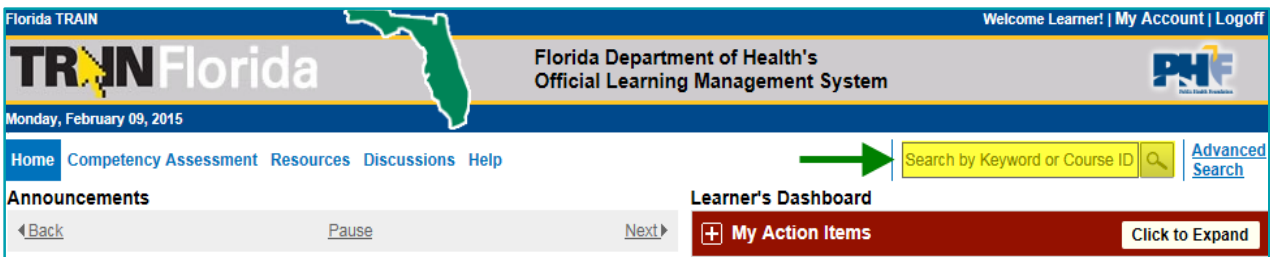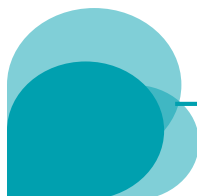

Step 3:   If the learner knows the **Course ID** number, have them type it into the search field and click the **Search icon** 🔍 button.

The learner can also search by entering a **Keyword** from the title of a course if known, or from the subject they wish to study. For example: the Department uses **FDOH** in front of all titles. After entering the Keyword, click the **Search icon** button.

Step 4:   They will be directed to the **Course Search** page. This page lists all courses, live events, resources, and discussion boards with the Keyword(s) in the title.
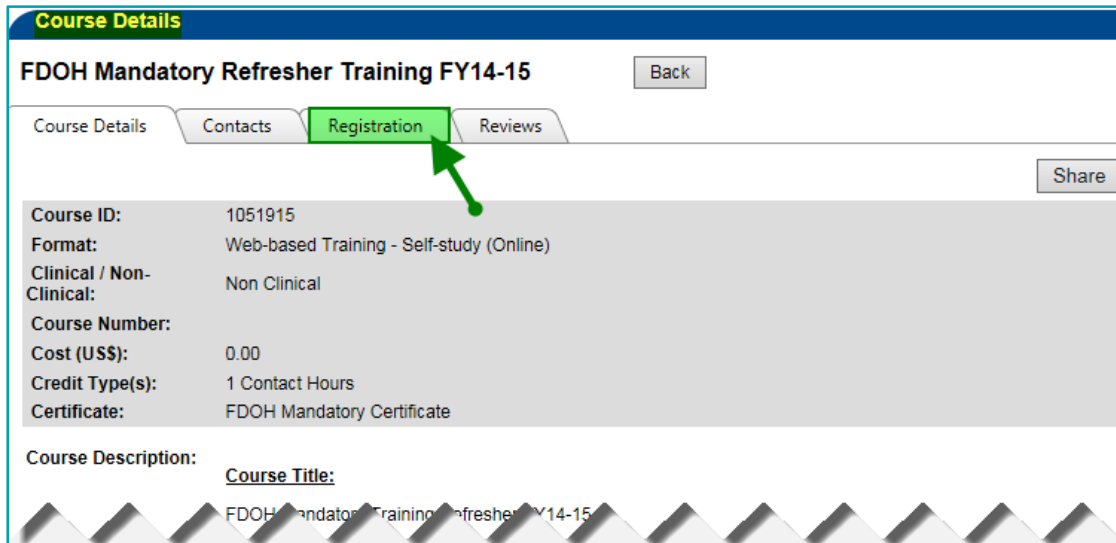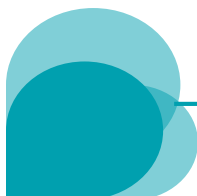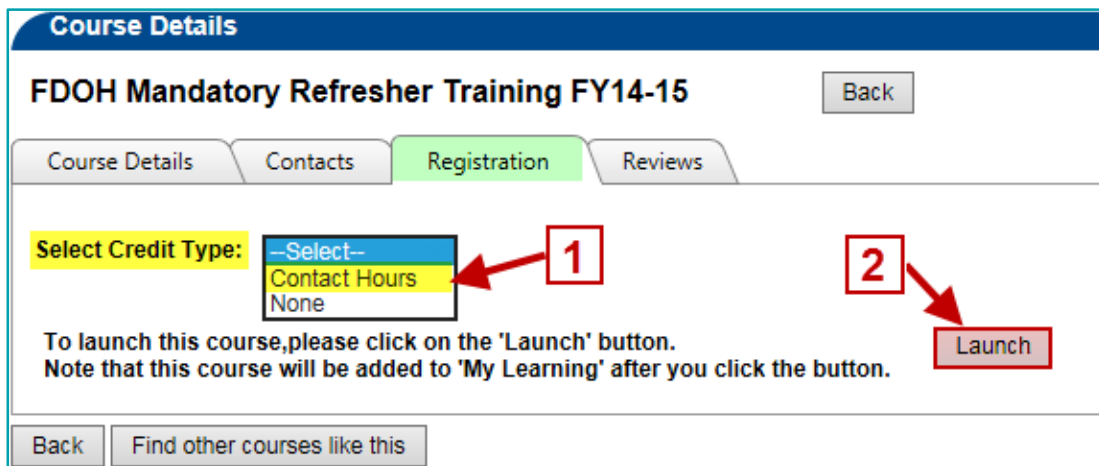
If a prefix was used and the learner knows the name of the course <u>the list can be sorted alphabetically after the prefix</u> by clicking on **Title** in the column header.

