Before you search for APD Courses

![apdCares - CONNECTING YOU TO THE COMMUNITY]

Step 1: You must have APD Providers selected in your profile

If you move to another area of the state, it is important that you select the correct APD region.
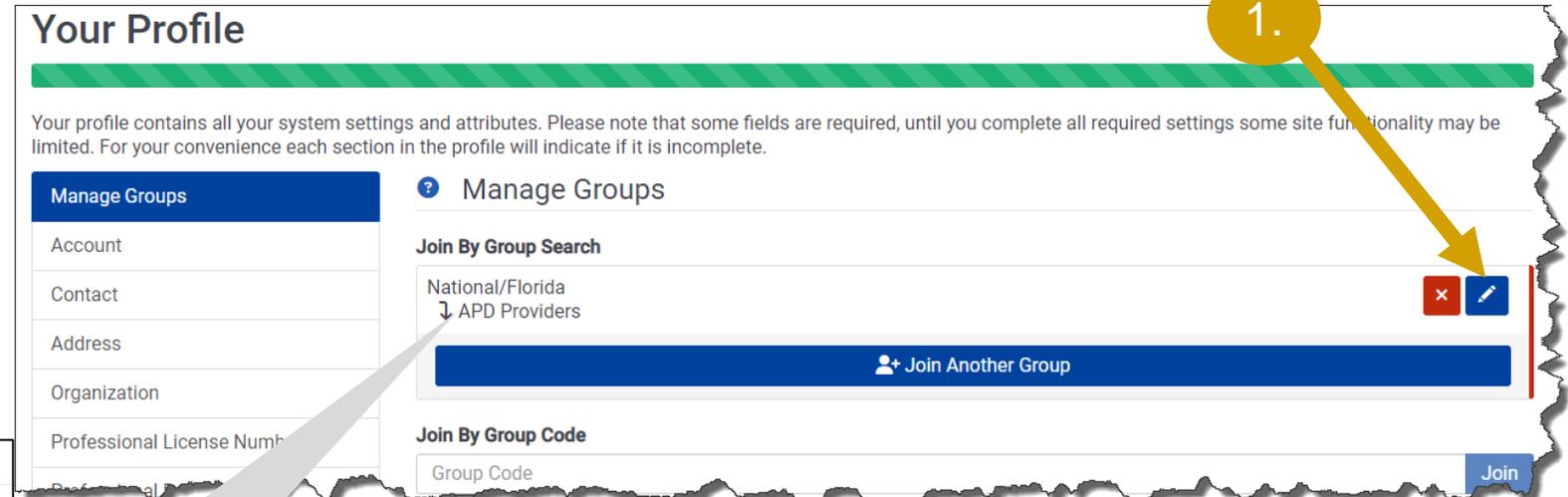
Your Profile

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

Manage Groups
Account
Contact
Address
Organization
Professional License Numb

❓ Manage Groups

Join By Group Search

National/Florida
↳ APD Providers   [✕] [✎] **1.**

👥+ Join Another Group

Join By Group Code

Group Code   [Join]
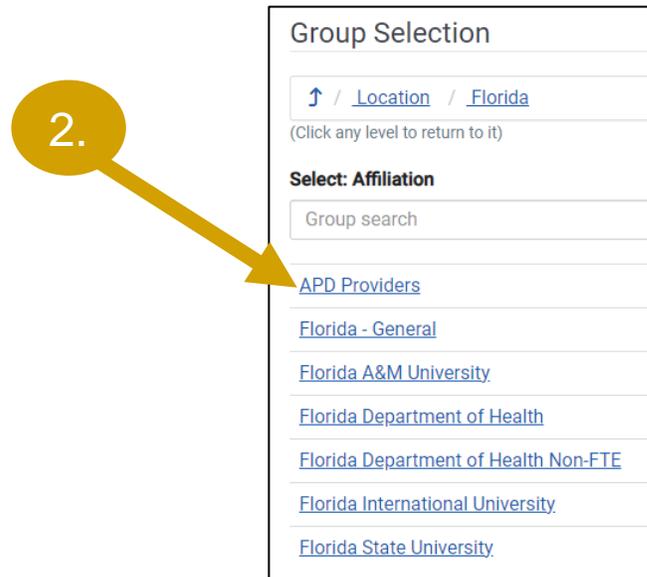
Group Selection

⬆ / Location / Florida
(Click any level to return to it)

Select: Affiliation

Group search

2.

APD Providers

Florida - General

Florida A&M University

Florida Department of Health

Florida Department of Health Non-FTE

Florida International University

Florida State University
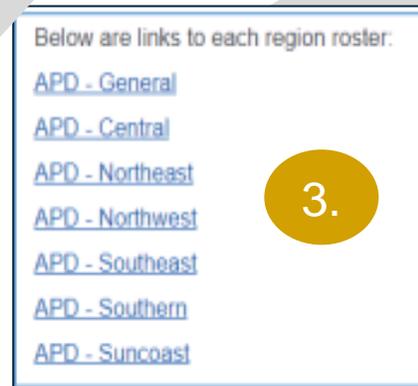
Below are links to each region roster:

APD - General

APD - Central

APD - Northeast

APD - Northwest   **3.**

APD - Southeast

APD - Southern

APD - Suncoast

1. Click the **pencil icon**.
2. Select **APD Providers**
3. Click the **region** link that applies to you.

Step 2: Make sure your account information is correct

The email on your account must match the email APD's TRAIN Florida Support team has listed for your TRAIN Florida account.

You will see a message like this to verify your email address. Follow the prompts on the screen to complete the process or click the **Need help verifying your email** link for assistance.

