

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

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 >

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

How to navigate

How to Navigate Through Process Overview Training

PALM TECH

How to navigate Overview training

Resources

We are your PALM TECH trainers and are here to provide you with tips on what to expect when taking this training and how to move through the slides.

- All Overview trainings include narration
- Instructions to complete Terminology and Knowledge Check activities are included on the slides
- Interactive slides within the training will include matching, true/false, and multiple choice questions
- Training can be paused and resumed at any time
- Click the icons on this page for additional information

PREV NEXT

How to navigate

How to Navigate Through Process Steps Training

PALM TECH

How to navigate Process Steps training

Resources

We are your PALM TECH trainers and are here to give you some tips on what to expect when taking this training and how to move through the slides.











- Process Step training **does not** include narration
- Move through the steps for completing transactions at your own pace by entering data and using the Prev and Next/Submit buttons
- Interactive slides will require you to enter data and click the "Submit" button, at the bottom right of the slide, to accept the information you have entered
- Click the icons on this page for additional information

PREV NEXT

PREV

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

Icon Descriptions

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