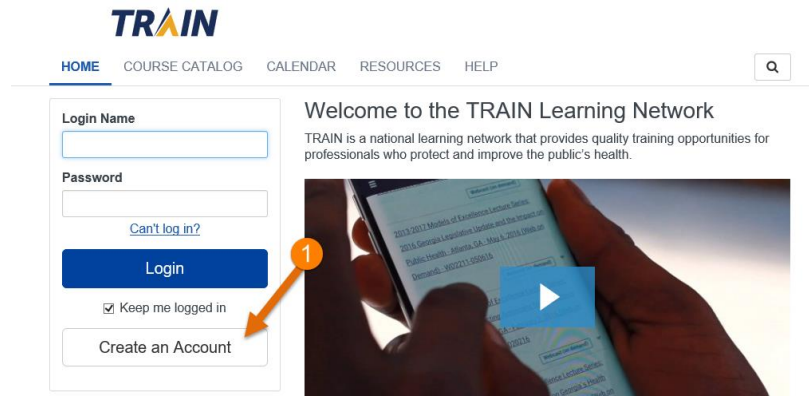


# Creating a TRAIN Florida Account

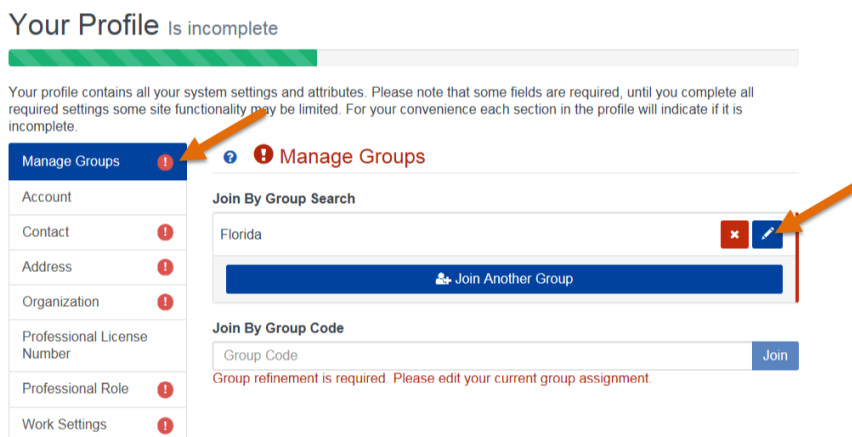
## Non-agency Staff Account Creation

**Before You Begin:** Do you already have a TRAIN account? If yes, do not create another account. Contact the APD LMS Support Team at [apd.lmssupport@apdcare.org](mailto:apd.lmssupport@apdcare.org) if you are not sure. Learners must have only one TRAIN Florida account. Learners with duplicate accounts will be blocked from accessing their TRAIN Florida accounts.

1. Go to <https://www.train.org/main/welcome> and click **Create an Account**.



2. Complete the **Create Account** fields, review the **TRAIN policies** and click the checkbox, and then click **Create Account**.
3. On the **Your Profile** page, click **Manage Groups** and then do the following:
  - Click the pencil icon.
  - Click **APD Providers** and then select **your region**.
  - Click **Confirm these selections**.
  - Click **Confirm Group Selections**.
  - Click **Save**.



4. On the **Your Profile** page, complete the remainder of the fields and then click **Save**.
5. Click **Logout**. You will then login with your information.

