

# Real Property Transfer Qualification Code Training via Gauge

Instructions for Registering, Taking the Course, and  
Downloading Certificate



# Overview



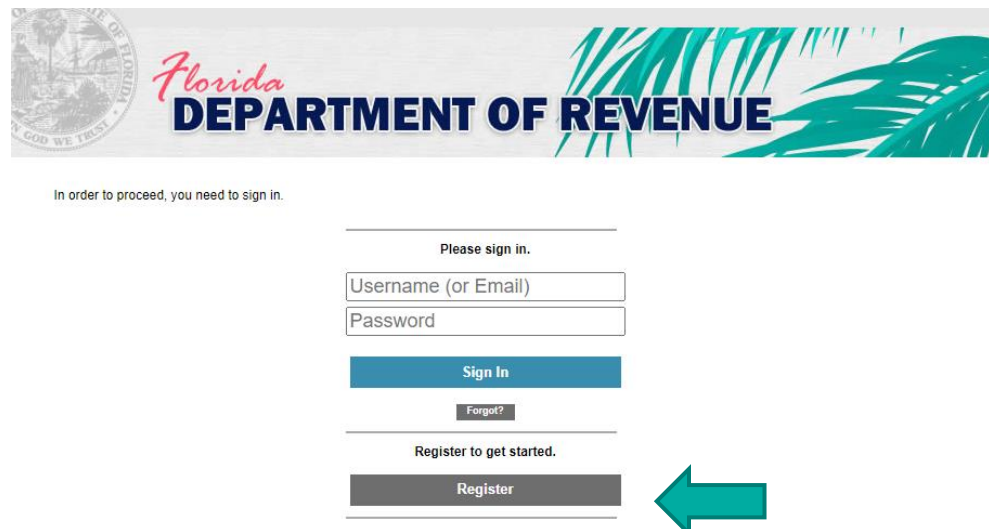
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You may click on the step title to go directly to that step or scroll through the job aid.

# Register, Step 1



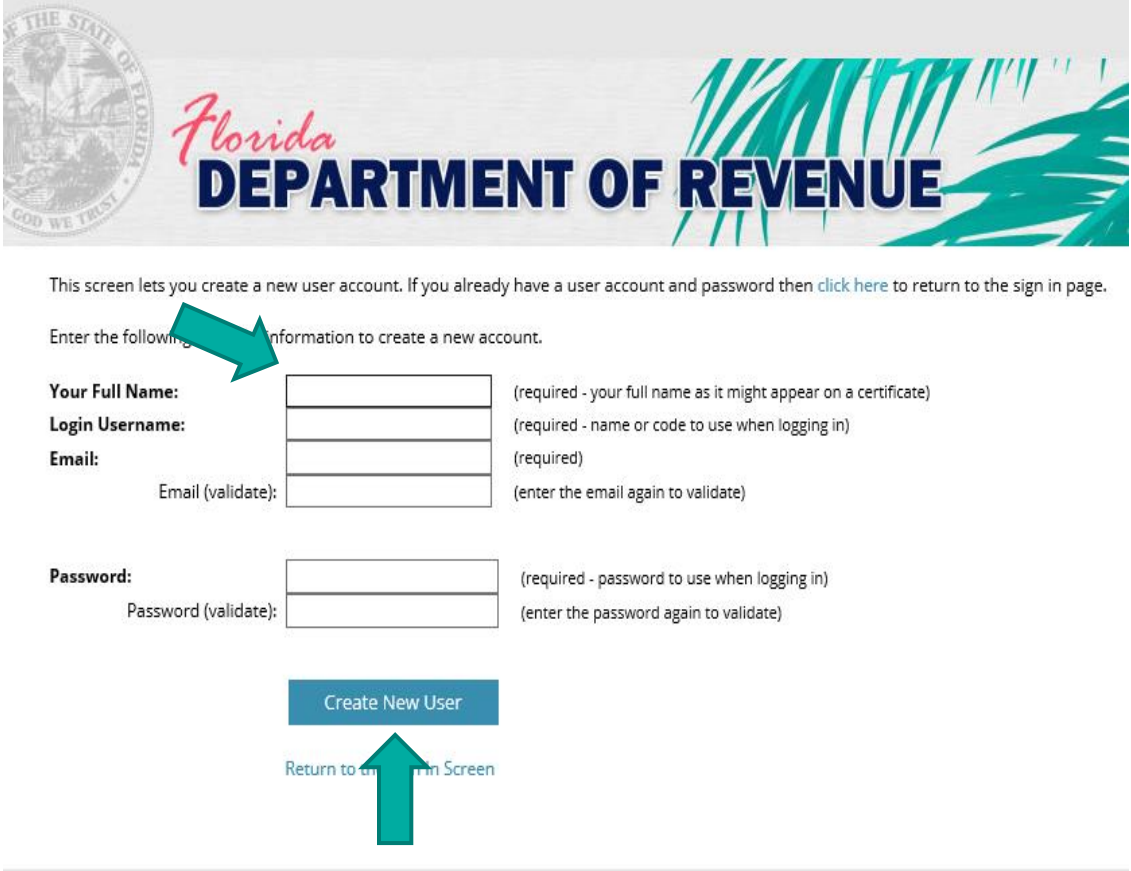
- ▶ Click [here](#) to create your Gauge account. Then click **Register**. Internet Explorer is not recommended for use with Gauge.
- ▶ If you've logged into Gauge before, use the credentials you set up previously to sign in.
- ▶ The website should look like the image below.

