

**Rick Scott**  
GOVERNOR

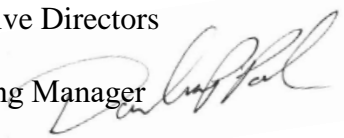


**Cissy Proctor**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** April 4, 2018

**TO:** Local Workforce Development Boards (LWDB) Executive Directors

**FROM:** Daniel P'Pool, Workforce Services Research and Training Manager 

**SUBJECT:** Adobe Connect Learning Management System Clean-Up

The Florida Department of Economic Opportunity (DEO) has compiled a list of all LWDB staff with access to the Adobe Connect Learning Management System. Please review the attached spreadsheet and indicate all the staff members who need to be deactivated because they are no longer in the region or have moved into positions that do not include direct customer service.

Training Coordinators do not need to complete an [Adobe Connect Access Request Form](#) to have staff members deactivated for this exercise. Just note on the spreadsheet any staff members who need to be deactivated, and email it to [WFSTraining@deo.myflorida.com](mailto:WFSTraining@deo.myflorida.com).

Additionally, please ensure that all current staff have access to the system. Complete the [Adobe Connect Access Request Form](#) for each staff that needs a profile in the Learning Management System.

If you have any comments or questions, please email Erica Liem at [Erica.Liem@deo.myflorida.com](mailto:Erica.Liem@deo.myflorida.com) or call Erica Liem at (850) 245-7416.

DWP/oel

cc: Taylor Hatch  
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LWDB Training Coordinators

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