# Creating a TRAIN Florida Account

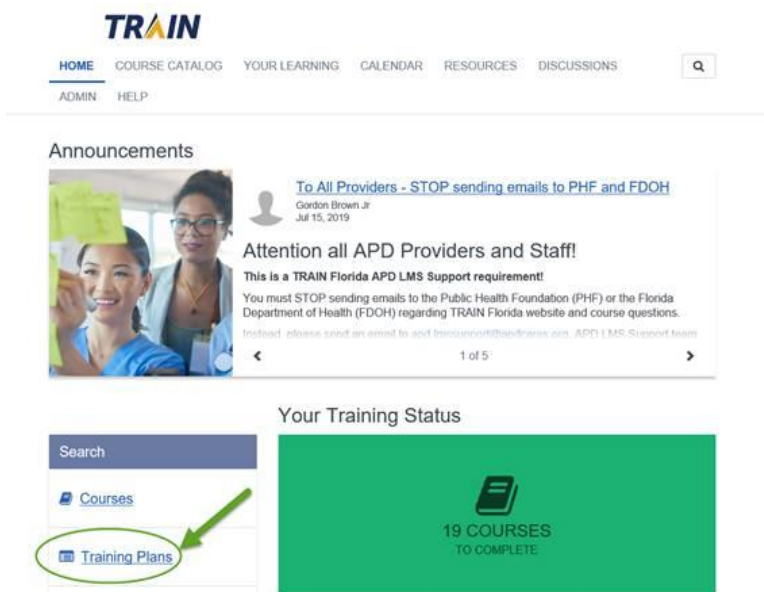
## Non-agency Staff Account Creation

After you log in to your account:

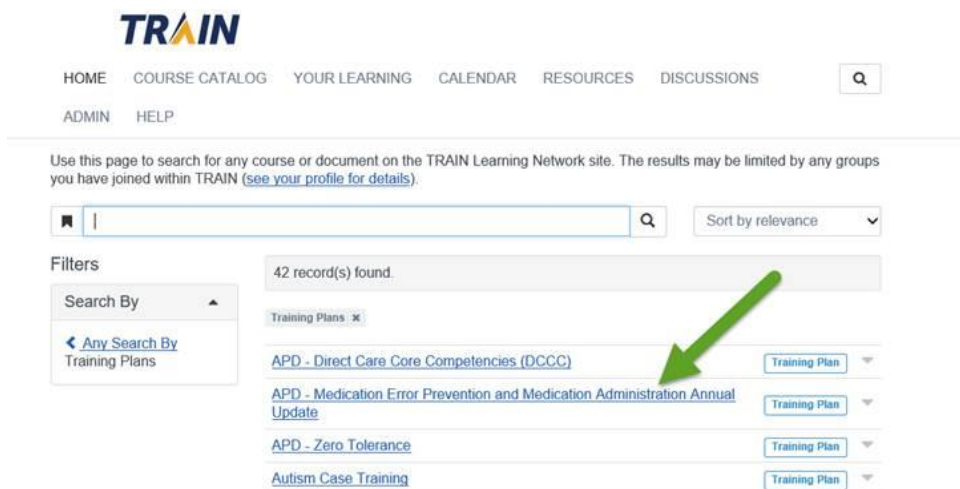
The following APD courses must be accessed through their respective training plans:

- Direct Care Core Competencies
- Medication Error Prevention and Medication Administration – Annual Update
- Zero Tolerance

1. Scroll down the home page to the **Search** column and click the **Training Plans** link.



2. Click the **course name** link.



# Creating a TRAIN Florida Account

## Non-agency Staff Account Creation



- 3. Click the **Show More** link and read the information provided; download the **Navigation/Instructions** guide (and follow the guide from this point forward).

The screenshot shows the TRAIN Florida website interface. At the top, there is a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, ADMIN, and HELP. A search bar is located on the right. The main heading is 'APD - Medication Error Prevention and Medication Administration Annual Update'. Below the heading are 'Back' and 'Register' buttons. The course ID is 'ID 3965'. A note states: 'This 2-hour annual update course on Medication Error Prevention and Medication Administration is required prior to revalidation.' Under 'Before You Begin:', there are instructions: '1. Scroll down this page and review the information listed below.' and '2. Review items 3 and 4 review the course module guides (links below)'. A 'Show More' link is circled in green with an arrow pointing to it. Below this is a table of course modules.

Name	Completed Date	Score	Hours	Status
<b>Medication Error Prevention and Medication Administration - Annual Update</b> <span>All courses out of this section are required</span>				
<a href="#">APD - MEP-MA Annual Update: Module 1 - Medication Error</a>			0.16h	In Progress
<a href="#">APD - MEP-MA Annual Update: Module 2 - Medication Error</a>			0.32h	Not Started

**Note:** For additional information about APD courses and TRAIN Florida navigation, visit the [APD Training Portal](#).