

# **TRAIN Florida – APD How to Locate TRAIN Florida APD Courses**

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in their Communities.



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## Section 1

### Introduction

This document provides instructions on how to locate TRAIN Florida APD courses and other TRAIN courses. Section 4 is a separate document that will open in a new window. This section shows you how to locate other TRAIN Florida courses, and how to narrow your course search by using **the Advance Search feature**.



This symbol indicates that additional help for the TRAIN Florida APD training resource, instructions, or tutorials are available and located on the [APD Training Portal](#) web page.

### APD Technical Support and Communication

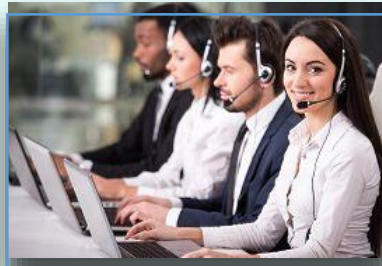


Image 1

**We are just an email away!**

If you have problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: [apd.lmssupport@apdcare.org](mailto:apd.lmssupport@apdcare.org). Please do not contact the Public Health Foundation or the the Florida Department of Health.

## Section 2

### How to Locate APD Courses from the TRAIN Florida Login Page

This section will show you how to locate **APD courses** from the TRAIN Florida Login Page.

#### Step 1

Begin your course search using the **Keyword or Course ID search** feature. The Keyword or Course ID search feature is located on the upper right corner of the web page.

#### Step 2

To locate APD courses only, enter **APD** into the **Keyword or Course ID search** field, and click the search icon button to the right of the field.

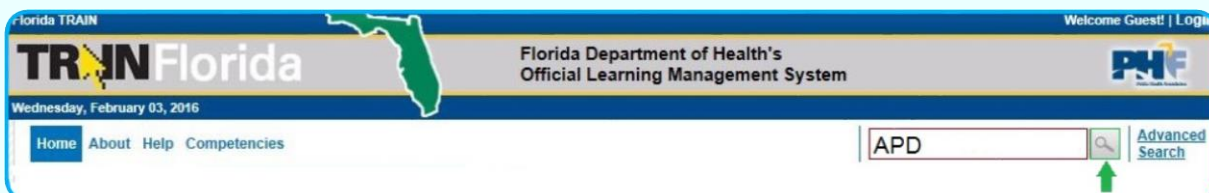


Image 2.0

### Step 3

After you click the search icon, the **Course Search** page will appear. This page lists all APD courses. The course titles are not listed alphabetically.

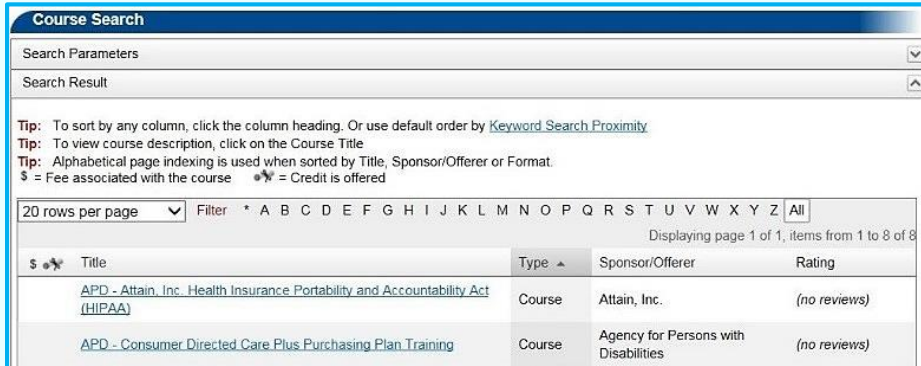


Image 2.1

### Step 4

#### How to sort the course titles alphabetically.

Click on the word **Title**, the page will refresh and list the course titles alphabetically.

