



## G-317 - Community Emergency Response Team Course

### Enrollment Instructions

Registration for the G-317 Basic CERT course requires each student to enroll via PreparingTexas.org. This site is sponsored by the Texas Department of Emergency Management.

The enrollment process will take up to three steps:

1. Obtain FEMA Student ID
2. Create Preparing Texas account
3. Enroll in the Euless G-317 class on Preparing Texas

If you do not have a Preparing Texas Online account, follow the instructions below. Preparing Texas Online requires each student to also have a FEMA Student ID (SID). A FEMA Student ID is REQUIRED for most FEMA sponsored courses. You should ensure that you have a FEMA SID number before registering on Preparing Texas.

### FEMA Student ID

FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals.

If you do not have or do not know your **FEMA SID**, visit: <https://cdp.dhs.gov/FEMASID> to obtain one or to look yours up.

- Click on "Register for a FEMA SID" at the lower center of the page.
- Fill in your Full Legal Name:

Full Legal Name		
Please provide your full legal name. Do not use shortened versions, nick names or abbreviations.		
<b>First Name</b>	<b>Middle Name (optional)</b>	<b>Last Name</b>
<input type="text" value="Full Legal First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Full Legal Last Name"/>
<b>Suffix</b>	<b>Maiden Name (optional)</b>	<b>Preferred Name (optional)</b>
<input type="text" value=""/>	<input type="text" value="Maiden or Alternate Last Name"/>	<input type="text" value="The name you go by, if not your first na"/>

- Fill in your Primary Contact Information:

### Primary Contact Information

Your individual business email will be used to send your account information and other email alerts.

Please use your individual business email and phone number. A shared group email address cannot be used if it is used for more than one account. Please avoid using your personal email and phone number unless it is your only option.

<b>Work Email</b>	<b>Confirm Work Email</b>	<b>Work Phone</b>
<input type="text" value="user@domain.com"/>	<input type="text" value="user@domain.com"/>	<input type="text" value="(555) 555-5555"/>

If possible, please provide an alternate email and phone. Password resets, and other email will go to this email as well as your work email above.

<b>Alternate Email (optional)</b>	<b>Alternate Phone (optional)</b>
<input type="text" value="user@domain.com"/>	<input type="text" value="(555) 555-5555"/>

- Fill in your Birth Information:

### When and Where you Were Born

<b>Date of Birth</b>	<b>Country of Birth</b>	<b>City of Birth</b>	<b>State of Birth</b>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="United States"/>	<input type="text"/>	<input type="text"/>

- Fill in your Security information:

### Security Questions

These questions will be used when you need to reset your password, talk to someone at the help desk or retrieve a forgotten Student ID. Choose a question from each list below and provide an answer that only you will know. Answers must be longer than 2 characters and are not case sensitive. *We recommend using simple, one-word answers so that they will be easier to remember.*

<b>Question #1</b>	<b>Answer #1</b>
<input type="text" value="What was your childhood nickname?"/>	<input type="text" value="Provide an answer that only you know"/>
<b>Question #2</b>	<b>Answer #2</b>
<input type="text" value="What school did you graduate from?"/>	<input type="text" value="Provide an answer that only you know"/>
<b>Question #3</b>	<b>Answer #3</b>
<input type="text" value="What was the last name of your third grade teacher?"/>	<input type="text" value="Provide an answer that only you know"/>

- Fill in your password information:

### Create your Password

<b>Your Password</b>	✘	<b>Your new password must meet the following requirements:</b>
<input type="text"/>		✘ 8 or more characters
<b>Confirm your Password</b>	✘	✘ At least 1 number
<input type="text"/>		✘ At least 1 upper case letter
<input type="checkbox"/> Show Password		✘ At least 1 lower case letter
		✘ At least 1 of these \$ % ^ , ! # - _ + = ; : ~ characters
		✘ New Password and Confirmation must match

- Click to Agree with the privacy statement
- Click Register

I agree to the Privacy Statement

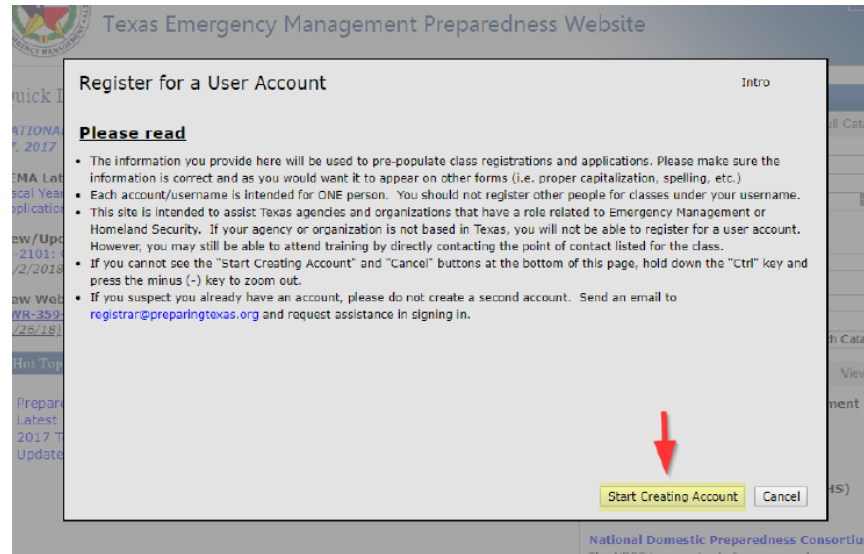
[Register](#)