Once they have located the course, <u>if the learner would like to register</u>, have the learner **click on the title of the course**.

Step 5: They will be directed to the **Course Details** page for their chosen course.
<u>Be sure to have the learner review the information on this page</u>. If the course meets their needs, they should click the **Registration** tab.

Course Details

FDOH Mandatory Refresher Training FY14-15   Back

Course Details | Contacts | Registration | Reviews

Share

Course ID:	1051915
Format:	Web-based Training - Self-study (Online)
Clinical / Non-Clinical:	Non Clinical
Course Number:	
Cost (US$):	0.00
Credit Type(s):	1 Contact Hours
Certificate:	FDOH Mandatory Certificate

Course Description:

Course Title:

FDOH Mandatory Training Refresher FY14-15

Step 6: <u>Once on the Registration tab</u> – **(1)** Have the learner **Select a Credit Type** from the drop down menu. They should choose a credit type, to have the course record properly on their training transcript. **(2)** To register and begin participating in the course, have the learner click the **Launch** button.

Course Details

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Select Credit Type: --Select--
Contact Hours   **1**
None

To launch this course, please click on the 'Launch' button.   **2**   Launch
Note that this course will be added to 'My Learning' after you click the button.

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Step 7: **The learner is now registered in the course** – the course will open and begin playing in a new browser window.
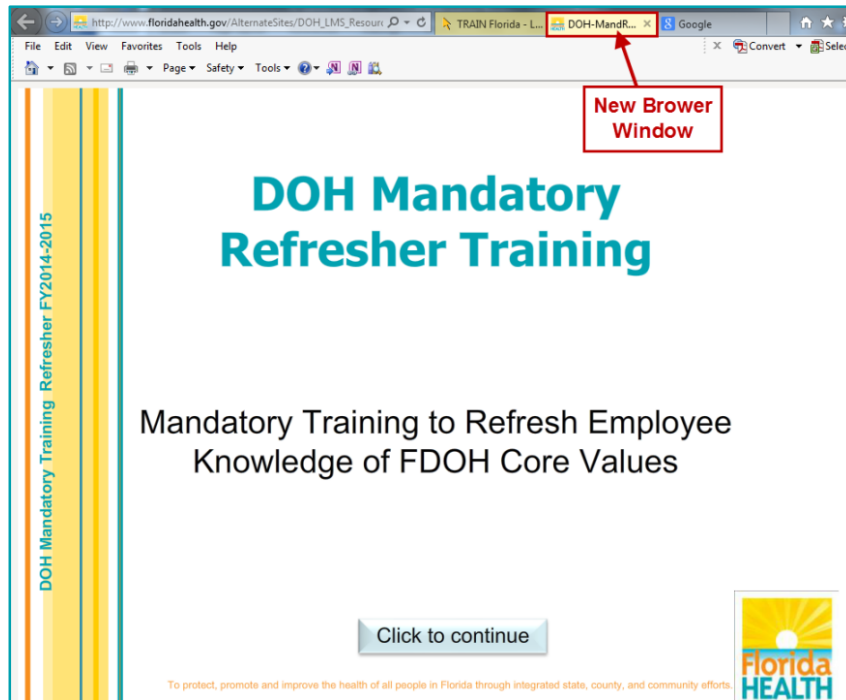
Step 8: The learner can choose to continue viewing and complete the course presentation right away, or watch the presentation later and <u>close the new window</u> by clicking the **X** in the browser tab, to return to TRAIN Florida.
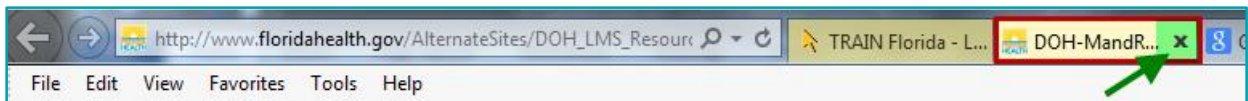
NOTE: The course will now be listed as In Progress in the learner's My Learning tool, in the Dashboard on their TRAIN Florida home page, and can be re-accessed by the learner at any time.

If you have any questions or need assistance with helping a learner locate and register for a TRAIN Florida course, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email **DOHLMSSupport@flhealth.gov**.