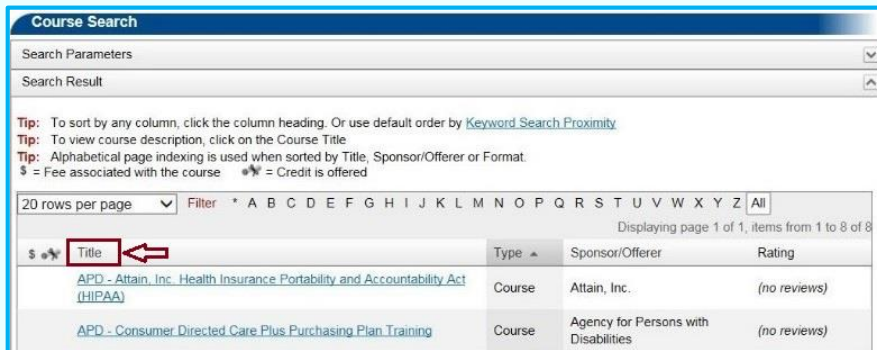


Image 2.2

Use the **navigation options** listed on the top portion of the page to help locate your course.



Image 2.3

**Section 2.1**  
**How to view the Course Description and Register for the course**

**How to view the Course Description**

**Step 1**

Once you have located the course, we recommend that you click on the **Course Title** to view the Course Description.

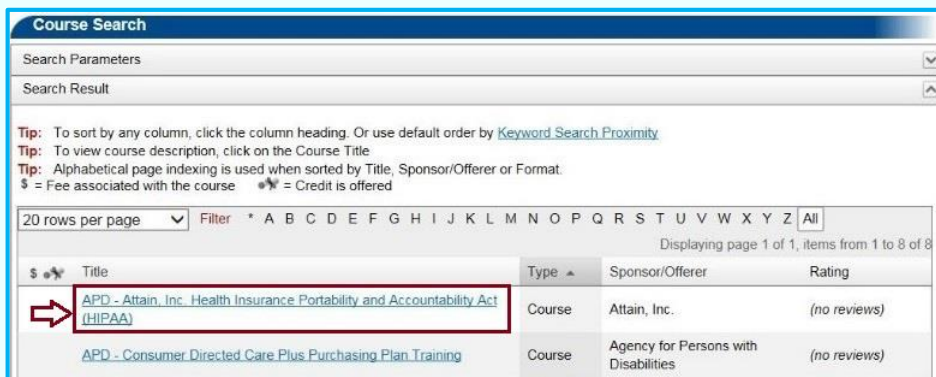


Image 2.4

**Step 2**

After you click the **Course Title**, the **Course Details** page will appear. This page has four tabs:

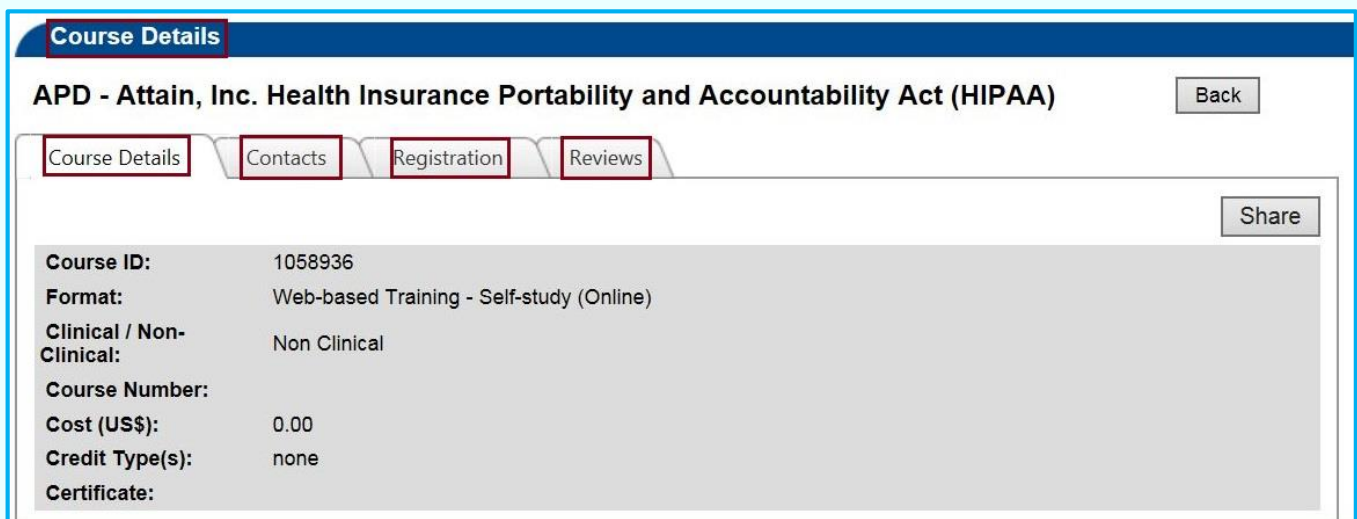


Image 2.5

1. Course Details
2. Contacts
3. Registration
4. Reviews

- a) **Course Details.** Provides a course overview.



Image 2.6

- b) **Contacts.** Provides the course contact information.



Image 2.7

- c) **Registration.** Allows you to log in and register for the course.



Image 2.8

- d) **Reviews.** Allows you to see what other learners who have taken the course think about it.



Image 2.9

**TIP!** Return to the **Login** page by clicking the **Home** link.

## How to register for the course

### Step 1

The **Registration tab** allows you to register for the course.



Image 2.10

Begin by clicking on the **Registration tab**.



**Step 2**

Complete the steps below when the **Registration page** opens:

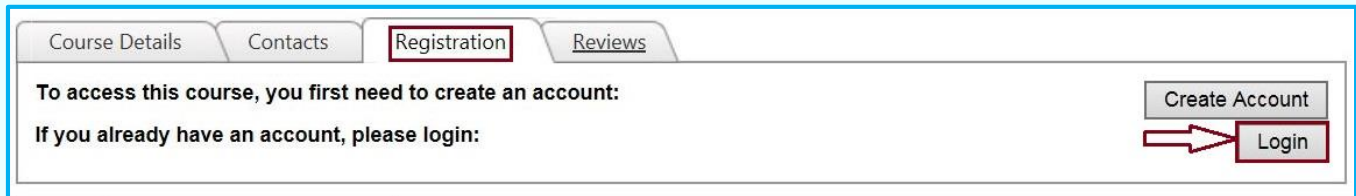


Image 2.11

- a) Click the **Login** button. This will return you to the **TRAIN Florida Login** page.
- b) Use your account information and log in to TRAIN Florida.
- c) The **Course Details** page will appear.
- d) Click the **Registration** tab and register for the course.

**Section 3**  
**How to locate APD Courses from your TRAIN Florida Home Page**

The only way to locate TRAIN Florida APD courses from the **Home Page** is to use to the **Keyword or Course ID** search bar.

You can use the **Keyword or Course ID** search bar to locate any APD course or TRAIN courses available to your group assignment.

The **Keyword or Course ID** search bar is located on the upper-right side of the homepage above the Dashboard. Enter a keyword, such as part of a course title, or the course ID and search the TRAIN database.



Image 3.1

**Step 1**

APD Learners enter **APD** into the Keyword or Course ID search bar.

In our example, we entered APD. When we click the **Search icon**, TRAIN Florida will direct you to the Course Search page.



Image 3.2



**Step 2**

After you click the **search** icon, the **Course Search** page will appear. This page lists all APD courses, live events, announcements, resources, and discussion boards at the top of the page, and all TRAIN Florida courses below.