A screenshot of the Florida Department of Revenue website's login page. The header features the state seal and the text "Florida DEPARTMENT OF REVENUE". Below the header, a message reads "In order to proceed, you need to sign in." The login form includes a "Please sign in." section with input fields for "Username (or Email)" and "Password", a "Sign In" button, and a "Forgot?" link. Below this is a "Register to get started." section with a "Register" button. A large teal arrow points to the "Register" button.

# Register, Step 2



- ▶ Enter your full name, username, email address, and desired password.
- ▶ Click **Create New User**.



This screen lets you create a new user account. If you already have a user account and password then [click here](#) to return to the sign in page.

Enter the following information to create a new account.

**Your Full Name:**  (required - your full name as it might appear on a certificate)

**Login Username:**  (required - name or code to use when logging in)

**Email:**  (required)

Email (validate):  (enter the email again to validate)

**Password:**  (required - password to use when logging in)

Password (validate):  (enter the password again to validate)

[Return to the Sign In Screen](#)

[Create New User](#)

The screenshot shows the registration form with a teal arrow pointing to the "Your Full Name" field and another teal arrow pointing to the "Create New User" button. The "Return to the Sign In Screen" link is also visible below the button.

# Select the Course, Step 1



- ▶ Your user dashboard will appear.
- ▶ Click on the **Content** tab or **Choose Your Course** icon to get started.

A screenshot of the Florida Department of Revenue user dashboard. At the top left is the Great Seal of the State of Florida. To its right is the text "Florida DEPARTMENT OF REVENUE" with a palm frond graphic. Below this is a navigation bar with "Content" and "My Account" tabs. A teal arrow points to the "Content" tab. Below the navigation bar is the "Main Portal Page" section, which contains the text: "Click the 'Content' tab above or the 'Choose Your Course' icon in the Main Menu below to get started." Below this text is a "Main Menu" box containing a "Choose Your Course" icon, which is a document with a red arrow pointing to it. A teal arrow points to this icon.

# Select the Course, Step 2



- ▶ This is the **Content** page.
- ▶ Click on the course you want to take from the menu.

# Take the Course, Step 1



## ► Click **Choose Program.**

### Take a Program - Choose to Begin Taking a Program

#### Take a Program

You have selected the following program.

**Name** Real Property Transfer Qualification Code Training

#### Content List

All of the following must be successfully completed to complete this program

Once this program has been selected you will then have the opportunity to access this content

Content	Type
Real Property Transfer Qualification Code Training	Course

#### Choose this Program

You can choose this program by pressing the Choose Program button.



Choose Program

Cancel

# Take the Course, Step 2



- ▶ Click the icon under **Open**.