## Preparing Texas Registration

- Go to: <https://www.preparingtexas.org>
- In the top left corner, click “Create Account”



- Read the user agreement and click “Start Creating Account”



- Enter all information requested, user your full LEGAL name.
  - Enter your FEMA SID (including leading zeros) where prompted. Ensure your Date of Birth is entered in the format of MM/DD/YYYY.
  - **Note: Your user name cannot be changed at a later date.**

Register for a User Account Step 1/6

First Name:  Middle Name:

Last Name:  Date of Birth:

User Name:  Last 4 of SSN:

Email:  This will be used to create your unique ID.

Confirm Email:  FEMA SID:

Password:  TEEX ID:

New Password:  TCOLE ID:

Confirm Password:

**Bold Label denotes Required Field**

- For Agency, you may list Euless CERT, 201 North Ector Dr., Building D, Euless, TX 76039.
- User your personal phone number formatted as XXX-XXX-XXXX

Register for a User Account Step 2/6

Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).

**Work Address**

\*Agency or Organization Name:

Address 1:  \*Phone:  --- ext.

Address 2:  ---

City, State:  Fax:  ---

ZipCode:  Cell:  ---

County:

\*Denotes Required Field

- Enter your home address and contact information as requested:

The screenshot shows a web form titled "Register for a User Account" at "Step 3/6". The section is labeled "Home Address". It contains the following fields:

- Address 1: [text input]
- Address 2: [text input]
- City, State: Keller, TX
- ZipCode: [text input]
- County: Tarrant
- Phone: [area code dropdown] - [prefix dropdown] - [line number input] - [extension input]

A note below the fields states "\*Denotes Required Field". At the bottom right, there are "Back", "Next", and "Cancel" buttons.

- Choose "Volunteer Organization" with "Volunteer" as Title:

The screenshot shows a web form titled "Register for a User Account" at "Step 4/6". The section is labeled "Primary (required):". It contains the following fields:

- CHOOSE DISCIPLINE: [dropdown menu with "-- Select Discipline --"]
- POSITION/TITLE: [text input]
- Secondary (optional): [checkbox]

At the bottom, there are "Back", "Next", and "Cancel" buttons.

- If you wish to receive the TDEM email newsletters, check the appropriate box:

The screenshot shows a web form titled "Register for a User Account" at "Step 5/6". The section is labeled "This step is optional." and contains the following text:

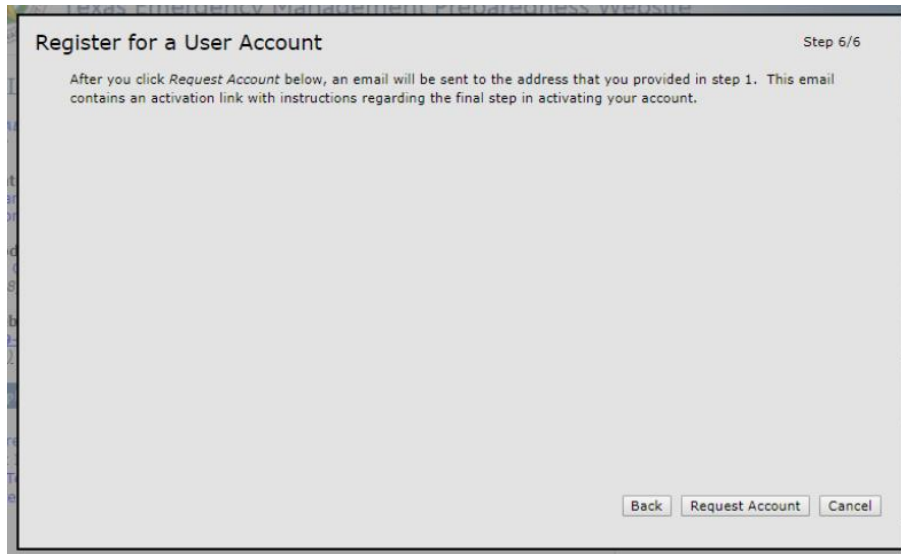
On occasion, TDEM will disseminate information that pertains to a specific topic via email. Please check the box next to the topic of interest to you. You may select more than one topic. The email will be sent to the address you provided in Step 1. You can always make adjustments through your user profile.

