

# Quick Reference Card – CPI Mobility App Training

The CPI Mobility App Quick Reference Card will serve as a guide in accessing the course from the People First Learning Management System.

## Important Note:

1. To ensure full CBT functionality, user must access course via Microsoft browser.
2. To receive course completion credit, user must click the “Exit Course” button found in the top right of the CPI Mobility App training.



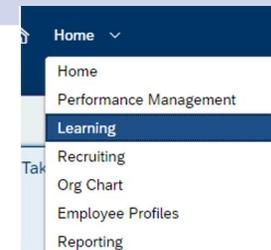
## Step 1. Accessing People First

Sign into People First <https://peoplefirst.myflorida.com/>



## Step 3. Accessing Learning

In the top left header, select “Learning” from Home drop-down arrow.



## Step 2. Accessing Talent Management

Click “Talent Management” tile on People First Landing page.



## Step 4. Accessing Course

1. Type “CPI Mobility App Training” in the Find Learning search field.
2. Upon completion, click “Exit Course” in top right to receive course completion credit.



Lesson 4 of 4

Documenting Investigative Work

EXIT COURSE