## Program - Launch and Choose to Take Content

### Program

You have selected the following program.

**Name** Real Property Transfer Qualification Code Training

Started Date: 2/23/22

### Content List

The following lists all the content that needs to be successfully completed to successfully complete this program. Click on the content name to choose and start taking uncompleted items.

Completed	Open	Program Content	Type	Note
		Real Property Transfer Qualification Code Training	Course	Not taken

Cancel

- ▶ Then click **Start this Course**.

## Start - Course

### Course

You have chosen to take the following course.

**Name** Real Property Transfer Qualification Code Training

**Pages** 1 (number of content pages)

**Time Frame** 100 (minutes)

### Start Course

You can start taking this course by pressing the Start this Course button.

**TIME FRAME** - This course has a 100 minute minimum time frame. You cannot finish and complete this course until the elapsed time is greater than the minimum time frame.

**BACK BUTTON** - When taking this course you are permitted to move backwards to review/change prior answers.

**RESTART/RESUME** - When taking this course you can stop and restart/resume taking this course.

Start this Course

Cancel





# Take the Course, Step 3



## Course - Real Property Transfer Qualification Code Training

### Course -

You are taking the following course:

Name Real Property Transfer Qualification Code Training

Timer Elapsed Time (minutes:seconds) : 0:17 (cannot finish and complete until timer reaches 100 minutes)

### Lesson Page

This is the only page for this lesson to display.

Complete this course using the buttons in the course player. Do not click the "Complete Lesson" button until you've completed this course. If you need to exit before completing the module, click the "Stop and Restart/Resume Later" button below the course player.

A screenshot of the course player interface. On the left is a dark blue sidebar with a table of contents including "Disclaimer", "Objectives", "Foundation of the Verifi...", "Why We Have Transfer...", "Reference Library", "Codes 01 and 02", "Code 01", "Code 02", "Codes 03 through 06", "Code 03", "Code 04", "Code 05", "Code 06", and "Codes 11 through 21". The main area shows a video player with a thumbnail of a woman in front of a house. The video title is "Florida Department of Revenue's Real Property Transfer Qualification Code Training". At the bottom of the video player are playback controls: a progress bar, a refresh icon, a volume icon, and "PREV" and "NEXT" buttons. A large teal arrow points from the video player area towards the right.

- ▶ The course will launch inside the **Lesson** page.
- ▶ Use the controls in the course player to navigate through the course.

Complete Lesson

Stop and Restart/Resume Later

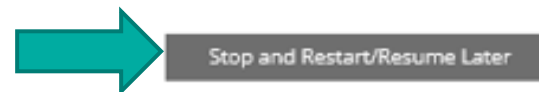
# Take the Course, Step 4



- ▶ The **Previous**, **Next**, **Play/Pause**, and **Replay** buttons are located at the bottom of the course player.



- ▶ Below the course player are two other buttons – **Complete Lesson** and **Stop and Restart/Resume Later**. DO NOT click Complete Lesson until you have completed the course.
- ▶ When you've completed the course, click **Complete Lesson**.
- ▶ If you need to exit before completing the course, click **Stop and Restart/Resume Later**.



# Take the Course, Step 5



- ▶ After completing the course, click the **Go to My Account Home** button.

 [Content](#) [My Account](#)

## Completed - Course - Real Property Transfer Qualification Code Training

### Completed - Course - Real Property Transfer Qualification Code Training

You are finished taking the following course:

**Name** Real Property Transfer Qualification Code Training

To access your certificate, click the **Go to My Account Home** button below, then click on the **Certificates** icon.

Go to My Account Home



You are finished taking this course. Now what would you like to do?

[Click here to return to the previous take a test, survey, exam, lesson or program page](#)

# Download Certificate, Step 1



- ▶ From the **My Account** page, click on the **Certificates** icon.

A screenshot of a web application interface. At the top, it says "Welcome, Participant Name" on the left and "A A A | [three squares] | Sign Out | [hamburger menu]" on the right. Below this is a navigation bar with a home icon, "Content", and "My Account" (which is underlined). The main heading is "My Account Home". Below that is a section titled "Name and Email" with a plus sign. The main content area is titled "Menu - My Account" and contains three items: "Open and Edit My Information" (with a person icon), "History" (with a document icon), and "Certificates" (with a document and person icon). A large red arrow points to the "Certificates" icon.

