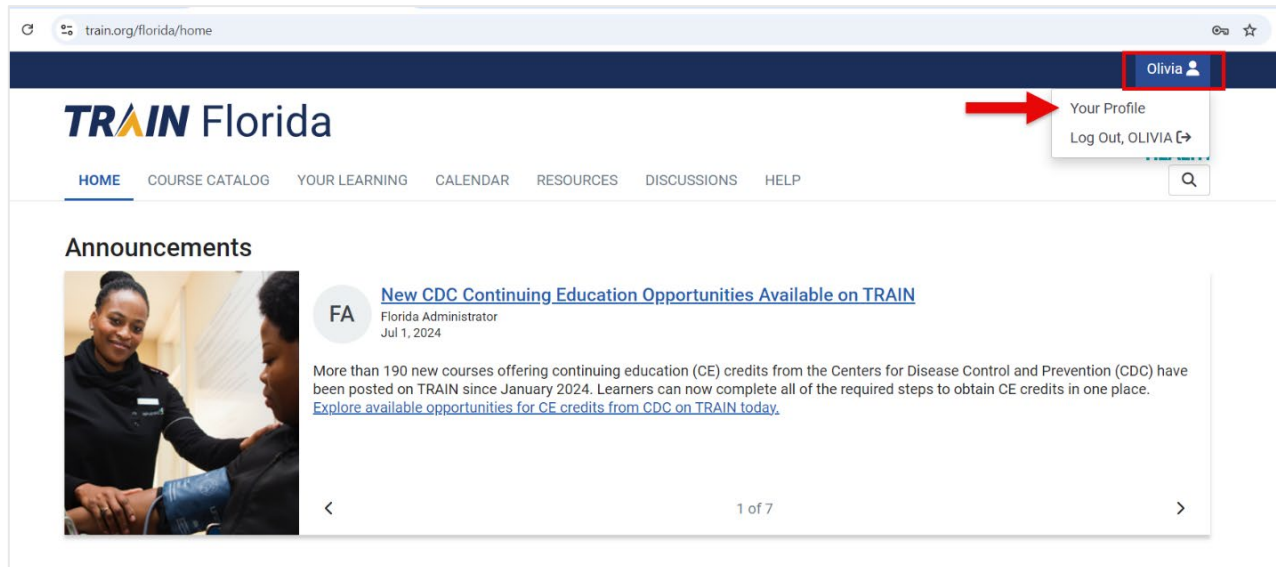


# How to Complete Your User Account Profile in TRAIN Florida

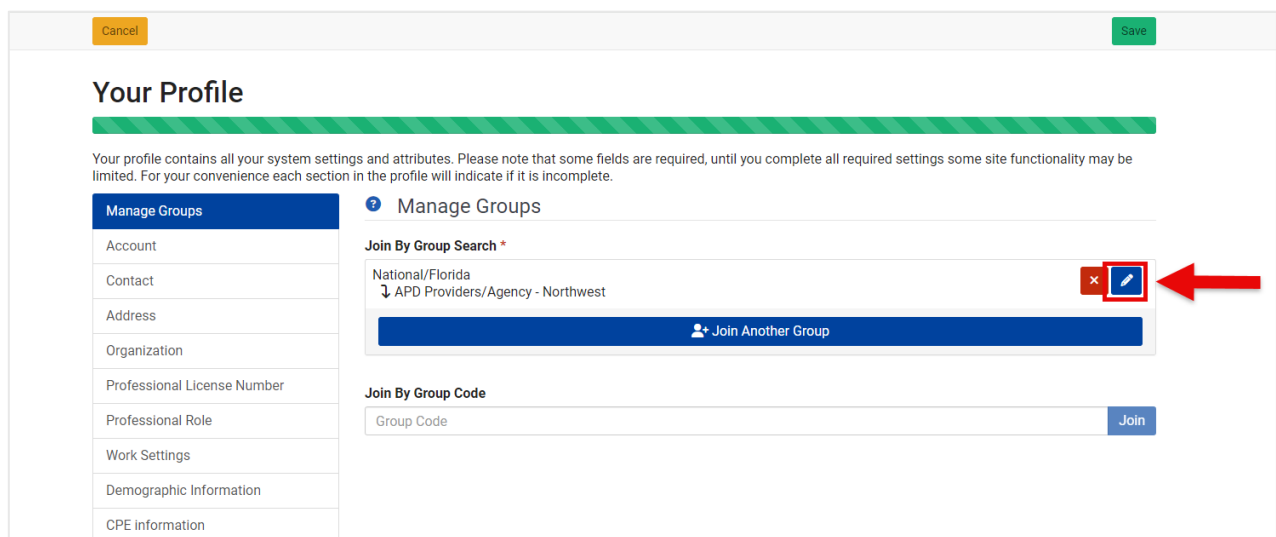
## For APD Providers and Staff

To access APD courses in TRAIN Florida, providers and staff must follow the instructions below for completing their user account profile.