Below this text, it says "Choose the email messages you would like to receive:" followed by two checkboxes:

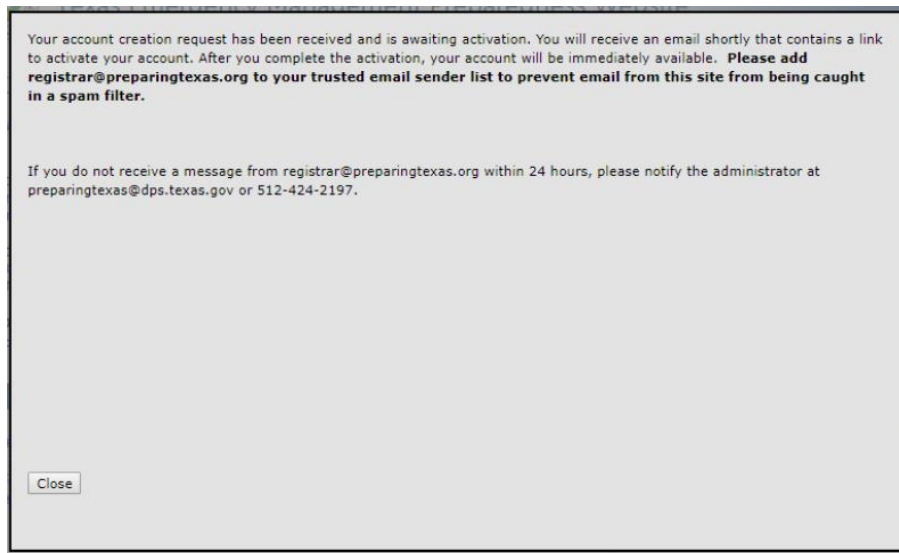
- Check for information on TDEM and DHS training opportunities to be emailed to you.
- TDEM Instructor

At the bottom right, there are "Back", "Next", and "Cancel" buttons.

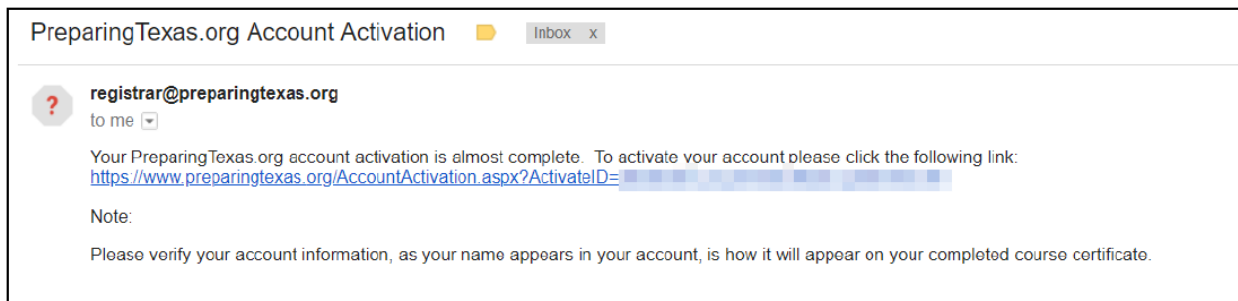
- Click “Request Account”



- You should receive a confirmation screen:



Check your email for a confirmation link from [registrar@preparingtexas.org](mailto:registrar@preparingtexas.org), and click it:



- Your account should be fully active and allow you to register for your course:



### Enroll in the G-317 Community Emergency Response Team Course

- Click this link to go to the registration page

<https://www.preparingtexas.org/DeliveryDetails.aspx?classid=704e82c4-990b-4cff-9c9b-c57056fdf041>

Class Details		<a href="#">View Full Course Description</a>
Class Name:	Community Emergency Response Team (CERT) Course	<a href="#">Click here to log in and register.</a>
Course Number:	G-317	
Date Span:	07/25/2019 - 09/12/2019	
Class Times:	07/25 19:00 - 22:00 08/01 19:00 - 22:00 08/08 19:00 - 22:00 08/15 19:00 - 22:00 08/22 19:00 - 22:00 08/29 19:00 - 22:00 09/05 19:00 - 22:00 09/12 19:00 - 22:00	
Location:	Eules Police Department 1102 W. Eules Blvd Eules, TX 76040 County: Tarrant	
Region:	North Central Texas Council of Governments	
Provider:	FEMA - Emergency Management Institute	
Point of Contact:	James Knighton Eules CERT <a href="tel:817-233-0893">817-233-0893</a> jamesknightonjr@gmail.com	

- Select "Click here to log in and register. Confirm your personal information and click the "Register" button at the bottom of the page
- Return to your home page and confirm that the class is now listed in "My Upcoming Classroom Activities"

### My Upcoming Classroom Activities

Course Name	Course #	Dates	Status
Community Emergency Response Team (CERT) Course	G-317	<a href="#">07/26/2018 - 09/13/2018</a>	Pending