

DFS LMS Self-Enrollment Instructions

Inside of the DFS network:

Go to: <https://lms.fdfs.com/>

Click on Login. The single sign-on system should automatically log you in.



Home You are not logged in. (Login) English - United States (en_us)

Learning Management System

MAIN MENU
Site news

NAVIGATION
Home
Site news
Courses

COURSE CATEGORIES

Division of Accounting and Auditing
Statewide Vendor Training (1)
FLAIR Education
Object Code Standardization Project (1)

Division of Information Systems
Bureau of Customer Support Services
Information Security (1)

Division of Risk Management
Bureau of Risk Financing & Loss Prevention (2)

Division of Administration
Learning & Development
New Employee Orientation (6)

Search courses: Go

CALENDAR
April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

You are not logged in. (Login)

Find the course you wish to take. Click on "Enroll me".

Learning Management System

NAVIGATION
Home
My home
Site pages
My profile
Current course
FDOT-DDT Course
My courses

SETTINGS
Course administration
Enroll me in this course
My profile settings

ENROLLMENT OPTIONS

The purpose of this training, provided by the Florida Department of Transportation and the Division of Risk Management, is to provide State of Florida employees with driving techniques that will help reduce the risk of having a crash which could result in financial loss, personal injury or even death.

Self enrollment (Student)
No enrollment key required.

You are now enrolled in the course and should receive an enrollment confirmation from the Help Desk via the email address you provided.

Outside of the DFS network:

Go to: <https://lms.fldfs.com/>

If you've registered before, enter your login credentials on the left-hand side. Follow the instructions listed above for "Inside of the DFS network".

Home ► Login to the site You are not logged in. English - United States (en_us) ▼

 Learning Management System

RETURNING TO THIS WEB SITE?

Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

[Login as a guest](#)

IS THIS YOUR FIRST TIME HERE?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Create new account](#)

You are not logged in.

If you have never logged into DFS's LMS system, you will need to create an account. Click "Create new account" on the right-hand side of the screen.

The screenshot shows the LMS login page. At the top, there is a navigation bar with "Home Login to the site" and "You are not logged in. English - United States (en_us)". Below this is the "Learning Management System" header with the Jefferson-Cloverleaf logo. The main content area is divided into two sections: "RETURNING TO THIS WEB SITE?" and "IS THIS YOUR FIRST TIME HERE?". The "RETURNING TO THIS WEB SITE?" section contains a login form with fields for "Username" and "Password", a "Remember username" checkbox, and a "Login" button. Below this is a "Login as a guest" link. The "IS THIS YOUR FIRST TIME HERE?" section contains a list of 7 steps for creating a new account. At the bottom of this section is a "Create new account" link, which is highlighted by a large red arrow.

All required fields are in red text and have an asterisk (*).

The screenshot shows the "New account" page. At the top, there is a navigation bar with "Home Login New account" and "You are not logged in. (Login) English - United States (en_us)". Below this is the "Learning Management System" header with the Jefferson-Cloverleaf logo. On the left, there is a "NAVIGATION" sidebar with links for "Home", "Site news", and "Courses". The main content area is titled "Choose your username and password" and contains several sections of form fields. The "Choose your username and password" section has "Username*" and "Password*" fields. The "More details" section has "Email address*", "Email (again)*", "First name*", "Last name*", "City/town*", and "Country*" fields. The "Other Information" section has "Address (Work)", "Zip Code", "Phone Number*", "Phone Extension", "Job Title*", "Contract Manager*" (with a dropdown menu), "Contract Manager Hire Date" (with date pickers for month, day, and year), and "CPA License Number" fields. All required fields are highlighted in red text.

STATE OF FLORIDA EMPLOYEE

Agency Name*

Division Name

Bureau Name

PeopleFirst Id

Non-State of Florida Employee

Provider/Business Name*

Primary State Funding Agency*

PROFESSIONAL DESIGNATIONS

CPA

CPLP

CPM

FCCM

JD

LEX

LOMA

NAIC

PMP

SHRM

Other

There are required fields in this form marked *.

Please be sure to note the following:

- Username
 - Use your entire work email address (for example: John.Smith@myfloridacfo.com)
- Password Requirements:
 - Must be 8 characters in length
 - Must have at least 1 digit
 - Must have at least 1 upper case letter
 - Must have at least 1 non-alphanumeric character (or special character)
- State of Florida Employees:
 - Please be sure to choose the correct Agency you belong to. **Only choose “N/A” or “Other” if you are not a state employee.** If you are a state employee and do not see your agency listed, please contact us to let us know. Our information is listed at the bottom of this document.
- Non-State of Florida Employees:
 - Please be sure to provide the correct Provider/Business Name. If your business is not funded by a state agency, you may choose “N/A” for Primary State Funding Agency.
 - If you are a state employee, choose the correct Agency you belong to for the Primary State Funding Agency field. **Only choose “N/A” or “Other” if you are not a state employee.** If you are a state employee and do not see your agency listed, please contact us to let us know. Our information is listed at the bottom of this document.

After you have created your account, follow the instructions listed above for “Inside of the DFS network”. If you have any questions, you can contact Dione Maxwell, Loss Prevention Training Coordinator, at 850-413-4769/Dione.Maxwell@myfloridacfo.com.