1. Login to TRAIN Florida.
2. Click your name in the bar at the top right corner of the home screen. A drop-down menu will appear.
3. Select “Your Profile”.



4. Your user account profile page will open on the Manage Groups tab, located in the menu on the left side of the screen.
5. On the Manage Groups tab, click the “Edit Group” button (pencil icon).



6. Select “APD Providers” from the Edit Group menu.

The screenshot shows the 'Edit Group' page. At the top, there is a '< Back' button. Below it, the breadcrumb path is 'Location / Florida'. A note says '(Click any level to return to it)'. Under the heading 'Select: Affiliation', there is a 'Group search' input field. Below this is a list of affiliations: 'APD Providers', 'Florida - General', 'Florida A&M University', 'Florida Department of Health', 'Florida Department of Health Non-FTE', 'Florida International University', and 'Florida State University'. A red arrow points to 'APD Providers'.

7. Next, select your group affiliation based on your provider type (agency, solo, or CDC+), and your region.

For example:

- If you work for an agency in the Northwest Region, select “Agency - Northwest”.
- If you are a solo (independent) provider in the Southeast Region, select “Solo - Southeast.”
- If you are a CDC+ Provider, select “CDC+ Providers”

If you are a new provider, and don’t know your region, refer to the map on APD’s website:

<https://www.apd.myflorida.com/region/>

The screenshot shows the 'Edit Group' page. At the top, there is a '< Back' button. Below it, the breadcrumb path is 'Location / Florida / APD Providers'. A note says '(Click any level to return to it)'. Below this is a green bar with a checkmark and the text 'Confirm these selections'. Under the heading 'Select: Affiliation', there is a 'Group search' input field. Below this is a list of affiliations: 'Agency - Central', 'Agency - Northeast', 'Agency - Northwest', 'Agency - Southeast', 'Agency - Southern', 'Agency - Suncoast', 'CDC+ Providers', 'Solo - Central', 'Solo - Northeast', 'Solo - Northwest', 'Solo - Southeast', 'Solo - Southern', and 'Solo - Suncoast'.

8. You will be prompted to confirm your group selections twice by clicking the confirmation bar.

✓ Confirm these selections

**Important:**

**Your group settings determine your access to APD trainings. If your group affiliations are incorrect, you will not be able to access APD courses.**

*In the image below, the user's account was set up to belong to the Agency - Northwest group. This user will have access to APD trainings as well as any trainings specifically for providers in the Northwest Region.*

The screenshot shows the 'Your Profile' page with a 'Cancel' button at the top left and a 'Save' button at the top right. The page title is 'Your Profile'. Below the title is a green bar with a white checkmark icon. A note states: '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.' On the left is a sidebar menu with 'Manage Groups' selected. The main content area is titled 'Manage Groups' with a help icon. It has two sections: 'Join By Group Search \*' and 'Join By Group Code'. The 'Join By Group Search \*' section shows a dropdown menu with 'National/Florida' selected and 'APD Providers/Agency - Northwest' listed below it. There are 'x' and 'edit' icons to the right. Below this is a blue button with a plus icon and the text 'Join Another Group'. The 'Join By Group Code' section has a text input field labeled 'Group Code' and a 'Join' button.

If you provide services in more than one region or offer additional CDC+ services, you can add more group affiliations. To do so, repeat steps 3-6.

9. Click the “Contact” tab in the menu on the left. Add your phone numbers.

The screenshot shows the 'Your Profile' page with a 'Cancel' button at the top left and a 'Save' button at the top right. The page title is 'Your Profile'. Below the title is a green bar with a white checkmark icon. A note states: '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.' On the left is a sidebar menu with 'Contact' selected. The main content area is titled 'Contact' with a help icon and a note '(Fields marked below are required)'. It has a section titled 'Phone numbers \*' with a plus icon. It shows a text input field with a pencil icon, the label 'Mobile', and the value '8505551234'. There is a red trash icon to the right. Below this is a blue button with a plus icon and the text 'Add another phone number'.

