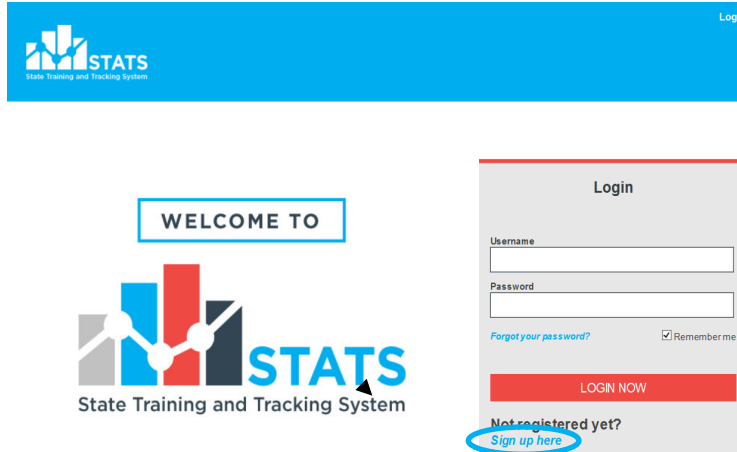


# State Training and Tracking System (STATS) Registration



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.

**SIGN UP** Required Information \*

Username \* |AmExample  
Email \* |Example@myflorida.org  
Confirm Email \* |Example@myflorida.org  
Password \* .....  
Confirm Password \* .....

**YOUR DETAILS**

Title |Ms  
First Name \* |Amanda  
Middle Name  
Last Name \* |Example  
Gender |Female  
Suffix

**ORGANIZATION**

Organization  
Title  
Supervisor Email \* |Mary.Sample  
Identification Number  
Code \* |Florida Department of Lz  
Florida Developmental D  
Florida Fish and Wildlife  
Florida Gulf Coast Unive

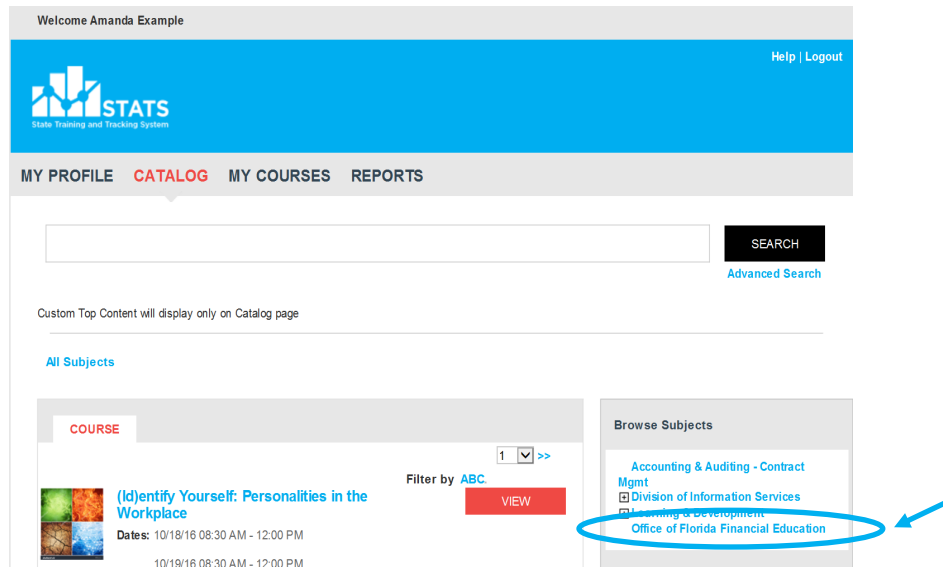
**YOUR CONTACT DETAILS**

Address 1  
Address 2  
City  
State/Province  
Zip/Postal Code  
Country |UNITED STATES  
Phone \*  
Mobile  
Fax

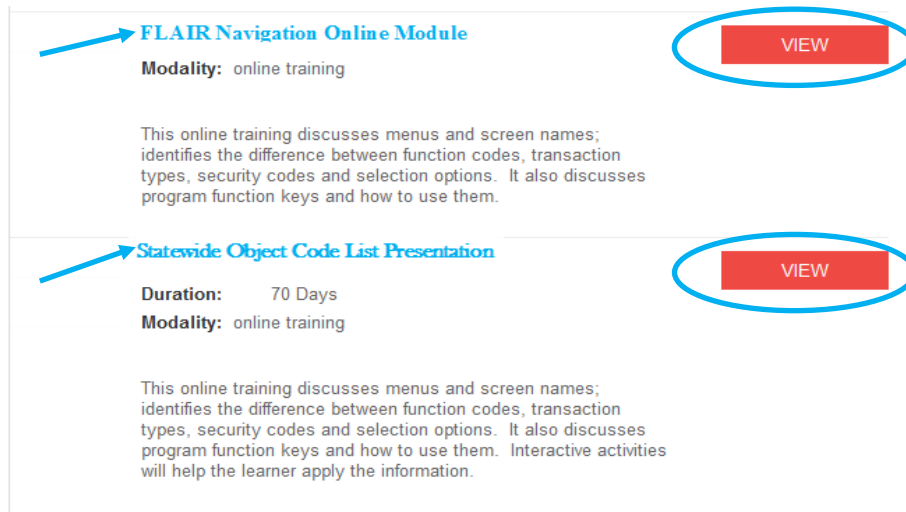
**Security Check**

961V  
Enter the Text Shown  
\*  
Not case sensitive

- 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**.



- 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.



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

