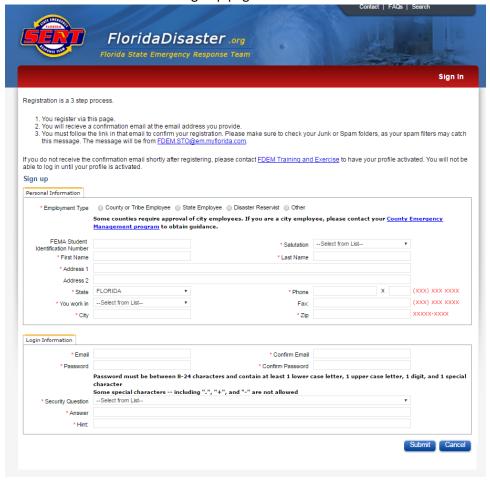
## How to Register for SERT TRAC/Apply for a course

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

1. Select 'Create Profile':



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



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

Organization Information			
* Organization		Response Role	
* Supervisor Name		* Supervisor Email	
* Supervisor Phone	x	(XXX) XXX XXXX * Confirm Supervise Email	

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 <a href="FDEM.STO@em.myflorida.com">FDEM.STO@em.myflorida.com</a>. 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 (<u>https://trac.floridadisaster.org/trac/loginform.aspx</u>) and select 'Certificates' tab at the top of this page:



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.



Once you apply, you will receive and email from <a href="mailto:FDEM.STO@em.myflorida.com">FDEM.STO@em.myflorida.com</a> for confirmation.