10. Click the “Address” tab in the menu on the left. Enter your address in the provided fields and ensure that the time zone is correct for your location in Florida.

**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.

**Address** (Fields marked below are required)

**Country \***  
United States

**State / Territory \***  
Florida

**City \***  
Tallahassee

**Zip / Postal Code \***  
32303

**Street address \***  
1234 Main Street

**Street address cont.**

**Time zone \***  
(GMT-05:00) Eastern Time (US & C)

**Left Sidebar Menu:**

- Manage Groups
- Account
- Contact
- Address**
- Organization
- Professional License Number
- Professional Role
- Work Settings
- Demographic Information
- CPE Information
- FEMA Student ID Number
- Professional Organization ID Number

11. Click the “Organization” tab in the menu on the left. Enter the following information in the provided fields:

- **Organization name:** APD Providers
- **Department / Division:** Your Provider Type (Agency or Solo) - Region (where you provide services)

*(Include a space, hyphen, and space between your Provider type and Region.)*

Examples:

- Agency - Northwest
- Solo – Southern

- **Bureau / Section:** Provider ID - 9-digit ID number

*(Include “Provider ID” followed by a space, hyphen, space and your 9-digit Medicaid Provider ID number)*

Example: Provider ID - 123456789

*If you don't know your Provider ID or don't have one yet, leave this field blank. Complete it once you receive your Provider ID from your agency management or Medicaid (if you are the enrolling provider).*

- **Title:** Name of Your Agency

*In the image below, the Organization tab is completed for a TRAIN Florida user who is an employee of Happy Helpers Inc., an agency in the Northwest 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.

**Organization** (Fields marked below are required)

**Organization name \***  
APD Providers

**Department / Division \***  
Agency - Northwest

**Bureau / Section**  
Provider ID - 123456789

**Title \***  
Happy Helpers Inc.

Enter: APD Providers

Enter: Title of your Organization/ Agency Here.

Enter: Provider type (Agency or Solo) - Your Region.

Enter: Provider ID - Your 9 digit medicaid ID number in the Bureau Section Field

**Important:**

The “Bureau / Section” field on the Organization tab must be completed accurately to link your user account and training record to your current organization.

- Click the “Professional Role” tab in the menu on the left. Scroll down the alphabetical list of professional roles and check the box labeled “Human Services Personnel”.

**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.

**Professional Role**

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the “Other” option is selected, please enter specialization.

**Primary**

☐ **Allied Health Professional** ☒

☐ **Administrator / Director / Manager** ☐

☐ **Administrative Support Staff** ☐

☐ **Animal Control Specialist / Veterinarian** ☐

13. Click the “Work Settings” tab in the menu on the left. In the list provided, check the box labeled “Official Public Health Agencies.”
14. Select “State / Territory” from the drop-down menu under “Official Public Health Agencies”.

The screenshot shows a web interface for a user profile. At the top, there are 'Cancel' and 'Save' buttons. The main heading is 'Your Profile'. Below it, a note states: '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.'

On the left is a sidebar menu with the following items: Manage Groups, Account, Contact, Address, Organization, Professional License Number, Professional Role, **Work Settings** (highlighted in blue), Demographic Information, CPE Information, FEMA Student ID Number, and Professional Organization ID Number.

The main content area is titled 'Work Settings' and contains the instruction: 'Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.' To the right of this instruction is a 'Primary' label.

There are five work setting options, each with a checkbox, a dropdown menu, and a radio button:

- ☐ Academic / Educational Institution (dropdown: --Select--)
- ☒ Official Public Health Agencies (dropdown: State / Territory) - This row is highlighted with a red box.
- ☐ US Military/Uniformed Services (dropdown: --Select--)
- ☐ Other Government Agencies (except Military)
- ☐ Healthcare Services (dropdown: --Select--)
- ☐ Indian Health Service

15. Click the “Save” button at the top right corner of the screen. You will be redirected to your home page, where a pop-up message will confirm, “Your changes have been saved.”

Congratulations! Your user account profile is now complete.