

Video Title: How to Search for APD Courses in TRAIN Florida

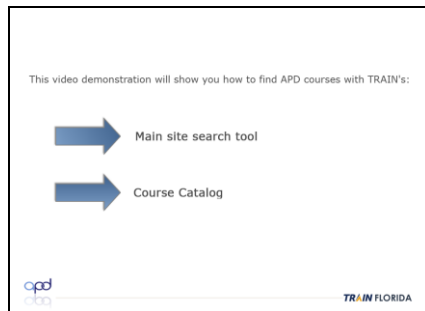
Slide 1



Welcome to the Agency for Persons with Disabilities.

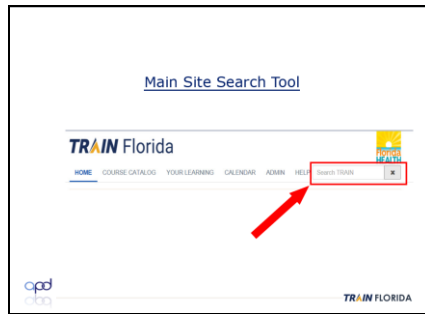
This video will guide you through the steps for locating APD courses in TRAIN Florida.

Slide 2



This video demonstration will show you how to find APD courses with TRAIN's main site search tool and course catalog.

Slide 3



You will find TRAIN Florida's main site search tool on the upper right corner of your home page.

Slide 4



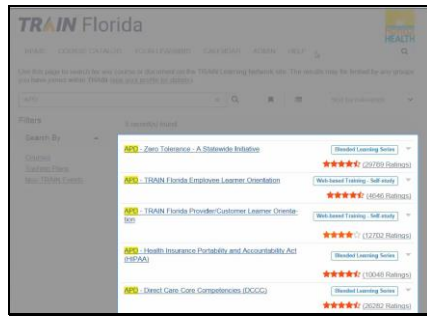
On the top right corner of the page click the search icon.

Slide 5



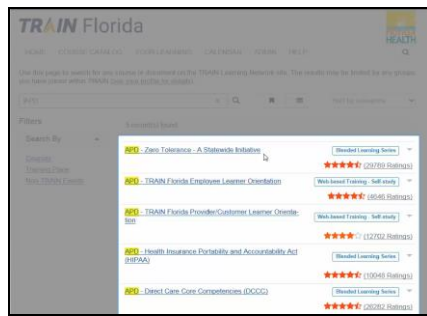
Type APD into the search box and press the Enter key on your keyboard.

Slide 6



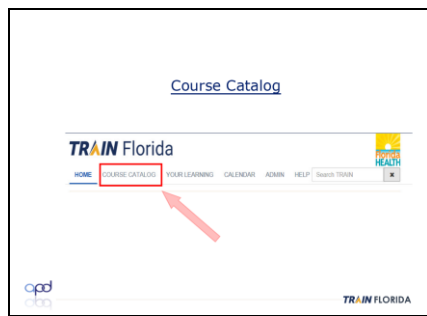
The list of courses will appear.

Slide 7



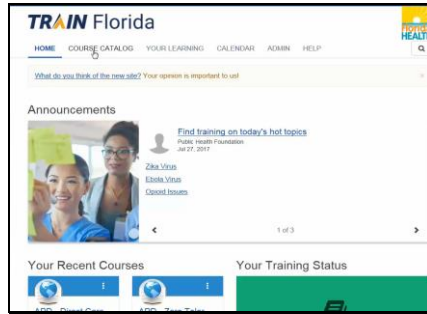
Click a course link to open it.

Slide 8



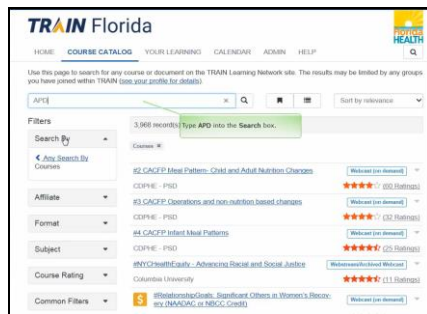
To search for APD courses in the course catalog, click the Course Catalog link on your home page's top menu.

Slide 9



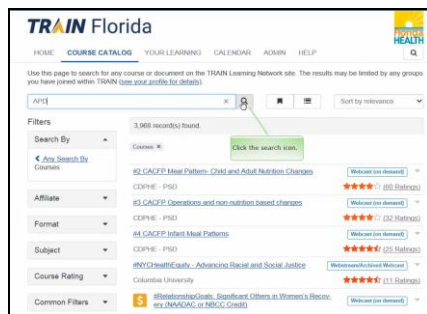
After you click the Course Catalog link...

