



# How to purchase a license/seat in the Learning Curve – External Portal?

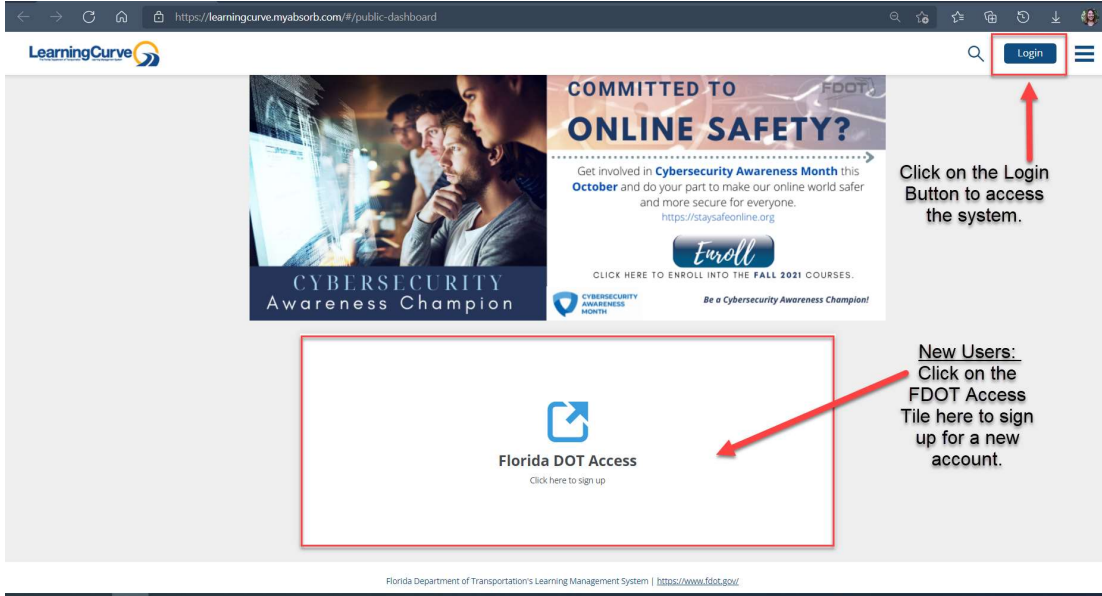


1. Use the Learning Curve External Portal link below to purchase a license to access trainings. Hyperlinks need to be opened in an Internet browser (i.e. Internet Explorer or Google Chrome) or in an email. This is a \$6.00 yearly subscription fee for the Learner to gain system access to trainings until the duration of the Learning Management System contract. This subscription fee goes directly to the LMS vendor Absorb for the cost of a license and not the department. **Note:** Consultants who have a FDOT email address will need to utilize an external email address when creating an account in Learning Curve.

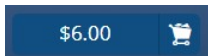
Learning Curve External Portal Link: <https://learningcurve.myabsorb.com>



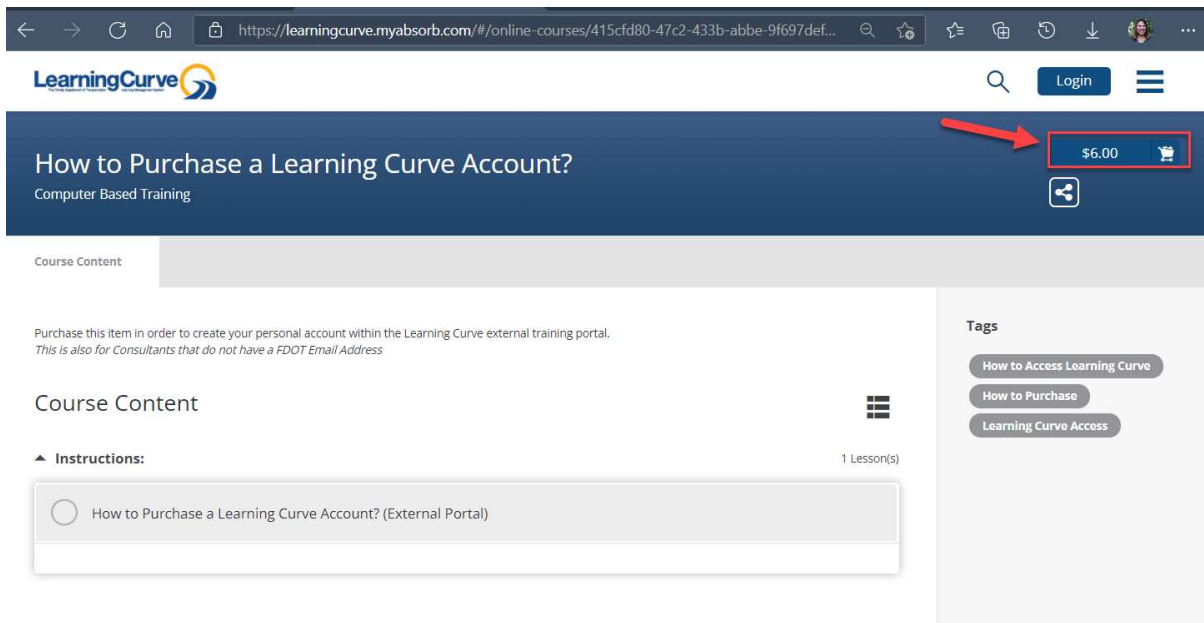
2. Click on the Tile titled “Florida DOT Access – Click here to sign up” to create a new account in the system.



