The Office of Florida Financial Education will be using the State Training and Tracking System (STATS) to make online training available. To access STATS:

1. Open the web site at http://stats.myfloridacfo.com/ and click on Sign up here.

This will open a screen of data entry to create an account. See example below

**THINGS TO REMEMBER WHEN REGISTERING**

◊ Always use your State Agency assigned email address as your user name
◊ Make sure to go to the bottom of page to ensure all required fields are completed
◊ Department of Financial Services (DFS) employees do not have to register
◊ If error message is received be sure to check all required fields before pressing Register again

2. Complete Log In Form - At minimum complete the fields with the red asterisk (*) to establish the record.
3. Click Register to complete the process.
4. On the STATS Welcome screen there are four tabs at the top of screen and four Subject tabs located on the right side of the screen. To access FLAIR Online training, select the **Office of Florida Financial Education** link under **Browse Subjects**.

![Image of STATS Welcome screen with Office of Florida Financial Education link highlighted](image1.png)

5. On the All Subjects - Office of Florida Financial Education screen find the desired course title. Click on the course title for a description or double click the **View** button to register for training.

![Image of FLAIR Navigation Online Module and Statewide Object Code List Presentation with View buttons highlighted](image2.png)

6. Click each lesson listed under **Click Lessons Below to Launch** to complete the self directed learning experience.

![Image of Click Lessons Below to Launch section](image3.png)