



LMS

LMS User Manual

Learning
Management
System

USER'S MANUAL

ESTABLISHING YOUR PROFILE ON THE LMS: <https://apps8.fldfs.com/lms/Home.aspx>

- Click 'User Registration'



- Complete the profile and click 'Save'. *Note: Your 'Password' will not expire
- Once your 'Profile' has been established, you will only use this page to make changes/updates

A screenshot of the 'User Registration' form. The form is titled 'ITEMS MARKED WITH * ARE REQUIRED!'. It is divided into several sections: 'ACCOUNT INFORMATION' with fields for email, name, business address, city, state (pre-filled with 'Florida'), zip, phone number, and job title; 'PROFESSIONAL DESIGNATIONS' with checkboxes for PMP, JD, SHRM, CPM, LOMA, CPLP, CPA, NAIC, OTHER, and FCCM; 'ACCOUNT PASSWORD' with fields for password and re-enter password, and a note: 'Note: Password Must be at least 8 characters, with at least one lower and one uppercase letter, and at least one digit (number) or one symbol.'; and 'STATE OF FLORIDA EMPLOYEE?' and 'CONTRACT MANAGER?' checkboxes. The 'AGENCY NAME' is a dropdown menu. At the bottom, there are 'Save' and 'Cancel' buttons.

REGISTERING ON THE LMS: <https://apps8.fldfs.com/lms/Home.aspx>

- Click 'Log In'
- Enter Email Address and Password
- Click 'Submit'

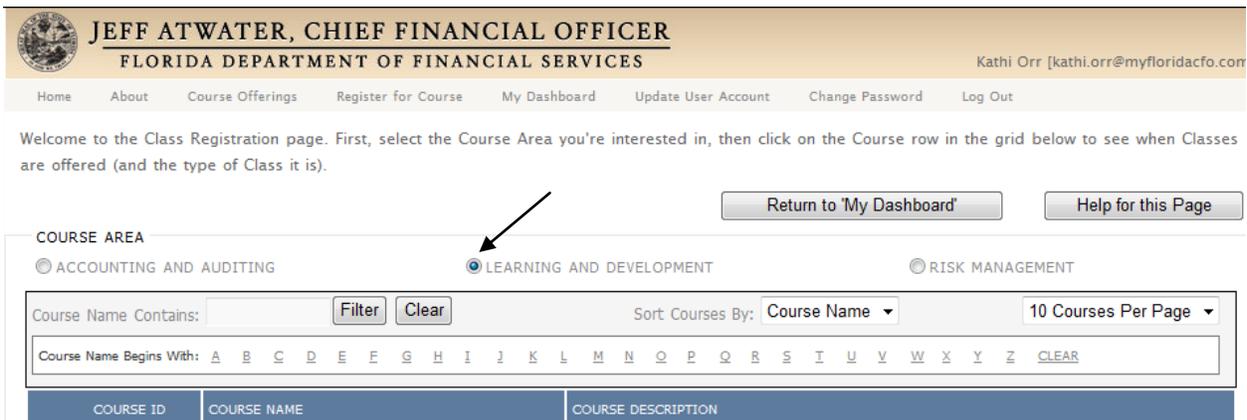


LOCATING COURSE

- Click 'Register for Course'



- Use the radio buttons to select the desired 'Course Area'. The choices are Accounting and Auditing, Learning and Development and Risk Management.



OPTIONS FOR LOCATING COURSE

The screenshot shows the 'Course Offerings' page for the Florida Department of Financial Services. At the top, it identifies Jeff Atwater as the Chief Financial Officer. The navigation menu includes Home, About, Course Offerings (selected), Register for Course, My Dashboard, Update User Account, Change Password, and Log Out. A welcome message instructs users to select a course area and click on a course row in the grid. Below this, there are three radio buttons for 'COURSE AREA': ACCOUNTING AND AUDITING (selected), LEARNING AND DEVELOPMENT, and RISK MANAGEMENT. The search section includes a 'Course Name Contains' field with 'Filter' and 'Clear' buttons, a 'Sort Courses By' dropdown menu set to 'Course Name', and a '10 Courses Per Page' dropdown menu. Below these is a 'Course Name Begins With' field with a row of letters from A to Z and a 'CLEAR' link. A table with columns 'COURSE ID', 'COURSE NAME', and 'COURSE DESCRIPTION' is shown, but it is empty. A message below the table states 'No Courses meet the selection criteria you've specified!'. At the bottom, there are icons for 'Classroom Instructor Led', 'On-Line Instructor Led', and 'Online Self-Paced'. The footer contains the copyright notice: '© 2011 Florida Department of Financial Services. All Rights Reserved'.

