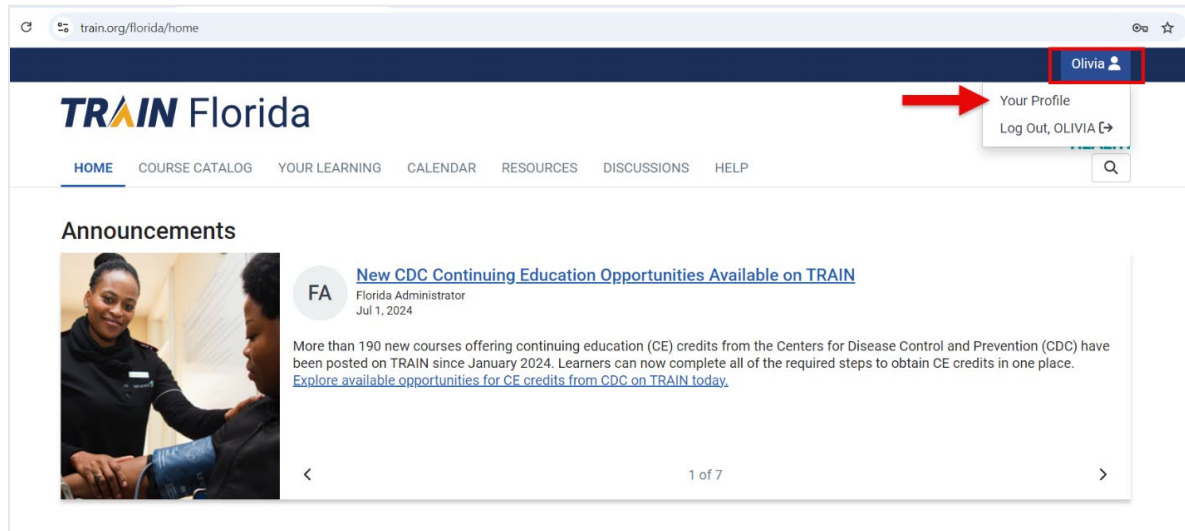


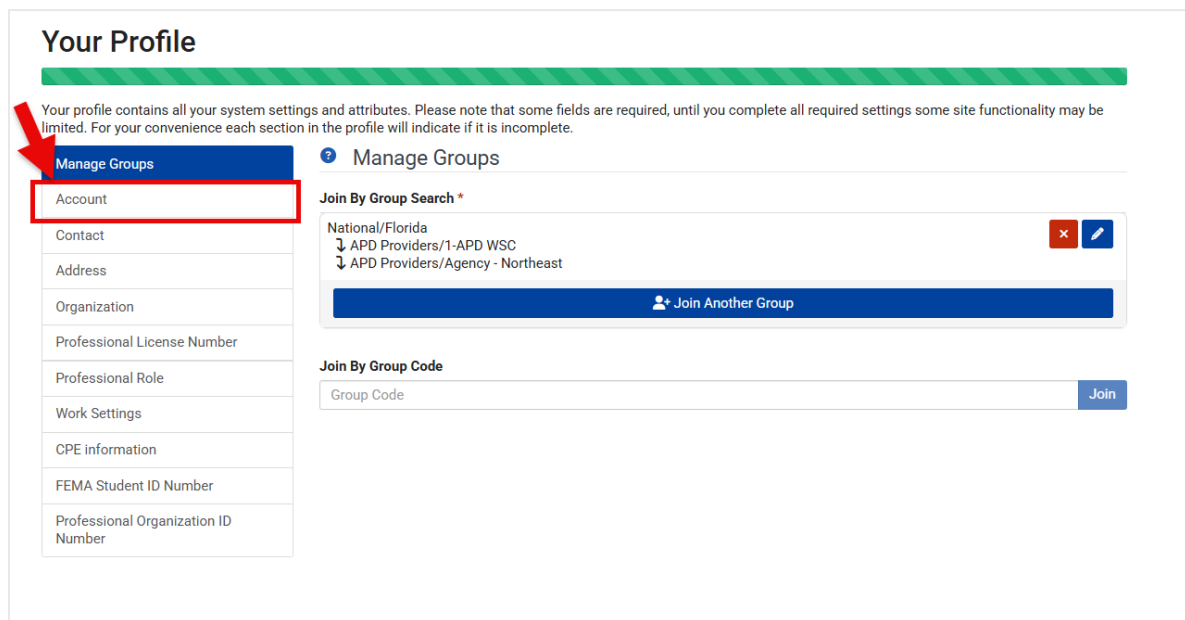
How to Update Your Email Address in TRAIN Florida

For APD Providers and Staff

1. Log in to [TRAIN Florida](https://train.org/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. Click the Account tab.



5. Update your email address in the Email field. Use a personal email account that you check regularly, as all TRAIN notifications, including those for training events and password resets will be sent to this address.

The screenshot shows the 'Your Profile' page. At the top, there is a 'Cancel' button on the left and a 'Save' button on the right, both highlighted with red boxes. Below the title, a green bar indicates a warning or success message. The main content area is divided into a left sidebar with a menu and a main form area. The menu includes 'Manage Groups', 'Account' (selected), 'Contact', 'Address', 'Organization', 'Professional License Number', 'Professional Role', 'Work Settings', 'CPE Information', 'FEMA Student ID Number', and 'Professional Organization ID Number'. The main form area is titled 'Account' and contains several fields: 'Email *' (with a red box around it), 'First name *', 'Middle name', 'Last name *', 'Login name', 'User ID', and a 'Reset password' button. A blue banner message states: 'You will receive course-related messages and annual notifications to keep your account up to date.' The 'Email' field contains the text 'you@youremail.com'.

Cancel Save

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. (Fields marked below are required)

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

CPE Information

FEMA Student ID Number

Professional Organization ID Number

Account

Email *

you@youremail.com

You will receive course-related messages and annual notifications to keep your account up to date.

First name *

Olivia

Middle name

Last name *

Ringo

Login name

Olivia.Ringo

User ID

6129600

Reset password

Course provider

Request role

6. Click the save button at the top right corner of the screen.