



LMS

LMS User Manual

Learning
Management
System

USER'S MANUAL

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



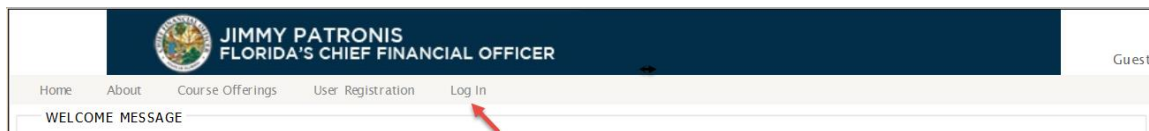
- Click **'User Registration'**
- Complete the profile and click 'Save'. *Note: Your 'Password' will not expire*
- Once your 'Profile' has been established, you will only use this page to make changes/updates

A screenshot of the 'Update User Account' page. The header shows the user's name 'Kravien White [kravien.white@myfloridacfo.com]' and a navigation bar with links for Home, About, Course Offerings, Register for Course, My Dashboard, Update User Account, Change Password, and Log Out. The main content area is titled 'ITEMS MARKED WITH * ARE REQUIRED!'. It contains two main sections: 'ACCOUNT INFORMATION' and 'PROFESSIONAL DESIGNATIONS'. The 'ACCOUNT INFORMATION' section includes fields for Email Address, First Name, Last Name, Business Address 1, 2, and 3, Business City (Tallahassee), Business State (Florida), Business ZIP, Phone Number (NO SPACES), and Job Title (Operations Review Specialist). There are also three challenge questions and answers. The 'PROFESSIONAL DESIGNATIONS' section includes checkboxes for 'STATE OF FLORIDA EMPLOYEE?' and 'CONTRACT MANAGER?', and dropdown menus for Agency Name, Division Name, and Bureau Name. Below these are checkboxes for various professional designations: PMP, JD, SHRM, CPM, LOMA, CPLP, CPA, NAIC, OTHER, and FCCM. At the bottom, there is an 'ACCOUNT PASSWORD' section with a 'PASSWORD' field. 'Save' and 'Cancel' buttons are at the bottom right. The footer contains the copyright notice: '© 2011 Florida Department of Financial Services. All Rights Reserved'.

REGISTERING ON THE LMS: <https://lmsweb.fldfs.com/default.aspx>

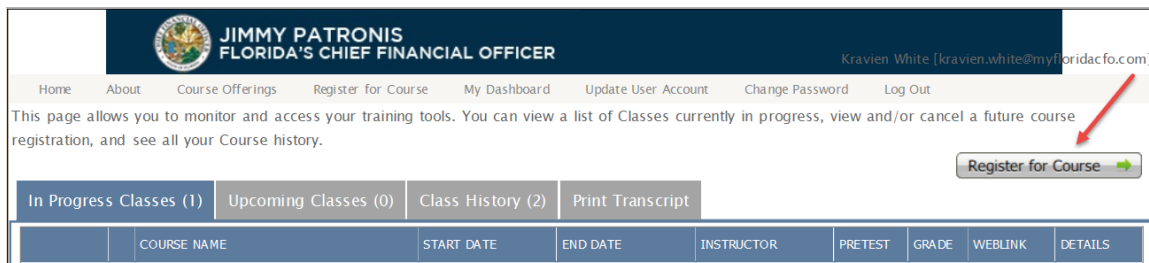
Click 'Log In'

- Enter Email Address and Password
- Click 'Submit'

