## Preparingtexas.org Registration Instructions

If you do not currently have a Preparing Texas Online (PTO) account through Texas DPS \ TDEM, follow the following instructions:

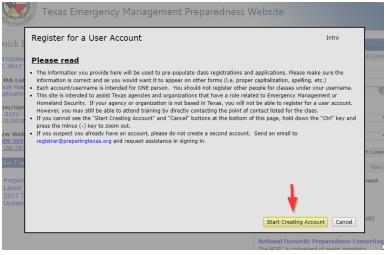
 Note: You should ensure that you have your FEMA Student ID (SID) available before registration. If you do not have or do not know your FEMA SID, visit: https://cdp.dhs.gov/FEMASID to obtain one or to look it up.

A FEMA Student ID is REQUIRED for most FEMA sponsored courses, so ensure you obtain one prior to registration.

- Note: If you have previously taken a TEEX course, you should make note of your TEEX Student ID before registration. If you do not know your TEEX ID, you may look it up in your student portal at: <a href="https://my.teex.org">https://my.teex.org</a>. If you have never taken a TEEX course, ignore this step
- Open a web brower and go to: <u>https://www.preparingtexas.org</u>
- In the top left corner, click "Create Account"



Read the user agreement and click "Start Creating Account"



- Enter all information requested, using your full LEGAL name
  - Enter your FEMA SID (including leading zero's) and TEEX ID (if applicable) 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, so you may not wish to use things that may change such as email addresses.

First Name:	<u> </u>	Middle Name:	
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:	P	TCOLE ID:	
Confirm Password:	<b>()</b>		
Bold Label denotes Require	d Field		

 For Agency, you may list Fort Worth CERT, 505 W Felix St Fort Worth TX 76115, along with your personal phone number (formatted as XXX-XXX-XXXX)

		olications. Please make sure th r capitalization, spelling, etc.).	ne information is correct and as you
*Agency or Organizati	on Name:		
Address 1:		*Phone:	ext.
Address 2: City, State:		Fax:	
ZipCode:		Cell:	***-***
County:			
*Denotes Required Fie	ld		

• Enter your home address and contact information as requested:

Address 1:		Phone:	###-	ext.
Address 2:			***-***	
City, State:	Keller, TX			
ZipCode:				
County:	Tarrant			
*Denotes Req	uired Field			

• Choose "Volunteer Organization", with 'Volunteer" as Title:

Y	A Lexas Emergency Management Preparedness Website	- 11
A	Register for a User Account Step 4/6 Primary (required):	
I	CHOOSE DISCIPLINE: Select Discipline 🔻	
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 $\circ$   $\;$  If you wish to receive the TDEM email newsletters, check the appropriate box:

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ANA	Register for a User Account Step 5/	6
I	This step is optional.	
1A1 7	On occasion, TDEM will disseminate information that pertains to a specific topic via email. Please check the box next the topic of interest to you. You may select more than one topic. The email will be sent to the address you provided Step 1. You can always make adjustments through your user profile.	
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ior	Choose the email messages you would like to receive:	
	Check for information on TDEM and DHS training opportunities to be emailed to you.	
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Click "Request Account"

🖉 Texas Emergency Management Preparedness Website	_
Register for a User Account	Step 6/6
After you click <i>Request Account</i> below, an email will be sent to the address that you provided in step 1. This contains an activation link with instructions regarding the final step in activating your account.	email
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Back Request Account	Cancel 1
	Register for a User Account After you click Request Account below, an email will be sent to the address that you provided in step 1. This contains an activation link with instructions regarding the final step in activating your account.

• You should receive a confirmation screen:

1	🖉 Texas Emergency Management Preparedness Website	
I	Your account creation request has been received and is awaiting activation. You will receive an email shortly that contains a link to activate your account. After you complete the activation, your account will be immediately available. Please add registrar@preparingtexas.org to your trusted email sender list to prevent email from this site from being caught in a spam filter.	
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at	If you do not receive a message from registrar@preparingtexas.org within 24 hours, please notify the administrator at preparingtexas@dps.texas.gov or 512-424-2197.	
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• Check your email for a confirmation link from "registrar@preparingtexas.org", and click it:

PreparingTexas.org Account Activation DInbox x		
?	registrar@preparingtexas.org to me	
	Your PreparingTexas.org account activation is almost complete. To activate your account please click the following link: https://www.preparingtexas.org/AccountActivation.aspx?ActivateID=	
	Note:	
	Please verify your account information, as your name appears in your account, is how it will appear on your completed course certificate.	

• Your account should now be fully active, and allow you to register for your courses:



Note: Preparing Texas is utilized state-wide as a centralized registration platform for most emergency management courses offered throughout the state. You have the ability to upload your course completion certificates to the site for inclusion into your profile, which is used to document any required course prerequisites for courses you may take in the future.

For information on how to upload your certificates to your profile, click here: <u>https://www.preparingtexas.org/Resources/documents/TDEM%20Training/Cert%20Guide%20Version%</u> <u>201a.pdf</u>