

## Taking Florida PALM Training Job Aid

Last Updated: 07/11/2022

### Overview

Use this Job Aid to assist you in accessing and moving through the People First LMS Florida PALM TECH training.

### People First Navigation

How to navigate - Draft

## Taking Florida PALM Training in the LMS

- How to Access**
  - To access Florida PALM training, login to People First ([Internal](#)) or ([External](#))
  - Once logged in, select the **Talent Management** tile
  - If needed, select **Learning** from dropdown menu to the right of the home icon
  - For step by step instructions from People First, please see [Internal Learner](#) or [External Learner](#)
- How to Search**
  - Confirm your Florida PALM End User Role(s) assigned to you by your agency
  - Use the **Find Learning** section to search for Florida PALM training
  - Search by entering *PALM TECH – Overviews* to find Process Overview topics or enter your *Florida PALM End User Role* to find Process Steps topics
  - Click **Go** to access the training topic tiles
- How to Register**
  - Click the applicable course link, then click the **Enroll** button to register
  - Click the **Start Course** button, then click the course link to begin training
  - Click the “**X**” at the top of your browser window to exit training
  - Click the “**←Back** link” to return to the Course Content page

NEXT >

Figure 1: Taking Florida PALM Training in the LMS

See the following pages for tips on navigating through Florida PALM Training once you've accessed the LMS. Note: The slides below are non-interactive, and you will not be able to click on the icons for additional information as indicated within the slide. For a description of the icons, see page 3.