Your Profile

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 |
| Demographic Information |
| CPE information |

Account

(Fields marked below are required)

Email

@apdcares.org | Re-send Email

A verification email was sent to _____ @apdcares.org. You will need to follow the instructions provided in that email to verify your account. **Need help verifying your email?**

would like to allow TRAIN to send me notifications via email
○ Yes ○ No

I would like to receive annual notifications to keep my account up to date
● Yes ○ No

First Name
D

Middle Name

Last Name
R

Login Name

User ID

Reset Password

Step 3: Organization

- **Organization Name**: Enter **APD Providers** (Exactly)
- **Department/Division**: Enter Your **Assigned Region** (Example: Agency – Central)
- **Bureau/Section**: Enter agency's **Provider ID Number** (Example: Provider ID – 013086000, Leave blank if you do not have one)
- **Title:** Enter your **Agency Name** (**As listed on the Provider Agreement; no abbreviations**)

If you change jobs and/or move to another area of the state, it is important that you select the correct APD region and list the name of your new agency.

Step 3: Manage Groups (Cont.)

- Click **Confirm these selections**.

Location / Florida / APD Providers
(Click any level to return to it)
✓ Confirm these selections

- Click **Confirm Group Selections**.

National/Florida ↳ APD Providers	✕
✓ Confirm Group Selections	

Before you search for APD courses

Check your system requirements

- Use a desktop or laptop when taking a course to ensure you can clearly view and access all course components.

- Review the **System Requirements** that are located under **TRAIN Florida's Help** page.

- Courses launched from TRAIN may have additional requirements. Please review the course description for each course for any additional system requirements.
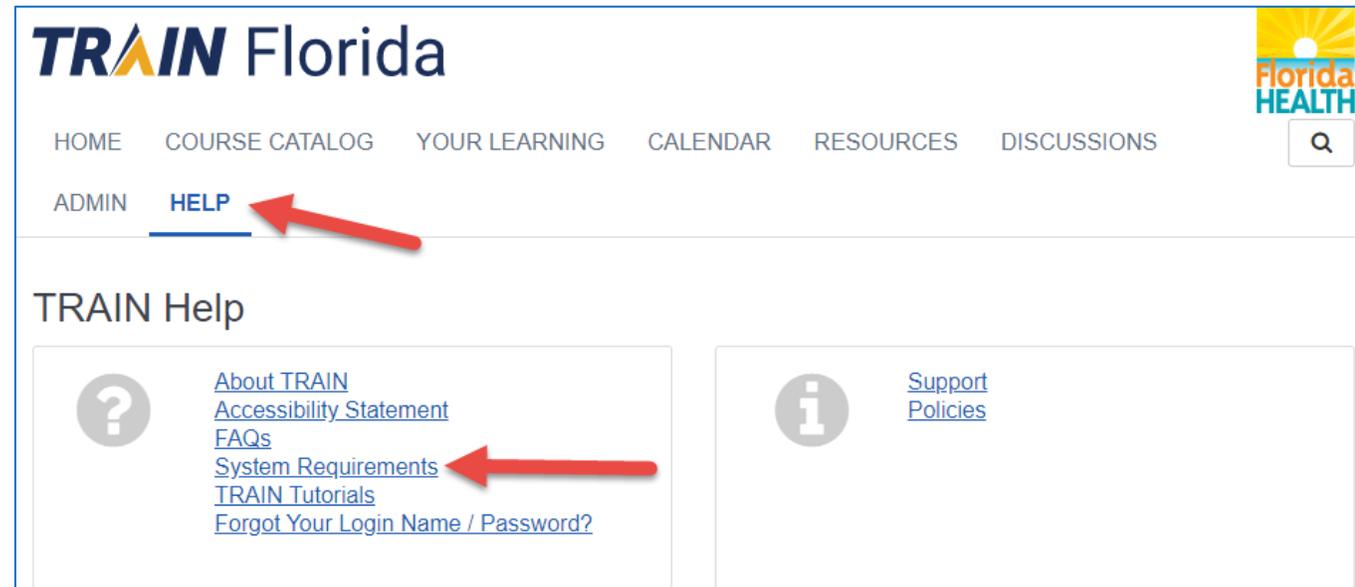
TRAIN Florida website URL:

www.train.org/florida

TRAIN Florida – Log In

Login Instructions

1. Type your **Login Name**.
2. Type your **Password**.
3. Click **Login**.
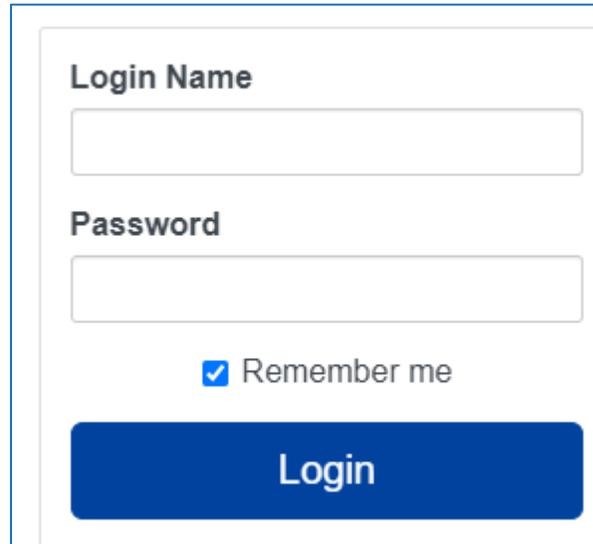
Login Name

Password

☑ Remember me

Login

For questions about your TRAIN Florida Account, contact APD's TRAIN Florida team at:

apd.lmssupport@apdcares.org