



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'

JEFF ATWATER, CHIEF FINANCIAL OFFICER	
FLORIDA DEPARTMENT OF FINANCIAL SERVICES	Guest
Home About Course Offerings User Registration Log In	
WELCOME MESSAGE	

- 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

JEFF ATWATER, FLORIDA DEPAR	CHIEF FINANCIAL OFFICER			Gues
Home About Course Offerings	User Registration Log In			
ITEMS MARKED WITH * ARE REQUIR	ED!			
ACCOUNT INFORMATION			STATE OF FLORIDA EMPLOYEE?	
EMAIL ADDRESS *			CONTRACT MANAGER?	
RE-ENTER EMAIL*			AGENCY NAME*	
FIRST NAME *			•	
LAST NAME *			PROFESSIONAL DESIGNATIONS	
BUSINESS ADDRESS 1 *			PMP JD SHRM	
BUSINESS ADDRESS 2			CPM LOMA CPLP	
BUSINESS ADDRESS 3			CPA NAIC OTHER	
BUSINESS CITY *			FCCM	
BUSINESS STATE*	Florida		ACCOUNT PASSWORD	
BUSINESS ZIP *			PASSWORD *	
PHONE NUMBER (NO SPACES) *	EXT:			
JOB TITLE *			RE-ENTER PASSWORD *	
CHALLENGE QUESTION 1*				
CHALLENGE ANSWER 1*			Note: Password Must be at least 8 characters, with	
CHALLENGE QUESTION 2*		-	at least one lower and one uppercase letter, and at least one digit (number) or one symbol.	
CHALLENGE ANSWER 2*				
CHALLENGE QUESTION 3*		•		
CHALLENGE ANSWER 3*			Save 👗 Cancel 🛇	

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

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

	JEFF A	ATWATER, C	CHIEF FINAL	NCIAL OFFICER	
	FLOI	RIDA DEPARTN	MENT OF FINA	NCIAL SERVICES	Guest
Home	About	Course Offerings	User Registration	Log In	
WELCO	OME MESS	AGE		× .	

LOCATING COURSE

• Click 'Register for Course'

	JEFF A	TWA	TER, C	HIEF FIN	JANC	CIAL OFF	ICER						
(Same	FLOR	IDA D	EPARTA	IENT OF FI	NANC	TAL SERVIO	CES		Ka	athi Orr	[kathi.orr@	myfloridacfo.	.com]
Hor	ne About	Course	Offerings	Register for Co	urse	My Dashboard	Update User Accoun	t Change Pass	sword Log	Out			
This pa registra	age allows you ation, and see	to moni all your	tor and acc Course his	ess your trainir tory.	ıg tools.	You can view	a list of Classes curr	ently in progress	s, view and/o	r cance	Register f	or Course	
In P	rogress Class	es (8)		g Classes (8)	Class		Print Transcript						
	cou	JRSE NAM	E		STA	ART DATE	END DATE	INSTRUCTOR	PRETEST	GRADE	WEBLINK	DETAILS	

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

Management.

JEFF ATWATER, CHIEF FI FLORIDA DEPARTMENT OF F	INANCIAL OFFICER	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 are offered (and the type of Class it is).	t the Course Area you're interested in, then click	turn to "My Dashboard"
COURSE AREA		
© ACCOUNTING AND AUDITING	LEARNING AND DEVELOPMENT	© RISK MANAGEMENT
Course Name Contains: Filter C	Sort Courses By: Co	urse Name 👻 10 Courses Per Page 👻
Course Name Begins With: <u>A</u> <u>B</u> <u>C</u> <u>D</u> <u>E</u> <u>F</u> <u>G</u>	HIJKLMNQPQR	I U Y W X Y Z <u>CLEAR</u>
COURSE ID COURSE NAME	COURSE DESCRIPTION	

OPTIONS FOR LOCATING COURSE

Home About Course Offerings Regis	ster for Course My Dashbo	ard Update User Account	Change Password Log (Dut
Welcome to the Class Registration page. First are offered (and the type of Class it is).	, select the Course Area yo	ou're interested in, then click	on the Course row in the	grid below to see when Classes
		Re	turn to 'My Dashboard'	Help for this Page
COURSE AREA				
ACCOUNTING AND AUDITING	C LEARNING	AND DEVELOPMENT	© RISK MA	NAGEMENT
Course Name Contains:	er Clear	Sort Courses By: Co	urse Name	10 Courses Per Page 👻
Course Name Begins With: <u>A</u> <u>B</u> <u>C</u> <u>D</u> <u>E</u>	EGHIJKL	<u>M N O P Q R S</u>		Z <u>CLEAR</u>
COURSE ID COURSE NAME		COURSE DESCRIPTION		
No Courses meet the selection criteria you've specified!				
	a			
<u>ن</u> ة	Classroom Instructor Led	On-Line Instructor Led 🐨	Online Self-Paced	

