



Adobe Connect Access Request Form

Revised 11/16/2017

The learning management system offers workforce professionals and other stakeholders the opportunity to receive training in a structured environment: the system records the training completed and continuing education units (CEUs). To access the system, the learner will need a profile (user identification and password combination). To receive a profile or to request that a learner's profile be deactivated, the Training Coordinator for the Local Workforce Development Board (LWDB) must provide the appropriate information below. After all information requested below has been entered, please email your request to WFSTraining@deo.myflorida.com.

Learner's First Name

Learner's Last Name

Learner's email Address

LWDB Number: 23

CareerSource South Florida

Career Center

Learner's Date of Hire/Reemployment

Does this learner's profile need to be deactivated due to separation from employment with the region? Yes No

Date of Separation

Is this learner a New Employee? A rehire?

Or, did this learner move from another region?

Does this learner need to be assigned to complete the Tier One in the learning management system? Yes No

LWDB Training Coordinator's Name: Kelly Levy

LWDB Training Coordinator's Email Address: Tier1certification@careersourcesfl.com

Center Director's/Supervisor's Name

Center Director's/Supervisor's Email Address

Date Submitted