- **Course Name Contains:**
 - Allows you to search for a class using a portion of the class title
 - Click 'Filter' to search
 - Click 'Clear' to end
- **Course Name Begins With:**
 - Click on first letter of course name
 - Click 'Clear' at end of row to end
- **Sort Courses By:**
 - Use drop down arrow to sort by Course Name or Course ID
- **10 Courses Per Page:**
 - Use drop down arrow to increase the number of classes displayed per page

REGISTERING FOR A COURSE

- Choose the course and click within the box to obtain registration option(s)
- Click 'Register'

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Kathi Orr [kathi.orr@myfloridacfo.com]

Home About Course Offerings Register for Course My Dashboard Update User Account Change Password Log Out

Welcome to the Class Registration page. First, select the Course Area you're interested in, then click on the Course row in the grid below to see when Classes are offered (and the type of Class it is).

Return to 'My Dashboard' Help for this Page

COURSE AREA

ACCOUNTING AND AUDITING LEARNING AND DEVELOPMENT RISK MANAGEMENT

Course Name Contains: Filter Clear Sort Courses By: Course Name 10 Courses Per Page

Course Name Begins With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z CLEAR (filtered)

| COURSE ID | COURSE NAME | COURSE DESCRIPTION |
|-----------|--|---|
| ORG101.1 | Academy of Management Excellence (AME) The Essentials - Day 1 (fka - Basic Supervisory Training Program) | The Essentials will replace Basic Supervisory Training and is required of all newly hired and promoted managers. This is a four day class that will cover: • Recruitment and Selection • Attendance & Leave • Classification & Pay • Employee Relations • Performance-Based Evaluations/writing performance-based measures • Ethics • Challenge of Leadership • True Colors • Emotional Intelligence • Coaching / Recognition |

| REGISTER | START DATE | END DATE | LOCATION | CITY | INSTRUCTOR | SEATS | DETAILS |
|----------|-----------------------|-----------------------|-----------------------|-------------|--------------|-------|---------|
| Register | 09/10/2012 (08:30 AM) | 09/10/2012 (05:00 PM) | Larson Building (B33) | Tallahassee | Desiree Nero | 10 | Details |

- 'Registration Successful for...' will appear at the top of your screen to indicate you have registered successfully
- An email is generated from LMSAdmin confirming your registration and providing course information

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES Kathi Orr [kathi.orr@myfloridacfo.com]

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Welcome to the Class Registration page. First, select the Course Area you're interested in, then click on the Course row in the grid below to see when Classes are offered (and the type of Class it is).

i Registration Successful for [LED203] The Manager As a Leader Series - Module 2!

COURSE AREA

ACCOUNTING AND AUDITING
 LEARNING AND DEVELOPMENT
 RISK MANAGEMENT

Course Name Contains:
 Sort Courses By:
 10 Courses Per Page

Course Name Begins With:

 (filtered)

| COURSE ID | COURSE NAME | COURSE DESCRIPTION |
|-----------|---|---|
| LED203 | The Manager As a Leader Series - Module 2 | Module 1 - Manager As Supervisor: Performance Management, Goals, Standards & Unacceptable Behaviors Module 2 - Manager As Leader: Everyday leadership challenges & strategies for effective leadership. Module 3 - Manager As Mentor: Personal vs. Position Power; Delegation |

| REGISTER | START DATE | END DATE | LOCATION | CITY | INSTRUCTOR | SEATS | DETAILS |
|---|-----------------------|-----------------------|-----------------------|-------------|--------------------------------|-------|--|
| <input type="button" value="Register"/> | 10/22/2012 (08:00 AM) | 10/22/2012 (12:00 PM) | Larson Building (B33) | Tallahassee | Charlie Waters | 22 | <input type="button" value="Details"/> |
| <input type="button" value="Register"/> | 02/18/2013 (08:00 AM) | 02/18/2013 (12:00 PM) | Larson Building (B33) | Tallahassee | Charlie Waters | 24 | <input type="button" value="Details"/> |

