

TRAIN Florida – APD

How to Navigate

TRAIN Florida

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in Their Communities.



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APD Technical Support and Communication



We are just an email away!


If you cannot find the answer to your problem or require technical assistance, please contact the TRAIN Florida APD site administrators by email: apd.lmssupport@apdcares.org.

Please **do not contact** the Public Health Foundation (PHF) or the Florida Department of Health (DOH) regarding TRAIN Florida

Section 1
Introduction to TRAIN Florida Navigation

This document provides instructions on TRAIN Florida's basic navigation and features.

Navigating through the TRAIN Florida website is not clear-cut. We recommend that you become familiar with the site navigation menus before getting started.

 This symbol indicates that additional help for the TRAIN Florida training resource, instructions, or tutorials are available and located on the [TRAIN Florida Knowledge Center](#) or [APD Training Portal](#) web page.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcare.org.

Section 2
The TRAIN Florida Login Page

The [TRAIN Florida Login](#) page is where you will login TRAIN Florida.

 **Please Do Not Create a TRAIN Florida Account.**

APD employees and providers TRAIN Florida Learner accounts are created for you. You will receive your login information and instructions via your email account.

The [TRAIN Florida Login](#) page allows you to complete the following tasks:

- Login with your assigned **Login Name and Password.**
- Retrieve your Login Name and Password.
- Access the [APD Training Portal](#) for APD training tools, information, and resources.
- Access the [TRAIN Florida Knowledge Center](#) for [TRAIN Florida user tools](#).

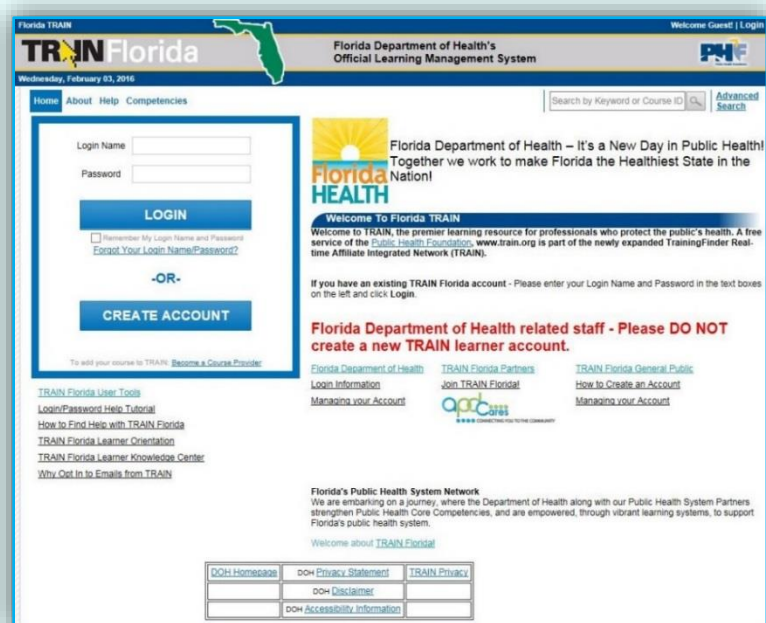


Image 2.1

2.1: Login Name and Password

Enter your assigned **Login Name** and **Password** and click the **LOGIN** button.

Note to First-Time Users:

If this is your first time logging into TRAIN Florida, please follow the [Login instructions for new learners](#).



Login instructions are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu.

- [Login instructions for current learners](#)
- [Login instructions for new learners](#)

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcares.org.



Image 2.2

2.2: Forgot Your Password



If you forgot your **Login Name** or **Password**, please **Do Not Create a TRAIN Florida account**.

Click on **Forgot Your Login Name/Password?** and then follow the directions.



You can learn how to retrieve your login and password information by following the [Login instructions for current learners](#) link.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcares.org.

Please **do not contact** the Public Health Foundation (PHF) or the Florida Department of Health (DOH) regarding TRAIN Florida