3. Click on the “\$6.00” blue button to proceed to add this item to the shopping cart.



- 4.

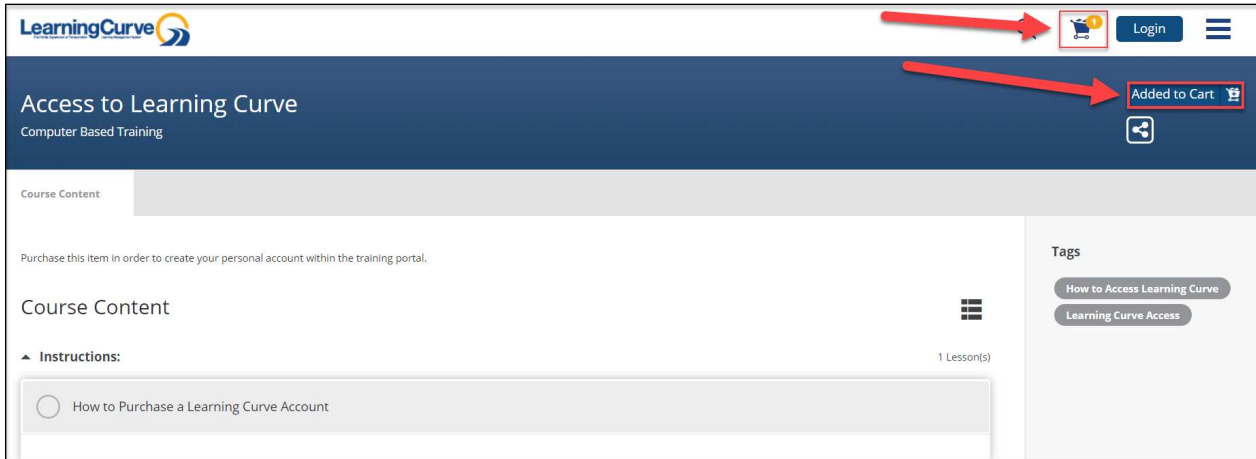




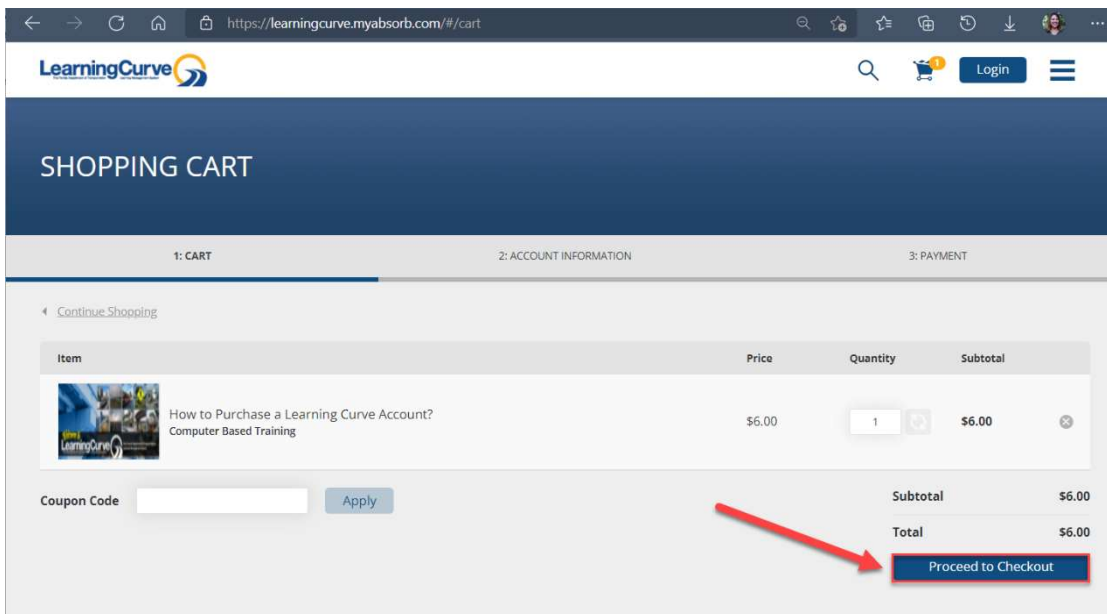
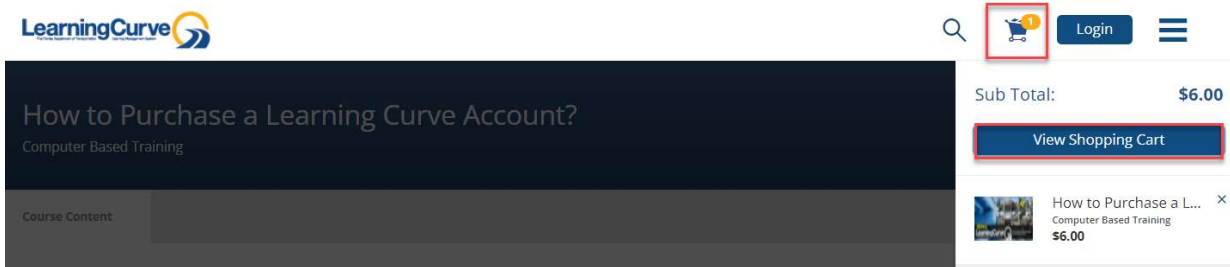
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5. Click on either the “Added to Cart” blue button or the blue shopping cart icon. Select the “View Shopping Cart” in the top right-side corner of the screen.



6. Click on the blue “Proceed to Checkout” button to continue the check-out process.





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7. Click on the blue “Sign Up” button to continue the account creation.

LearningCurve

SHOPPING CART

1: CART      2: ACCOUNT INFORMATION      3: PAYMENT

Sign in to continue checkout

Username

Password

[Login](#)

[Forgot Password?](#)

Don't have an account?

[Sign Up](#)

Summary		<a href="#">Edit</a>
How to Purchase a Learning...	\$6.00	
<b>Subtotal</b>	<b>\$6.00</b>	
<b>Total</b>	<b>\$6.00</b>	



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8. Enter your details into the “Account Information” and if it applies to you enter the Additional Information into the form. Click on the blue “Proceed to Checkout” button to continue.

### Account Information:

- First Name
- Middle Name
- Last Name
- Username
- Email Address
- Password
- Re-enter Password

Account Information	Additional Information
First Name <small>Required</small>	Job Title
Middle Name	Employee Number
Last Name <small>Required</small>	User Classification User Classification
Username <small>Required</small>	Race Code
Email <small>Required</small>	EE04 Category
Password <small>Required</small>	Division
Re-enter Password <small>Required</small>	District
	Class Code
	Class Title
	Supervisor Indicator Supervisor Indicator
	Group
	Override last name Update Override last name Update
	Professional License Number
	Professional Designation Professional Designation

### Addition Information:

- Profession License Number
- Professional Designation

Proceed to Checkout

9. Enter your “Shipping Information” details. Select the checkbox if the Billing address is the same as shipping. Click Proceed to Checkout button.