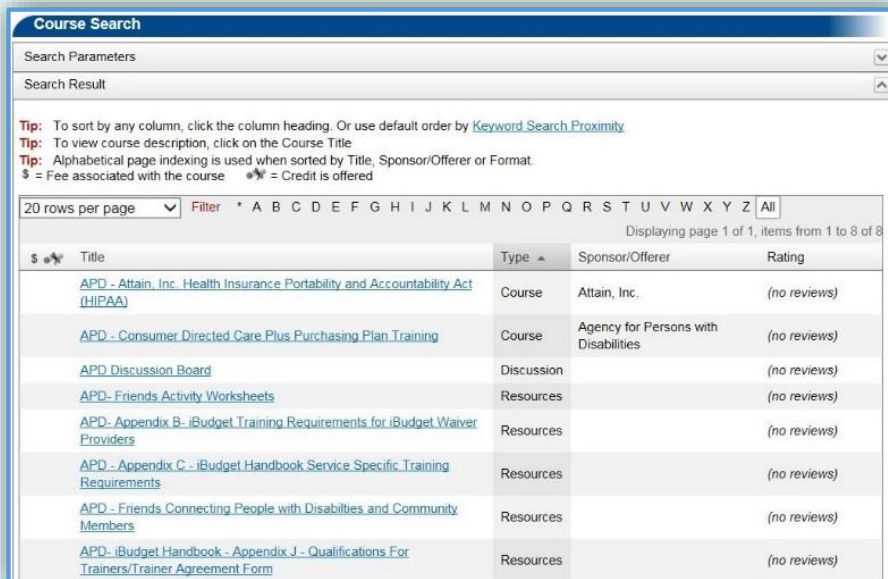


Image 3.3

**TIP!** A way to find APD training courses in this list is to sort the list by **Type** and group the training courses together. Click on the word **Type** in the column title. You can also sort by **Title**, or **Sponsor/Offerer**, but be aware that the list will mix the training courses in with other types of APD files.

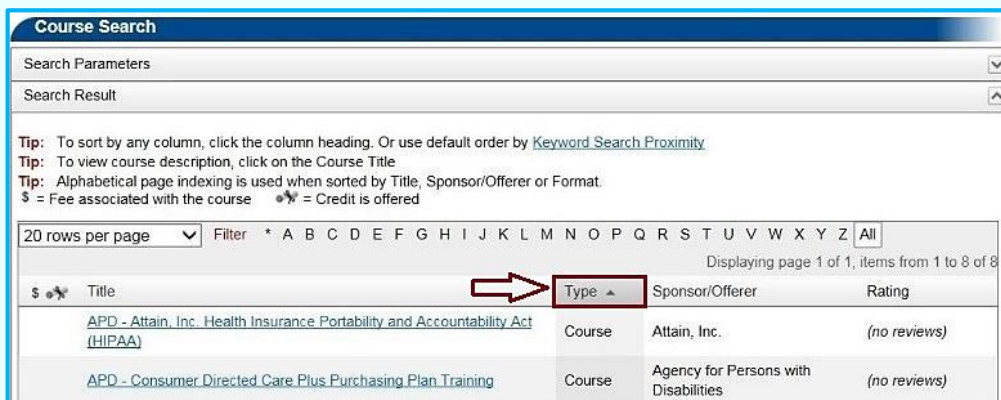


Image 3.4

Use the **navigation options** listed on the top portion of the page to help locate your course.



Image 3.5

**Section 3.1**  
**How to View the Course Description and Register for the Course**

**How to View the Course Description**

**Step 1**

Once you have located the course, we recommend that you click on the **Course Title** to view the Course Description.