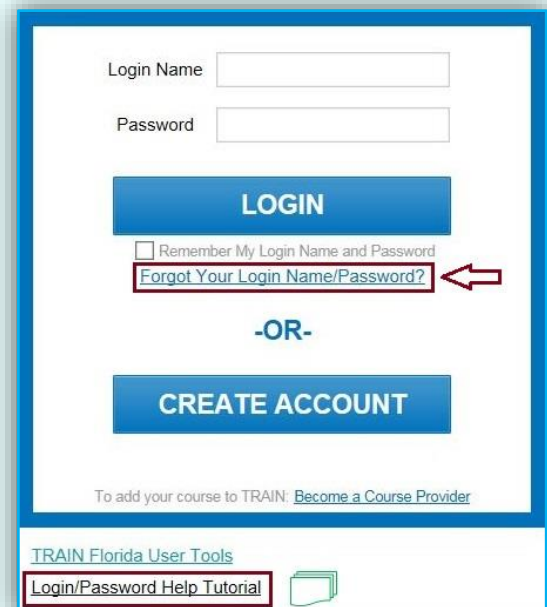


Image 2.3

2.3: APD Training Portal

APD has created the [APD Training Portal](#). To open this page, click on the **APD Cares** logo. The web page will open in a new window.



Image 2.4



This web page provides the APD training tools, information, resources, and support to locate and manage courses, training plans, training transcript, and much more in the TRAIN Florida LMS.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcares.org.

2.4: TRAIN Florida User Tools

This link takes you to the [Florida Department of Health TRAIN Florida Learner Knowledge Center](#).

The [Learner Questions and Answers](#), and [Learner Tutorials](#) provide links for APD learners to access information to help with using the TRAIN Florida website, as well as managing their learner accounts.



The [APD Training Portal](#) web pages are designed for APD Learners. Please use the [APD Training Portal](#) to get the APD training tools, information, resources, and support to locate and manage APD courses, training plans, training transcript and much more in the TRAIN Florida, LMS.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcares.org.

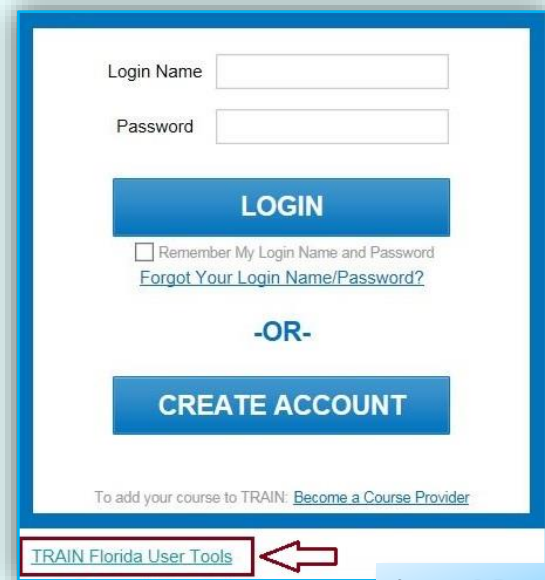


Image 2.5

Section 3

The TRAIN Florida Learner Home Page

This is your personalized TRAIN Florida learner home page.

This page will appear when you login to TRAIN Florida.

Let us begin with some TRAIN Florida learner home page navigation tips:

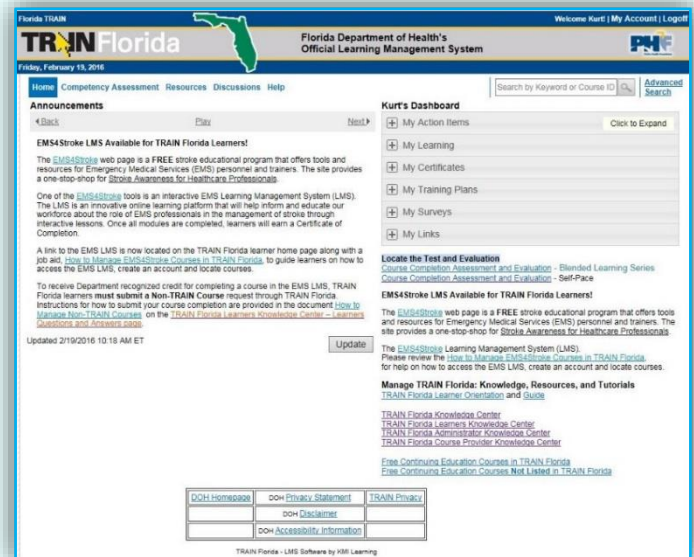


Image 3.1

3.1: Top Navigation Bar

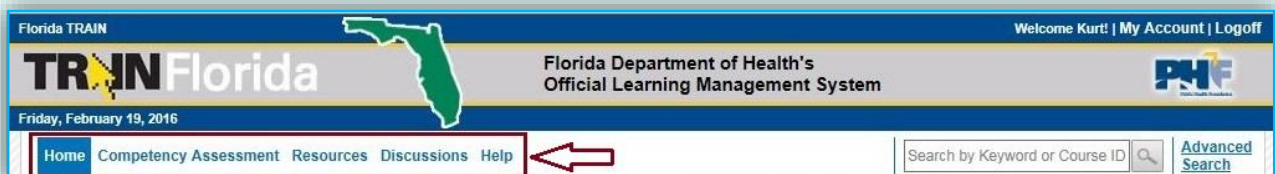


Image 3.2

The top navigation bar appears on almost every page on the TRAIN Florida site, and allows consistent access to the primary pages no matter where you are on the site.