SHOPPING CART

1: CART
2: ACCOUNT INFORMATION

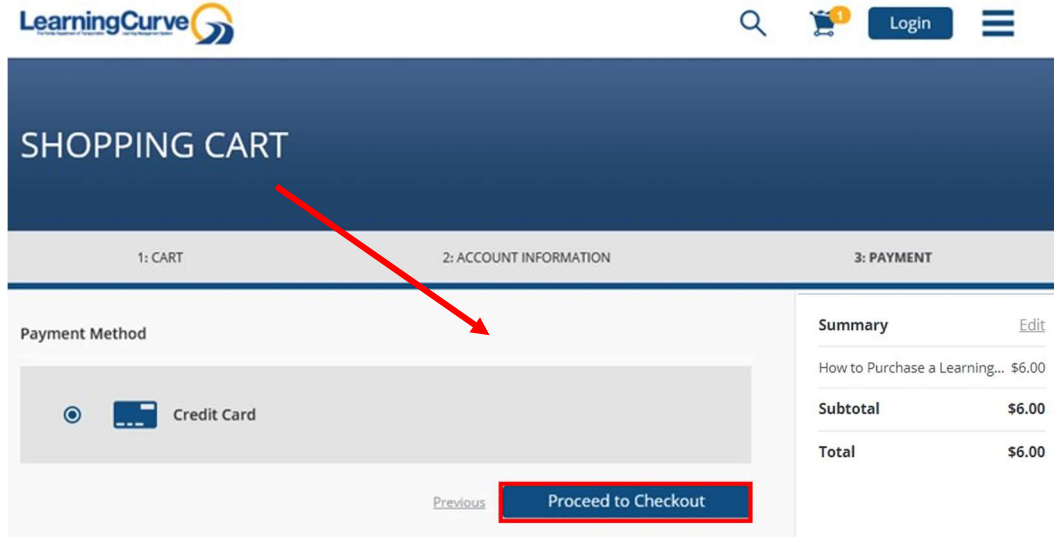
Shipping Information

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Personal Information</b> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> First Name *  <small>Must contain 1 or more characters</small> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Last Name *  <small>Must contain 1 or more characters</small> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Email *  <small>Must contain 1 or more characters</small> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Phone Number *  <small>Must contain 1 or more characters</small> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Address</b> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Address 2         </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Country *         </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> State/Province *         </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> City *         </div> <div style="margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> Postal/Zip Code *         </div> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Billing address is the same as shipping         </div>
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Previous
Proceed to Checkout



10. Select the credit card payment method, then proceed to checkout by clicking on the blue “Proceed to Checkout” button.



11. Fill in your payment method information and click on the blue “Submit Your Order” button at the bottom of your screen.
12. Once your payment has been processed and your account has been approved, you will receive an email at the address you provided in your account. Once the payment has been received for the subscription it is non-refundable with the vendor.

Your Email  
JohnDoe@JohnDoe.com

Your Billing Address  
John Doe  
Company (optional) 1234567890  
123 Main Street Address 2 (optional)  
12345 SCENECTADY, NY  
United States

**Payment Method**  
VISA Mastercard American Express  
Card #  
Month Year CSC

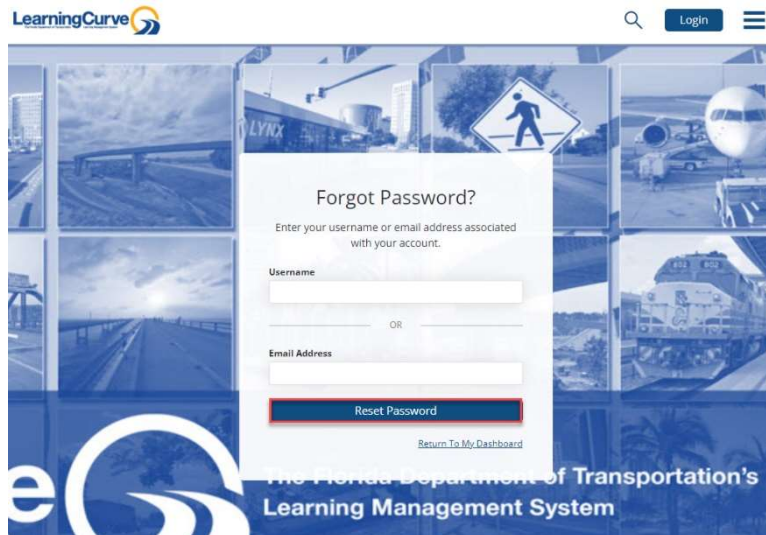
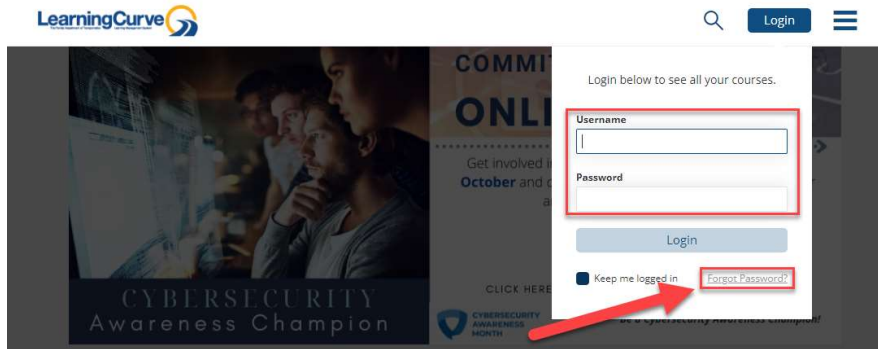
Almost Done!  
Submit Your Order