- 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
 - $\circ~$ 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, CHI	IEF FINANCIAL OF	FICER		Kathi Orr [kathi o	rr@myfloridacfo.co
Home About Course Offerings Re	egister for Course My Dashboard	Update User Account	Change Password	Log Out	,
/elcome to the Class Registration page. Fi re offered (and the type of Class it is).	irst, select the Course Area you'r	e interested in, then click	on the Course row i	in the grid below to	see when Classes
		Re	turn to 'My Dashboar	d' Hel	lp for this Page
COURSE AREA			0		
CCOUNTING AND AUDITING	♥ LEARNING AND	DEVELOPMENT	© RI	SK MANAGEMENT	
Course Name Contains:	Filter	Sort Courses By: Co	urse Name 🔻	10 Course	es Per Page 🔻
Course Name Begins With: <u>A B C D E</u>	<u>EGHIJKL</u> !	<u>MNOPQR</u>	<u>IUVW</u>	<u>Y Z CLEAR</u>	(filtered)
COURSE ID COURSE NAME	COL	URSE DESCRIPTION			
ORG101.1 Academy of Management Essentials - Day 1 (fika - f Training Program)	Excellence (AME) The The Essentials Basic Supervisory a four day clas Relations • Per True Colors •	will replace Basic Supervisory Tr as that will cover: • Recruitment formance-Based Evaluations/writ Emotional Intelligence • Coachir	aining and is required of a and Selection • Attendanc ing performance-based me ig / Recognition	all newly hired and promo te & Leave • Classification easures • Ethics • Challeng	ted managers. This is & Pay • Employee ge of Leadership •
REGISTER START DATE	END DATE LO	CATION	CITY INSTRUC	TOR SEATS	DETAILS
Register 09/10/2012 (08:30 AM)	09/10/2012 (05:00 PM) La	rson Building (B33) T	allahassee Desiree No	<u>ero</u> 2 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

S ALLE	FLC	RIDA DI	EPART	MEN	TOFF	INAN	CIAL	SERVI	CES						Kat	hi Orr [kathi.or	r@myflorida
Home	About	Course (Offerings	Reg	gister for C	ourse	My D	ashboard	Upda	ate User Ac	count	Chan	ge Passv	vord	Log O	ut		
elcome e offe	e to the C red (and 1	ass Registr he type of	ation pa Class it	ige. Fir is).	st, select	the Co	urse Ar	ea you're	interes	ted in, th	en click	on the	Cours	e row ir	the <u>c</u>	jrid bel	ow to :	see when C
0	Registrat	ion Success	ful for [LED20	3] The M	anager	As a Le	ader Ser	ies – M	odule 2!								
COURS	SE AREA -										Ret	urn to	'My Da	shboard			Helj	o for this Pa
© ACC	OUNTING	AND AUDI	FING			۲	LEARN	ING AND	DEVELO	PMENT				© RIS	K MAN	IAGEME	NT	
Course	Name Cor	itains:		Fi	lter Cle	ear			Sort	Courses	By: Cou	rse Na	ame 🔻]		10	Course	s Per Page
Course	Name Begin	s With: <u>A</u>	<u>B</u> <u>C</u>	DE	<u>E</u> G	ΗI	<u>1 K</u>	<u>L M</u>	<u>N</u> S	<u> </u>	<u>R</u> 5	I	<u>u</u> v	<u>w</u> ×	Y	<u>z cl</u>	EAR	(filtered)
	COURSE I	D COUR	RSE NAME					COUR	RSE DESC	RIPTION								
				a Leader	Series - Mo	dule 2	Mode	ule 1 - Mana	ager As S	upervisor: P	erformanc	e Mana	gement, (Goals, Star	ndards 8	& Unacce	ptable Be	haviors Modul Manager As
-	LED203	The Ma	nager As a				Mana	iger As Lea	der: Even	/day leaders	hip challe	nges & s	trategies	for effecti	ve leade	a singer ten		
E I	LED203	The Ma START DATE	nager As a		END DAT	Ē	Mana Ment	or: Persona	der: Even I vs. Posit ATION	/day leaders ion Power;	hip challer Delegation	nges & s	trategies II	ISTRUCT	DR.		SEATS	DETAILS
REG	LED203	The Ma START DATE 10/22/2012 (08	:00 AM)		END DAT 10/22/201	'E 2 (12:00	Mana Ment PM)	iger As Lea or: Persona LOC Larso	der: Even I vs. Posit ATION on Buildin	/day leaders ion Power; g (B33)	hip challer Delegatior Ci Ta	nges & : TY lahasse	trategies	for effecti ISTRUCTO harlie Wat	DR	2	SEATS	DETAILS