You will always see these five menu links:

1. Home
2. Competency Assessment
3. Resources
4. Discussions
5. Help

3.2: The Home Link

You can click on the **Home** menu link from any page on the site and it will return you to the home page.

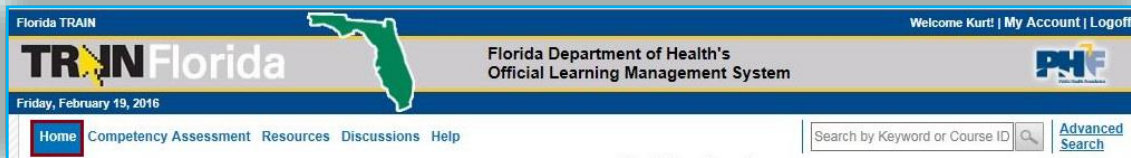


Image 3.3

3.3: The Resources Link

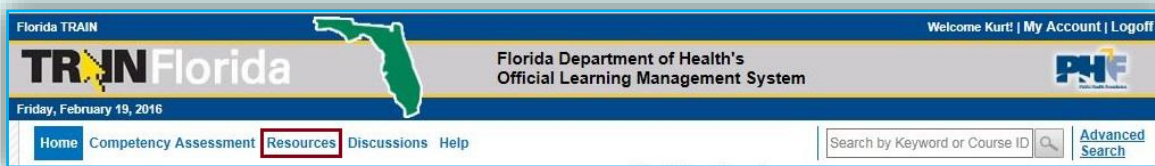


Image 3.4

You can click on the **Resources** menu link from any page on the site and it will take you to the Resources page. APD post documents here to enhance communication and provide you with TRAIN Florida and APD related training information.



Instructions on [How to Manage APD Resources](#) are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu.

3.4: The Discussions Link

You can click on the **Discussions** menu link from any page on the site and it will take you to the Discussions page. If you have a question, you can post it on the [APD Discussion Board](#). The TRAIN Florida APD site administrators monitor and triage all APD Discussion Board threads daily, and we encourage all APD learners to submit a [Discussion Board thread](#).

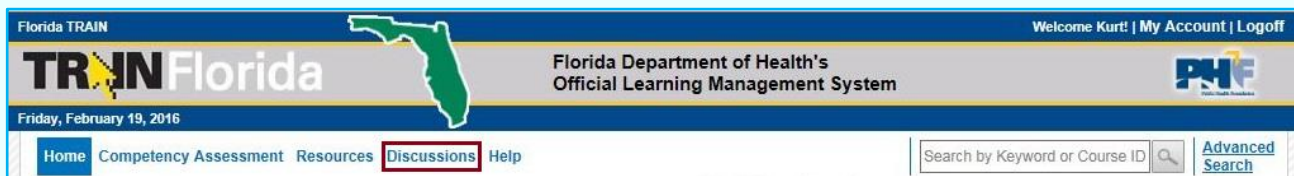


Image 3.5



Instructions on [How to Manage the APD Discussion Board](#) are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu. For help on adding an APD Discussion Thread. See [How to add an APD Discussion Thread](#).

3.5: The Help Link

The TRAIN Florida APD team is your primary resource for help and support. If you have problems launching a course, your computer may not meet the minimum system requirements. Click the **Help** menu link located on the navigation menu, located at the top of your home page to view the requirements.



Image 3.6



If you have problems launching a course, please refer to the [APD Discussion Board](#) page.

Section 4

My Learner Account



Please Do Not Create a TRAIN Florida Account.

APD employees and providers, TRAIN Florida Learner accounts are created for you. You will receive your login information and instructions via your email account.

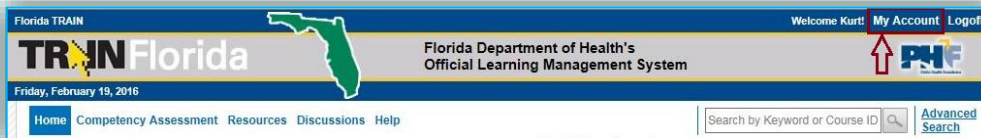


Image 4.1

On the top right-hand corner of the **TRAIN Florida** banner is the **My Account** link. This link gives you access to your account details. Understanding how your account works will help you with reviewing your account information.