Image 3.6

**Step 2**

After you click the **Course Title**, the **Course Details** page will appear. This page has four tabs:

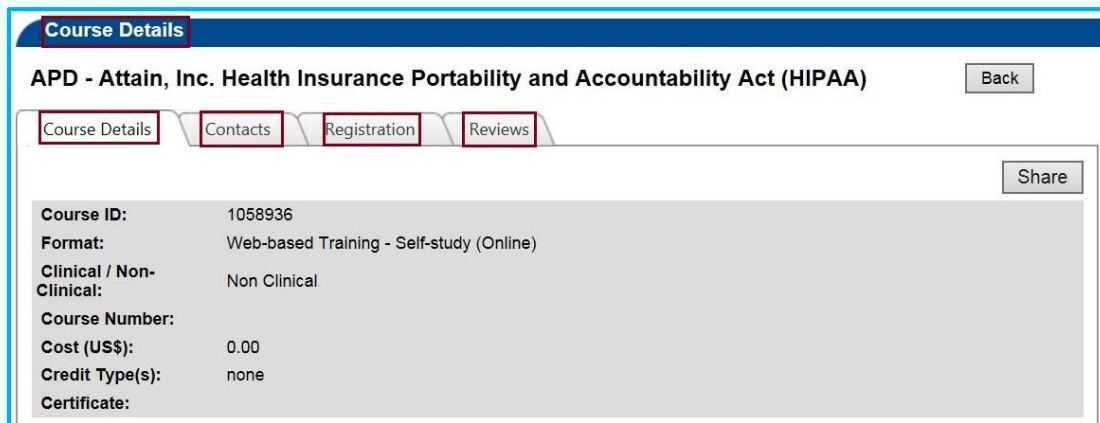


Image 3.7

1. Course Details
2. Contacts
3. Registration
4. Reviews

- a) **Course Details** - Provides a course overview.



Image 3.8

- b) **Contacts** - Provides the course contact information.



Image 3.9

- c) **Registration** - Allows you to log in and register for the course. See Step 5 for instructions.



Image 3.10

- d) **Reviews**. Allows you to see what other learners who have taken the course think about it.



Image 3.10

**TIP!** Return to the home page by clicking the **Home** link.

## How to Register for the Course.

### Step 1

The **Registration** tab allows you to register for the course.



Image 3.11

Begin by clicking on the **Registration** tab.

### Step 2

Complete the steps below when the **Registration** page opens:

- a) Click the **Launch** button. **Note:** This course will be added to your 'My Learning' after you click the button.

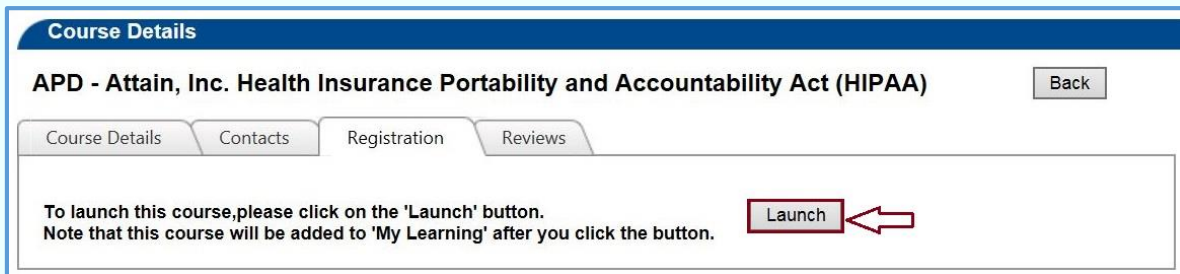


Image 3.12

You are now registered for the course. The course will open and begin playing in a new browser window.

- b) Any course materials are forwarded to you by email.



The following TRAIN Florida learner resource is available to help you register and complete a course. TRAIN Florida Learners Questions and Answers: [How do I Manage a TRAIN Florida Course?](#)

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).

**Section 4** **Appendix I**

**How to locate other TRAIN Florida courses from the TRAIN Florida Login Page and your Home page.**

All course search pages have a navigation menu, **Search Options**, which allows you to narrow down your search parameters. Click on the **Appendix I** button, it will open Section 4 in a new window. Section 4 shows you how to locate other TRAIN courses and narrow your course search by using the **Advance Search feature**.

[Appendix I](#)

(Opens in a new window)

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).

Please not to contact the Florida Department of Health or the Public Health Foundation for assistance. Thank you for supporting TRAIN Florida APD.