UN-REGISTERING FOR A COURSE

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

	JEFF ATWA	ATER, C DEPARTM	HIEF FIN	ANCIAL OFF	ICER CES		Kathi Orr	[kathi.orr@I	myfloridacfo.com]
Home	About Cours	e Offerings	Register for Cou	rse My Dashboard	Update User Account	Change Password	Log Out		
This page a registration	allows you to mor , and see all your	nitor and acc r Course hist	ess your training ory.	tools. You can view	a list of Classes curre	ntly in progress, view	and/or cance	el a future o	or Course
In Progre	ess Classes (8)	Upcomin	g Classes (9)	Class History (21)	Print Transcript				
	COURSE NA	ME		START DATE	END DATE	INSTRUCTOR PI	RETEST GRADE	WEBLINK	DETAILS

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

Ji	EFF ATWA FLORIDA I	TER, C	HIEF FINA ENT OF FIN	ANCIAL OFFI	CER		к	(athi Orr [kathi.orr@m	yfloridacfo.com]
Home	About Course	e Offerings	Register for Cours	se My Dashboard	Update User Acco	unt Change	Password Log	Out	
This page all registration, a In Progres	ows you to mon and see all your ss Classes (8)	itor and acce Course histo Upcoming	ess your training ory. J Classes (9)	tools. You can view a Class History (21)	list of Classes cu Print Transcrip	rrently in prog t	gress, view and/o	or cancel a future co Register for	urse Course ⇒
	COURSE NAM	ИE			RI	GISTERED STAF	RT DATE END D	ATE INSTRUCTO	R DETAILS
X Cancel	[ORG101.1] A Supervisory T	cademy of Mana Training Program	agement Excellence (A n)	AME) The Essentials - Day 1	l (fka - Basic 08	/09/12 AM	/12@08:30 09/10/1 PM	12@05:00 Desiree Nero	() 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

F ATWATER,	CHIEF FINA	NCIAL SERVIC	CER		Kathi Or	lkathi arr@muflaridacfa.con
t Course Offerings	Register for Course	My Dashboard	Update User Account	Change Password	Log Out	[kath.orremynondacio.com
you to monitor and a see all your Course b	access your training to	ols. You can view a	list of Classes current	y in progress, view	and/or cance	el a future course
ration Successfully Ca	unceled - a Cancellati	n Email has been s	sent to your Email add	reccl		
ration successfully Ca	inceleo - a Cancellatio	on email has been :	sent to your Email addi	essi		
						Register for Course 🔿
asses (8) Upcom	ing Classes (8) C	lass History (23)	Print Transcript			
opton	-					
	ORIDA DEPART te Course Offerings you to monitor and a see all your Course f ration Successfully Ca	ORIDA DEPARTMENT OF FINA ORIDA DEPARTMENT OF FINA tt Course Offerings Register for Course you to monitor and access your training to see all your Course history. ration Successfully Canceled - a Cancellation	ORIDA DEPARTMENT OF FINANCIAL SERVIC at Course Offerings Register for Course My Dashboard you to monitor and access your training tools. You can view a see all your Course history. ration Successfully Canceled - a Cancellation Email has been	ORIDA DEPARTMENT OF FINANCIAL SERVICES At Course Offerings Register for Course My Dashboard Update User Account you to monitor and access your training tools. You can view a list of Classes current see all your Course history. ration Successfully Canceled - a Cancellation Email has been sent to your Email addi	ORIDA DEPARTMENT OF FINANCIAL SERVICES At Course Offerings Register for Course My Dashboard Update User Account Change Password you to monitor and access your training tools. You can view a list of Classes currently in progress, view see all your Course history. ration Successfully Canceled – a Cancellation Email has been sent to your Email address!	INTERPORT DEPORTMENT OF FINANCIAL SERVICES Kathi Orr Att Course Offerings Register for Course My Dashboard Update User Account Change Password Log Out you to monitor and access your training tools. You can view a list of Classes currently in progress, view and/or cance see all your Course history. ration Successfully Canceled - a Cancellation Email has been sent to your Email address!

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 <u>your</u> registered classes:
 - o In Progress Classes
 - Upcoming Classes
 - ○Class History
 - OPrint 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