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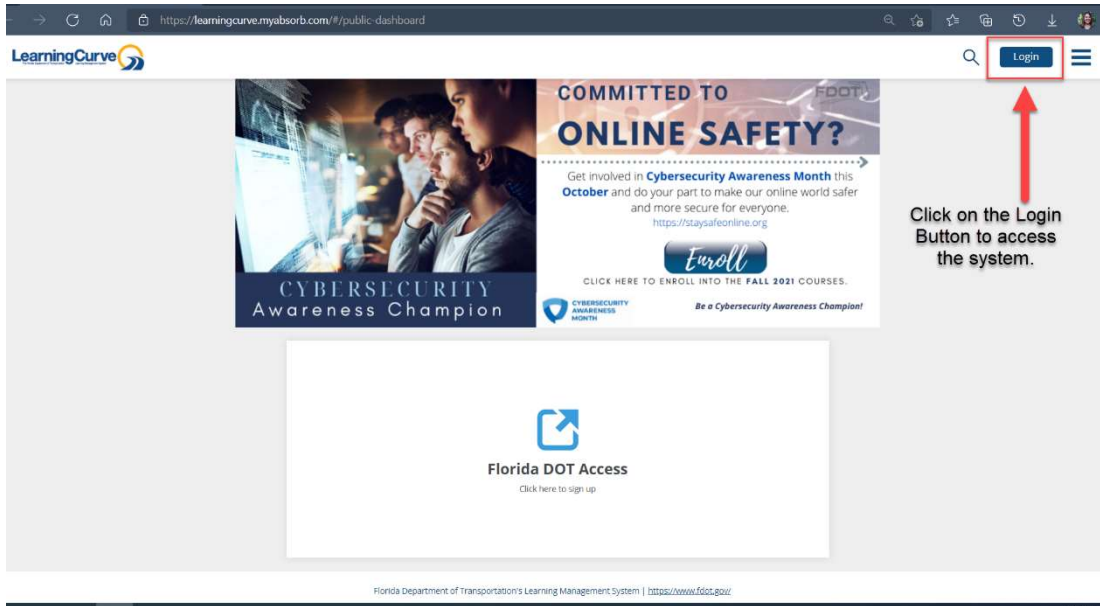
13. Return to the Learning Curve Login Page and enter in your credentials. <https://learningcurve.myabsorb.com>
  - a. Username
  - b. Password
  - c. Or click on the Forgotten Password button to reset your password.
  
14. Click on the “Forgot Password?” link to reset your password in the system.







# How to purchase a license/seat in the Learning Curve – External Portal?



15. Click on the Login button to access the **Learning Curve Dashboard** that contains the following:
  - a. Learning Curve Banner
  - b. Course Catalog – Search for courses in the system.
  - c. Contact Us
  - d. FDOT External Website
  - e. FDOT Facebook Page
  - f. External/Other Training – enter/record external trainings outside of the system.
  - g. Continue
  - h. My Learning Path
  - i. Transcript
  - j. FDOT Notification Tweets

Please contact the **FDOT Provider Office** for training related questions.

For technical support related to Learning Curve, please reach out to the **FDOT Central Office Training Team** at

- FDOT-Training Management Contact Us at: [LearningCurve@dot.state.fl.us](mailto:LearningCurve@dot.state.fl.us)

