

How to Register for SERT TRAC/Apply for a course

(<https://trac.floridadisaster.org/trac/loginform.aspx>)

1. Select 'Create Profile':

The screenshot shows the SERT TRAC login page. At the top, there's a header with the SERT logo and 'FloridaDisaster.org Florida State Emergency Response Team'. Below the header, there are links for 'Browse Calendar' and 'Course Catalog'. The main content area has two boxes: 'First Time Users' and 'Returning Users'. The 'First Time Users' box says 'A profile must be created to apply for events' and has a 'Create Profile' button. The 'Returning Users' box has fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot password?' link. Below these boxes, there's a 'NOTE: Internet Explorer Users' section and a link to 'Orientation to SERT TRAC (PPT) (PDF with notes)'.

2. Fill out all information on the sign up page:

The screenshot shows the SERT TRAC sign up page. At the top, there's a header with the SERT logo and 'FloridaDisaster.org Florida State Emergency Response Team'. Below the header, there's a 'Sign In' button. The main content area has a 'Registration is a 3 step process.' section with three steps. Below that, there's a 'Sign up' section with a 'Personal Information' tab. The 'Personal Information' section has fields for 'Employment Type' (County or Tribe Employee, State Employee, Disaster Reservist, Other), 'FEMA Student Identification Number', 'Salutation', 'First Name', 'Last Name', 'Address 1', 'Address 2', 'State' (FLORIDA), 'Phone', 'Fax', 'You work in' (Select from List--), and 'City'. Below the 'Personal Information' section, there's a 'Login Information' section with fields for 'Email', 'Confirm Email', 'Password', 'Confirm Password', 'Security Question' (Select from List--), 'Answer', and 'Hint'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

If you select 'Other' for employment type, it will open up additional information for you fill out:

Organization Information	
* Organization	<input type="text"/>
* Supervisor Name	<input type="text"/>
* Supervisor Phone	<input type="text"/> x <input type="text"/> (xxx) xxx xxxx
Response Role	<input type="text"/>
* Supervisor Email	<input type="text"/>
* Confirm Supervisor Email	<input type="text"/>

The supervisor you identify here will be who will receive emails to approve or deny you from course you apply. Please ensure all information it filled out properly.

3. Then select 'Submit'
4. Once you have submitted you will receive an email from FDEM.STO@em.myflorida.com. You must follow the link in that email to confirm your registration. Please make sure to check your Junk or Spam folders, and they may catch this message.
5. Once you are registered, you will want to log into the website (<https://trac.floridadisaster.org/trac/loginform.aspx>) and select 'Certificates' tab at the top of this page:



The screenshot shows the FloridaDisaster.org website. The user is logged in as Stephanie Hendrix. The 'Certificates' tab is selected in the navigation bar. Below the navigation bar, there are buttons for 'Home', 'Browse Calendar', 'Course Catalog', 'Certificates', and 'Explore Career Path'. The 'Certificates' section shows a list of certificates, with one entry: 'IS-800.b : National Response Framework, An Introduction (06/25/2011 - 06/25/2011)'. There are buttons for 'Upload Certificate', 'Download Transcript', and 'Download Certificate Approved'.

You will want to use the 'Upload Certificate' button to upload any emergency management training you have completed. Including, the NIMS courses IS-100, IS-200, IS-700 and IS-800 as they are general prerequisites to many courses.

6. To apply for classes, you will want to be logged into SERT TRAC. Once you have selected a course you want to take from the Calendar tab, you will be given the option to 'Apply' for the course.



The screenshot shows the FloridaDisaster.org website. The user is logged in as Stephanie Hendrix. The 'Browse Calendar' tab is selected in the navigation bar. Below the navigation bar, there are buttons for 'Home', 'Browse Calendar', 'Course Catalog', 'Certificates', and 'Explore Career Path'. The 'Event Information' section shows the details for 'SKYWARN Severe Weather Spotter Training'. There is a message: 'Student Pre-requisites Not Completed' and 'All Prerequisites Have been met to attend this class'. There are buttons for 'Apply' and 'Back'.

Once you apply, you will receive and email from FDEM.STO@em.myflorida.com for confirmation.