# Download Certificate, Step 2



- ▶ Click the **Cert.** icon, shown below at the lower right.

Content **My Account**

## My Account - My Certificate History


### User Information

**Name** Sample User  
**Email** ptotraining@floridarevenue.com

### Available Certificates

The following is a detailed list of your certificates. If you have permission to review the detail of any content taken, the test (content) name will appear below as a link you can click on to open.

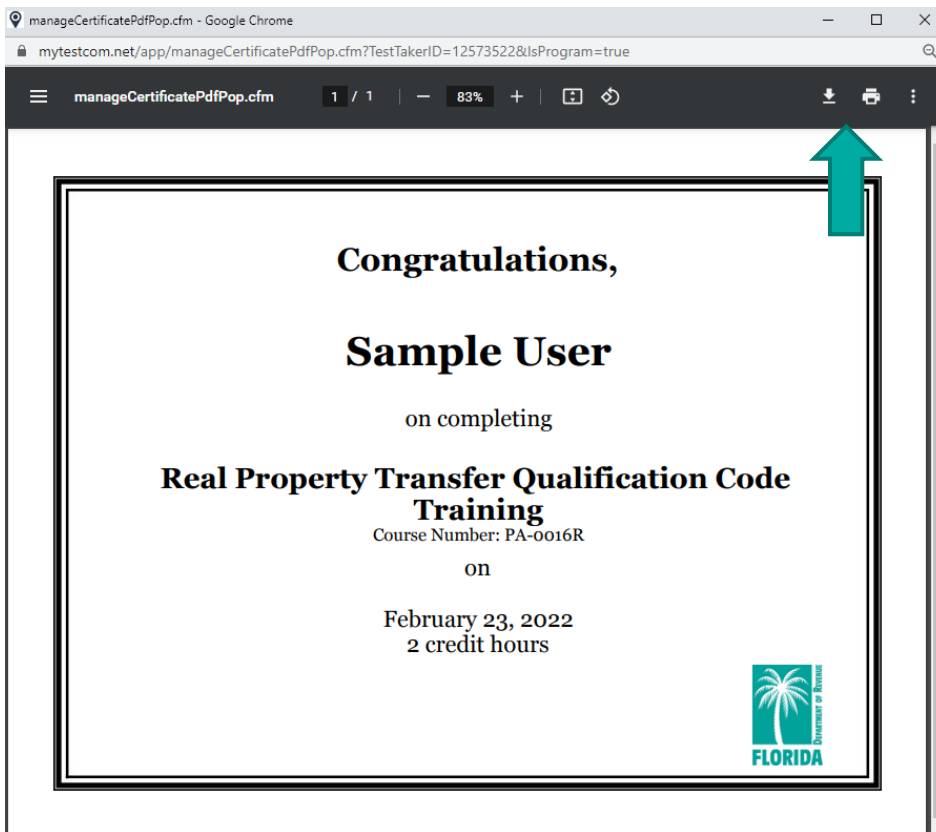
If a certificate is available, note an icon in the certificate column below. Certificates are generated in an Adobe PDF format. Clicking on an icon will open the PDF certificate in a popup window. You may need to disable any popup blockers to view. Once opened, you can save the certificate on your computer or print.

History	Type	Score	Max	Pass	Date (end time)	Reqd.	Cert.
<a href="#">Real Property Transfer Qualification Code Training</a>	Program	Successful			February 23, 2022 4:21:54 PM EST		


# Download Certificate, Step 3



- ▶ Your certificate will open in a pop-up window.



–Click  to print.

–Click  to save a copy of the PDF certificate for your records.

# Help



- ▶ Using Internet Explorer is **not** recommended for the training or the exam.
- ▶ For issues with logging in to Gauge, please contact [Gauge Customer Support](#).
- ▶ For questions about the course or exam content, please contact [SaleQualification@floridarevenue.com](mailto:SaleQualification@floridarevenue.com).