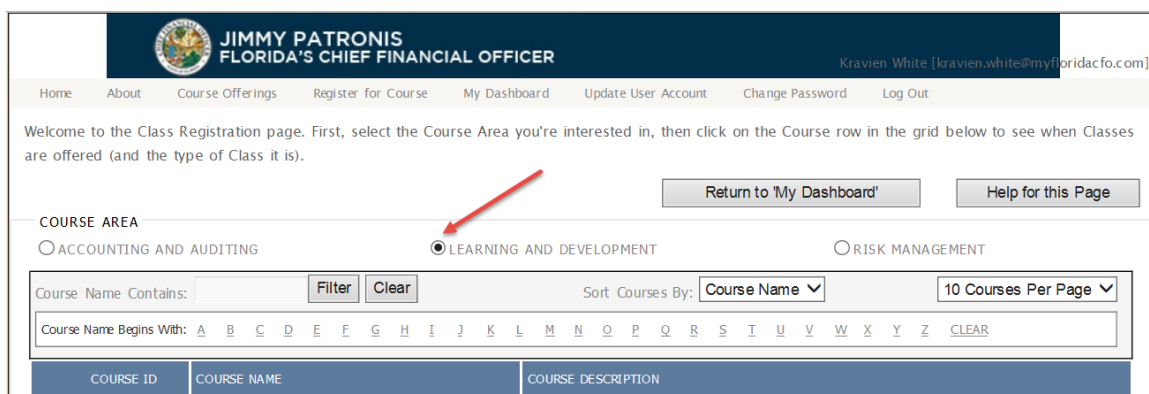


LOCATING COURSE

- 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 'JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER' website. The header includes navigation links: Home, About, Course Offerings, Register for Course, My Dashboard, Update User Account, Change Password, and Log Out. A welcome message states: '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).' Below this, there are two buttons: 'Return to My Dashboard' and 'Help for this Page'. The 'COURSE AREA' section has three radio buttons: 'ACCOUNTING AND AUDITING' (selected), 'LEARNING AND DEVELOPMENT', and 'RISK MANAGEMENT'. Below the radio buttons, there are two search filters: 'Course Name Contains:' with a text input, 'Filter' button, and 'Clear' button; and 'Course Name Begins With:' with a row of letters A-Z and a 'CLEAR' button. To the right of these filters, there are two dropdown menus: 'Sort Courses By:' with 'Course Name' selected, and '10 Courses Per Page'. At the bottom, a table header is visible with columns: 'COURSE ID', 'COURSE NAME', and 'COURSE DESCRIPTION'. Red arrows point to the 'Filter' button, the 'Course Name Begins With' letters, the 'Sort Courses By' dropdown, and the '10 Courses Per Page' dropdown.

- 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'

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

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](#)

COURSE ID	COURSE NAME	COURSE DESCRIPTION
<input checked="" type="checkbox"/> FLAIR 200	FLAIR Expenditures	This course provides an in-depth view of FLAIR expenditure transactions. This includes accounting and FLAIR terminology, encumbered and non-encumbered transactions, expenditure corrections, and supporting documentation. Central FLAIR functions related to expenditures will also be discussed. Students will practice entering transactions. 2 Days 8:30 - 4:30 * Required Prerequisite: [FLAIR 100] FLAIR Fundamentals *
<input checked="" type="checkbox"/> PAY 100	Payroll Fundamentals	Payroll Fundamentals is designed to help agency Payroll staff better understand the payroll process. The training content will include payroll guidance and rules, state agency and Bureau responsibilities, payroll cancellations and adjustments, payroll deductions and calculations, common payroll issues and how to avoid or correct them, and frequently used payroll system screens.

REGISTER	START DATE	END DATE	LOCATION	CITY	INSTRUCTOR	SEATS	DETAILS
Register	12/15/2017 (08:30 AM)	12/15/2017 (04:30 PM)	Fletcher Building (B103)	Tallahassee	Bureau of State Payrolls	7	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

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

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](#)

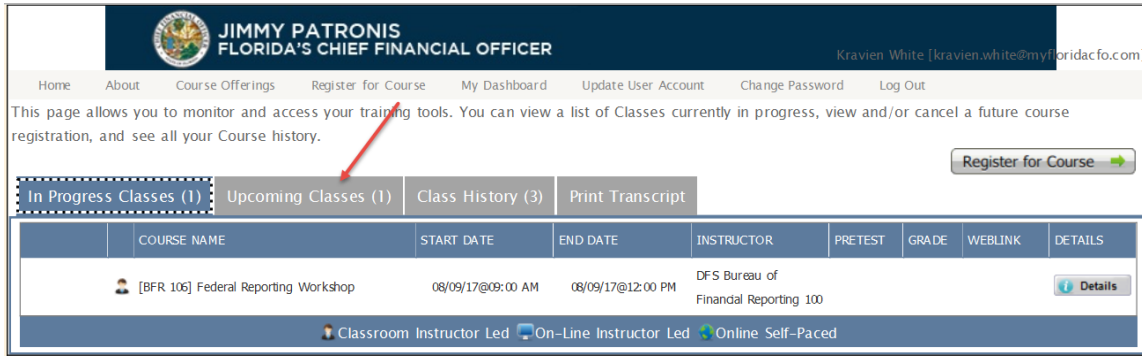
COURSE AREA

☒ ACCOUNTING AND AUDITING ☐ LEARNING AND DEVELOPMENT ☐ RISK MANAGEMENT

Registration Successful for [PAY 100] Payroll Fundamentals!