UN-REGISTERING FOR A COURSE

- Log In to LMS: <https://apps8.fldfs.com/lms/Home.aspx>
- Click 'Upcoming Classes'

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES Kathi Orr [kathi.orr@myfloridacfo.com]

Home About Course Offerings Register for Course My Dashboard Update User Account Change Password Log Out

This page allows you to monitor and access your training tools. You can view a list of Classes currently in progress, view and/or cancel a future course registration, and see all your Course history.

| COURSE NAME | START DATE | END DATE | INSTRUCTOR | PRETEST | GRADE | WEBLINK | DETAILS |
|-------------|------------|----------|------------|---------|-------|---------|---------|
|-------------|------------|----------|------------|---------|-------|---------|---------|

- Locate class and click 'Cancel' to un-register

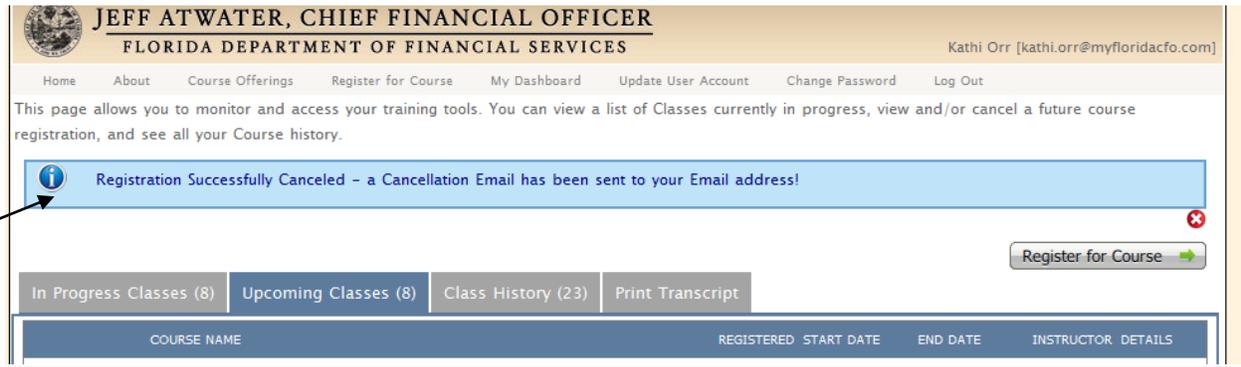
JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES Kathi Orr [kathi.orr@myfloridacfo.com]

Home About Course Offerings Register for Course My Dashboard Update User Account Change Password Log Out

This page allows you to monitor and access your training tools. You can view a list of Classes currently in progress, view and/or cancel a future course registration, and see all your Course history.

| COURSE NAME | REGISTERED | START DATE | END DATE | INSTRUCTOR | DETAILS |
|---|------------|-------------------|-------------------|--------------|--|
| <input checked="" type="button" value="Cancel"/> <input type="button" value="Details"/> [ORG101.1] Academy of Management Excellence (AME) The Essentials - Day 1 (fka - Basic Supervisory Training Program) | 08/09/12 | 09/10/12@08:30 AM | 09/10/12@05:00 PM | Desiree Nero | <input type="button" value="Details"/> |

- ‘Registration Successfully Canceled...’ will appear at the top of your screen to indicate your registration has been cancelled
- An email is generated from LMSAdmin stating ‘Your registration has been successfully canceled for...’ and will provide the course name and ID



ADDITIONAL LMS INFORMATION



- ‘Home’ will return you to the Log In screen
- ‘About’ will give you information regarding the Department of Financial Services Training, Vision and Mission
- ‘Course Offering’ will give you the Course ID, Course Name and Course Description
 - You cannot register from this site
- ‘Register for Course’ will allow you to register for a class
- ‘My Dashboard’ gives you a breakdown of the following information pertaining to your registered classes:
 - In Progress Classes
 - Upcoming Classes
 - Class History
 - Print Transcript

- 'Update User Account' allows you to make changes to your LMS profile
- 'Change Password' allows you to change your password
- 'Log Out' allows you to close the LMS site