APD uses TRAIN Florida data in agency training reports, and it is important that the data is correct. Please do not make any changes to your account information. If you see an error, please contact the APD TRAIN Florida site administrators by email at apd.lmssupport@apdcares.org.

Exceptions:

1. You can change your choice to **opt-in or opt-out** of receiving emails from TRAIN Florida. APD sends important information regarding the system and recommends that all learners receive TRAIN Florida emails.
2. You can reset your TRAIN Florida **password** at your discretion.



Instructions about [How to Manage My Account](#) are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu, and TRAIN Florida APD Resources. For help, see [How to Manage APD Resources](#).

Section 5

APD Announcements and Events

Announcements and Upcoming Events are located on the left side of the home page.

APD uses the **TRAIN Florida Announcements** to help communicate and provide support to APD learners. TRAIN and APD administrators frequently post important training and course information.

The **Upcoming Events** feature displays all training events to include classroom and webinar trainings, scheduled by APD and other organizations in TRAIN for the next two months.



Image 5.1

We encourage you to view the **TRAIN Florida Announcements and Upcoming Events** as often as you can.



Instructions on [How to Manage APD Announcements and Upcoming Events](#) are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu, and TRAIN Florida APD Resources. For help, see [How to Manage APD Resources](#).

Section 6

My Learner Dashboard

This is your personalized **TRAIN Florida training Dashboard**.

Your dashboard is located on the upper right side of the homepage. The dashboard is your primary tool for course management in TRAIN Florida. You will always see these six menu tiles:

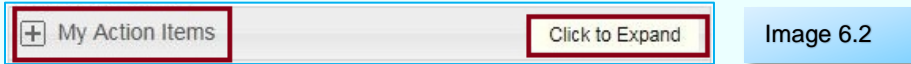
1. **My Actions Items**
2. **My Learning**
3. **My Certificates**
4. **My Training Plans**
5. **My Survey**
6. **My Links**



Click the plus sign or any place on the tile to view the details. Click the minus sign to hide them.

6.1: My Action Items

Your **Dashboard** gives you direct access to your **Action Items**, including any pending approval items. This is where you find any pending course evaluations or assessments (tests).



Instructions on **How to Manage My Actions** Items are located on the **APD Training Portal** web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Dashboard](#).

6.2: My Learning

The **My Learning** tile contains a list of current, recently completed, and archived courses. This is where you will be able to access your **TRAIN Transcript**.

Instructions on **How to Manage My Learning** are located on the **APD Training Portal** web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Dashboard](#).

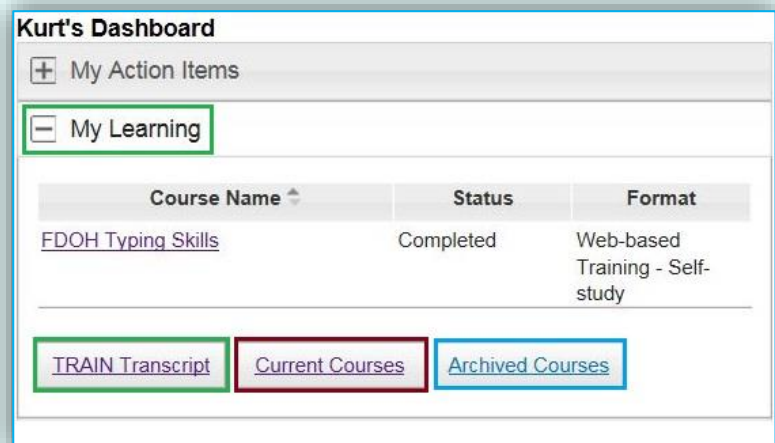


Image 6.3

6.3: My Certificates

The **My Certificates** tile shows a list of your currently earned certificates, and you can click the **View All Certificates** link to view and print all certificates you have obtained in the TRAIN Florida system.

Instructions on **How to Manage My Certificates** are located on the **APD Training Portal** web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Dashboard](#).



Image 6.4

6.4: My Training Plans

The **My Training Plans** tile list any training plans that you are currently enrolled in.

Training Plans are a group of required or recommended courses. For example, the Provider Basic, Service-Specific, and In-Service training courses will be listed in a training plan.