UN-REGISTERING FOR A COURSE

- Log In to LMS: <https://lmsweb.fldfs.com/default.aspx>
- Click 'Upcoming Classes'

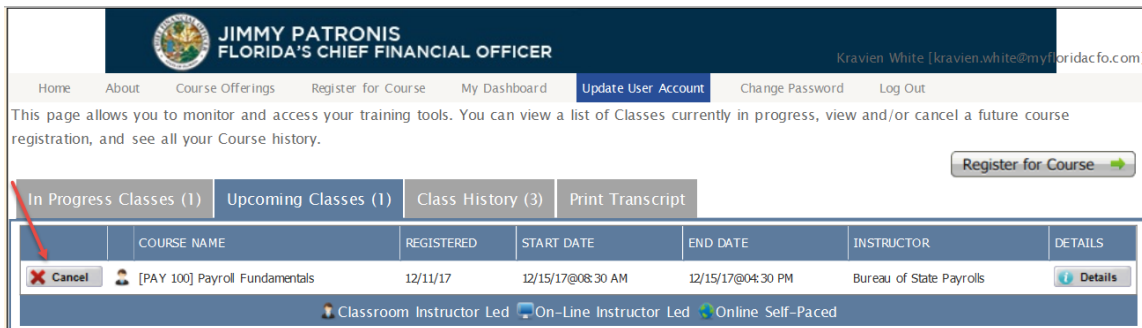


The screenshot shows the LMS dashboard for Jimmy Patronis, Florida's Chief Financial Officer. The user is Kravien White. The dashboard includes a navigation menu with links: Home, About, Course Offerings, Register for Course, My Dashboard, Update User Account, Change Password, and Log Out. Below the menu, a message states: "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." A "Register for Course" button is visible. The "Upcoming Classes (1)" tab is selected, and a red arrow points to it. The table below lists the upcoming class:

COURSE NAME	START DATE	END DATE	INSTRUCTOR	PRETEST	GRADE	WEBLINK	DETAILS
[BFR 106] Federal Reporting Workshop	08/09/17@09:00 AM	08/09/17@12:00 PM	DFS Bureau of Financial Reporting 100				Details

Below the table, the class is identified as "Classroom Instructor Led" and "On-Line Instructor Led".

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

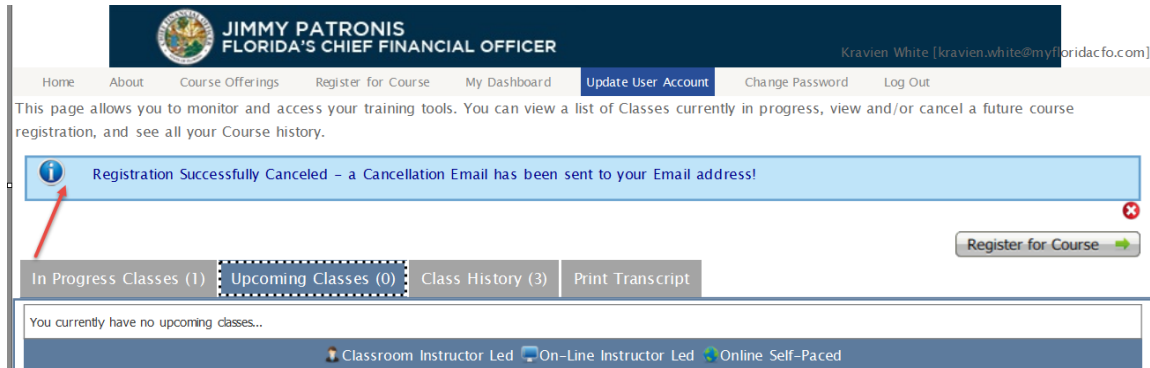


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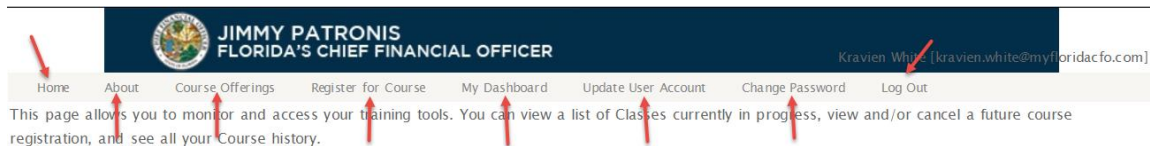
COURSE NAME	REGISTERED	START DATE	END DATE	INSTRUCTOR	DETAILS
[PAY 100] Payroll Fundamentals	12/11/17	12/15/17@08:30 AM	12/15/17@04:30 PM	Bureau of State Payrolls	Details

Below the table, the class is identified as "Classroom Instructor Led" and "On-Line Instructor Led". A red arrow points to the "Cancel" button in the first column of the table.

- '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