Florida PALM TECH Training Navigation

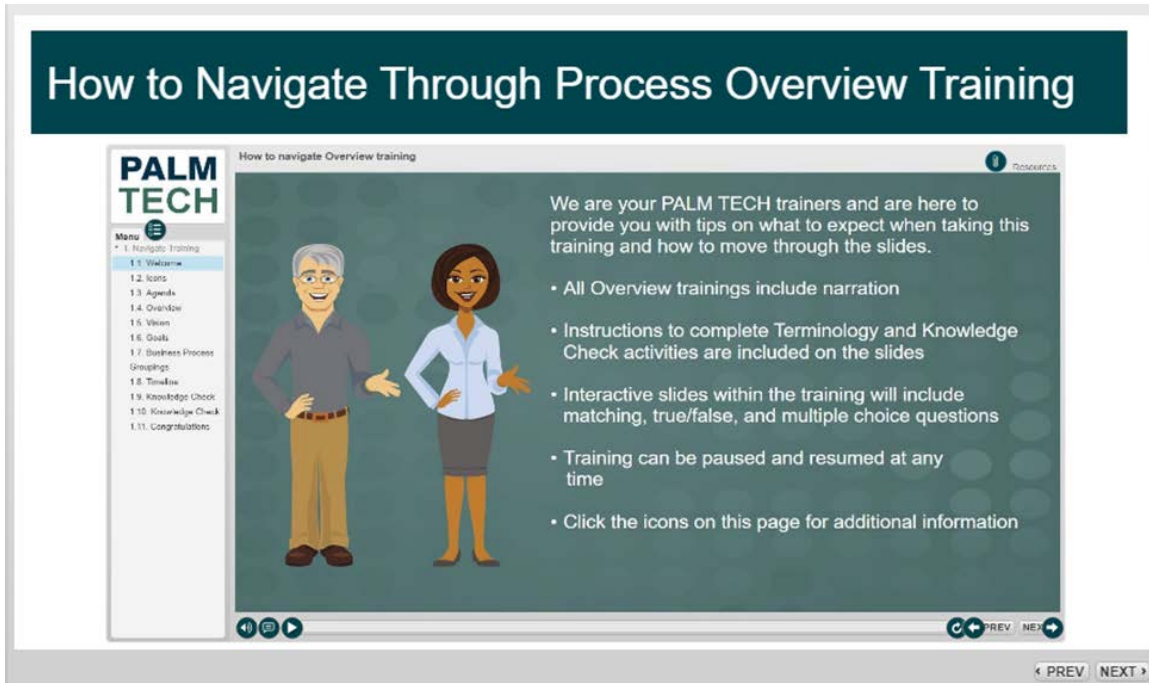


Figure 2: How to Navigate Through Process Overview Training

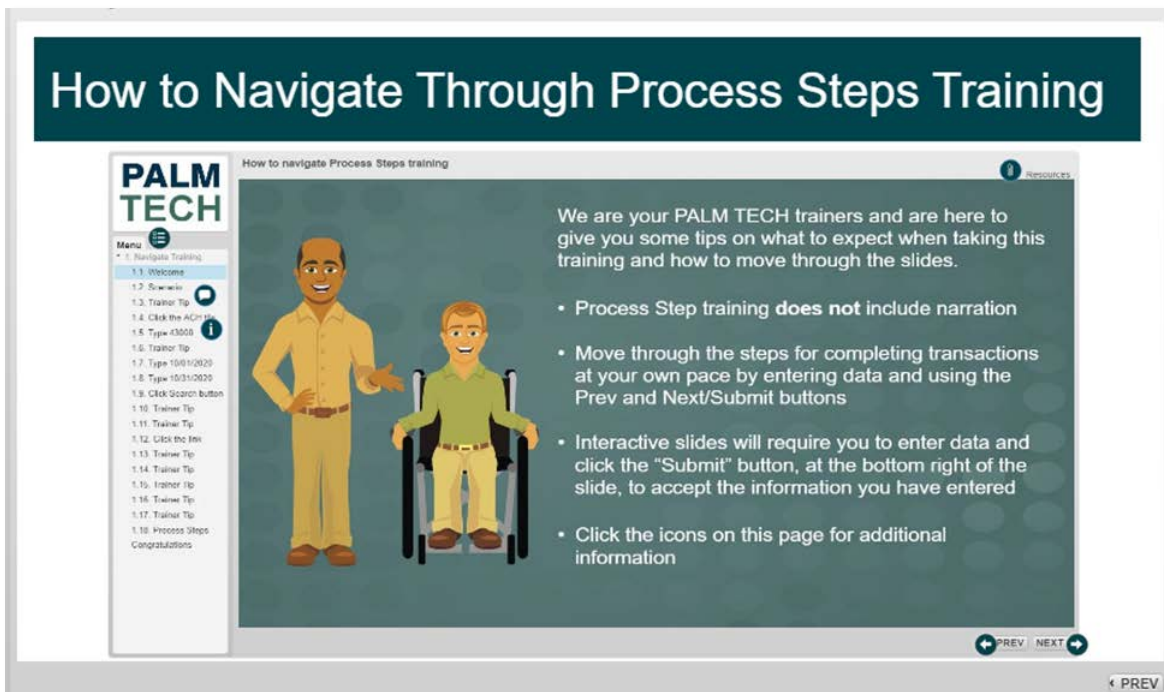












Figure 3: How to Navigate Through Process Steps Training

(See page 3 for Icon Descriptions seen on the above slides)

## Icon Descriptions

Table 1: Icon Descriptions

Icon	Purpose
	<b>Menu Bar</b> Allows you to navigate through the training by selecting the desired slide.
	<b>Resources</b> Click here to view additional links and documents such as: <ul style="list-style-type: none"> <li>• Training Materials Handout</li> <li>• User Support Page link</li> </ul>
	<b>Volume Button</b> Click and drag the volume button to adjust volume. The volume level is indicated by the bar.
	<b>Closed Caption</b> Click once to enable closed captioning. Click again to disable.
	<b>Play/Pause</b> Plays the training from the beginning or from where you paused it. Becomes Pause button when activated.
	<b>Refresh</b> Click once to refresh the current slide and play from the beginning.
	<b>Previous</b> Click once to return to the previous slide.
	<b>Next/Submit</b> Click once to advance to the next slide. This button becomes Submit when you are required to enter data.
	<b>Trainer Tip</b> Includes information on a particular topic or field on the screen
	<b>Data Input</b> Includes the information you must enter on the slide

**Still have questions?**

Please contact the [Florida PALM Solution Center](#).