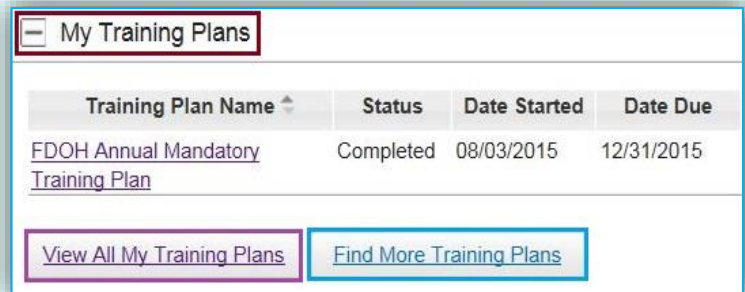


Image 6.5

The TRAIN Florida APD site administrators assign learners to a Training Plan. Click the **View All My Training Plans** link to view all assigned plans, or click the **Find More Training Plans** link to find other plans you can enroll in.



Instructions on **How to Manage My Training Plans** are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Training Plans](#).

6.5: My Surveys

Like the Training Plans, the TRAIN Florida APD Administrator assigns learners to a survey. Click the **View All My Surveys** link to view all assigned surveys.



Image 6.6



Instructions on **How to Manage My Surveys** are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Dashboard](#).

6.6: My Links

The **My Links** panel has two parts. Under **Links** are quick links to TRAIN Florida information and resources. Click **Add My Link** to add a web link.



Instructions on **How to Manage My Links** are located on the [APD Training Portal](#) web page: TRAIN Florida Resources – Learner Help & Support menu: [How to Manage My Dashboard](#).



Image 6.7


Section 7
How to Locate TRAIN Florida APD Courses and other TRAIN courses

The only way to locate TRAIN Florida APD courses is to use the **Keyword or Course ID** search bar. Learners can use the Keyword or Course ID search bar to locate any APD course or TRAIN course available to their group assignment.



Image 7.1

The **Keyword or Course ID** search bar is located on the upper-right side of the navigation bar. You can access the search bar on any page of the site.

Type a keyword, such as part of a course title, or the course ID, and then click the **magnifying glass icon**, , or press the **Enter** key on your keyboard.

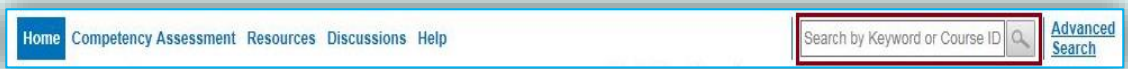


Image 7.2

APD Learners enter **APD** into the **Keyword or Course ID** search bar.


In our example, we entered APD. When we click  or press **Enter**, TRAIN Florida will direct us to the **Course Search** page.



Image 7.3

Title	Type	Sponsor/Officer	Rating
APD - Aflac, Inc. Health Insurance Portability and Accountability Act (HIPAA)	Course	Aflac, Inc.	(no reviews)
APD - Consumer Directed Care Plus Purchasing Plan Training	Course	Agency for Persons with Disabilities	(no reviews)
APD Discussion Board	Discussion		(no reviews)
APD - Friends Activity Worksheets	Resources		(no reviews)
APD - Appendix B - Budget Training Requirements for Budget Waiver Travelers	Resources		(no reviews)
APD - Appendix C - Budget Handbook Service Specific Training Requirements	Resources		(no reviews)
APD - Friends Connecting People with Disabilities and Community Members	Resources		(no reviews)
APD - Budget Handbook - Appendix J - Qualifications For Trainers/Trainer Agreement Form	Resources		(no reviews)

The page displays all courses, discussions, and resources related to APD.

Image 7.4

Instructions on How to locate APD courses are located on the **APD Training Portal** web page: TRAIN Florida Resources – Learner Help & Support menu: **How to locate TRAIN Florida APD courses**. If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcare.org.

Section 6

Who Do I Contact for Help & Support?

APD Technical Support and Communication



Image 8.1

We are just an email away!

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: apd.lmssupport@apdcares.org.

- An auto-reply is sent to each submitted email request.
- The APD LMS Support team will process emails in the order they are received. Please allow a minimum of five business days to complete your request.
- Please do not submit more than one email per request, or question. Your email will be addressed in the order it was received.
- Email Request Format:
 - Email request must have a Subject
 - Email body must have your name, agency contact information, and text regarding your inquiry, comment or question
- If you are an APD Provider or staff, please include your Provider ID number in the body of the email



Image 8.2

Do not contact the Florida Department of Health or the Public Health Foundation for assistance.
Thank you for supporting TRAIN Florida APD.