Slide 10



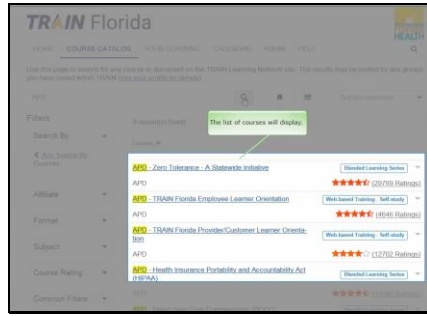
...a search page will display.

Slide 11



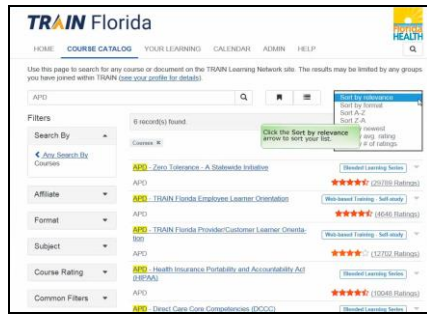
Type APD into the search box and then click the search icon.

Slide 12



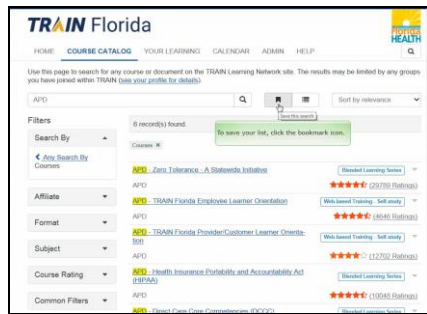
The list of courses will appear. Click a course link to open it.

Slide 13



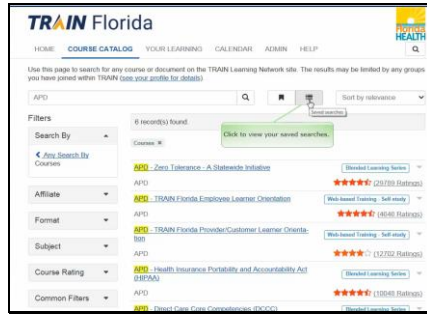
You can display a course list by sorting it. Click the Sort by relevance button and select how you want to sort the list

Slide 14



After you are done, you can save this search by clicking the bookmark icon.

Slide 15



Click the list icon for accessing saved course lists in the future.

Slide 16



For a printout of this video, please visit the apd training portal at apdcares.org/providers/training

- For further help with TRAIN's search features, click the Help link at the top of the TRAIN Florida window, click the [tutorials](#) link, and then click on the Search tile.
- For information about APD courses and resources for navigating APD courses on TRAIN Florida, visit the [APD Training Portal](#).
- For further assistance and questions, email the APD Train Florida LMS Support team at apd.lmssupport@apdcares.org

Slide 17

Resources and Help
<http://apdcare.org/notes/learn/>

TRAIN's Search Features: <https://www.train.org/tutorials/>
This link will take you to TRAIN's help tutorials for further guidance on using the Search tools.

APD-TRAIN Florida Resources: <http://apdcare.org/providers/training/>
This link will take you to APD's Training Portal for resources on APD's training and APD-TRAIN Florida resources.

Email APD-TRAIN Florida LMS Support: apd_lmssupport@apdcare.org
For help with APD courses and other APD-related TRAIN Florida questions, email APD's LMS Support team.

Disclaimer: The Florida Department of Health (FDOH) and the Public Health Foundation (PHF) do not process APD-TRAIN Florida questions. FDOH and the PHF are not responsible for issues related to APD's courses and are not responsible for responding to inquiries/comments--or for forwarding APD-related questions to APD.
Questions and comments can be emailed to APD's TRAIN Florida LMS support team. Please allow a minimum of 5 working days for a response from the APD LMS support team.



Please note: The Florida Department of Health (FDOH) and the Public Health Foundation (PHF) do not process APD-TRAIN Florida questions. FDOH and the PHF are not responsible for issues related to APD's courses and are not responsible for responding to inquiries and comments--or for forwarding APD-related questions to APD.

Questions and comments can be emailed to APD's TRAIN Florida LMS support team. Please allow a minimum of 5 working days for a response from the APD LMS support team.

Thank you.