



www.FirstResponderTraining.gov User Account Registration Indiana Pilot First Responders

1. To create a new account, navigate to <https://www.firstrespondertraining.gov/> and click on the Register link in the top right corner.

2. Step 1 of 4 in the registration process asks for your personal information:
 - b. Pilot Participation Code = jck10307
 - c. First Name = user's first name
 - d. Last Name = user's last name
 - e. Username = user's professional email address
 - f. Alias = a user name that will be displayed in the Discussion Forums. It cannot have any spaces.
 - g. Password = the password must be 8 - 15 characters and have at least 1 capital letter and at least 1 special character (shift +1,2,3,4,5,6,7,8, or 9).
 - h. Retype the password
 - i. Click the Continue Button



3. Step 2 of 4 of the registration process asks you to find your organization in the system:
 - b. Enter the name of your organization in the Organization Name field
 - c. Click the Search button

Organization Name:

Please supply a city-state combo or zip code. (Zip code takes precedence.)

City, State: ,

Zip Code:

4. Step 3 of 4 in the registration process asks you to create or select your organization:
 - b. Scroll through the organizations listed in the search results at the bottom of the screen. If you find your organization, click the Select link on the far right next to the address and then skip to step 5. If you don't find your organization in the search results, go to the next step (step b).
 - c. Click the Create button.
 - d. Enter the name, city, and zip code of your organization. If your organization has more than one location, enter information for the headquarters.

Organization Name: *

Street Address:

Organization City: *

State, Zip * ,

Organization Phone: () -

5. Step 4 of 4 in the registration process asks you to define your role:
 - b. In the Supervisor Information fields, enter your supervisor's first name, last name, and email address

Supervisor Information

Supervisor First Name: *

Supervisor Last Name: *

Supervisor Email: *



- c. In the First Responder Roles section, check the role(s) that you are qualified for as a First Responder. You can select multiple roles as long as you perform the duties associated with those roles at your organization

| First Responder Roles | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Emergency Medical Services |
| <input type="checkbox"/> | Fire Service |
| <input type="checkbox"/> | Governmental Administrative |
| <input type="checkbox"/> | Public Health |
| <input type="checkbox"/> | Law Enforcement |
| <input type="checkbox"/> | Health Care |
| <input type="checkbox"/> | Public Safety Communications |
| <input type="checkbox"/> | Public Works |
| <input type="checkbox"/> | Emergency Management Agency |
| <input type="checkbox"/> | Hazardous Material |

- d. Click the Complete Registration button
6. Verify that the account is active by logging in to the FRT.gov site.
- b. If necessary, navigate to <http://www.firstrespondertraining.gov/>
 - c. Enter the newly created username & password in the appropriate fields in the top right corner of the window, then click the login icon (small box with an arrow) or press Enter





Request a Class

1. Log in to the www.firstrespondertraining.gov site.
2. Find the class you want to take.
 - a. On the Terrorism Training tab, select Course Catalog to display the Course Catalog search page

My Profile | **Terrorism Training** | Resources | Best Practices/Lessons Learned | About the Site

About the Providers | How to Take Training | **Course Catalog** | Development Plan | Requests | History | Approvals | Reports

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by both Learning Items and Scheduled Offerings.

Keywords

Title: Contains

Description: Contains

Residential Mobile Online (Select one or more)

Search

- b. In the Title field, enter as much of the course title as you remember. (If you are planning to take MGT-310 or MGT-321, you can enter that in the Title field.)
 - c. Select the Mobile check box to find classes that are being held in Indiana
 - d. Click Search
3. Add the course to your Development Plan.
 - a. Find the course you want to take in the list of results
 - b. Click the Add to Development Plan button
 - c. From the Terrorism Training tab, select the Development Plan link to verify that the course is there
 4. Request the class
 - a. From your Development Plan, click the Request Course button for the course you want to take to display a list of dates when the course is available

exercises. These exercises give participants a chance to test their newly acquired knowledge and skills.

▼ Available Scheduled Offerings

| Days | Start | End | Action |
|------|------------------------|------------------------|--|
| 3 | 3/6/2007 09:00 AM EST | 3/8/2007 05:00 PM EST | <input type="button" value="View Details"/> <input type="button" value="Request Course"/> |
| 8 | 3/20/2007 09:00 AM EST | 3/27/2007 05:00 PM EST | <input type="button" value="View Details"/> <input type="button" value="Request Course"/> |
| 3 | 4/24/2007 09:00 AM EST | 4/26/2007 05:00 PM EST | <input type="button" value="View Details"/> <input type="button" value="Request Course"/> |



- b. Click the View Details button for any class to find out where the class is being held.

| ▼ Segment Details | | | | |
|-------------------|------------------------|------------------------|--|------------|
| Segment | Start | End | Facility & Location | Instructor |
| 1 | 3/20/2007 09:00 AM EST | 3/20/2007 05:00 PM EST | South Bend Fire Department, 1222 S. Michigan Street - South Bend, IN | Staff, LSU |

- c. Click the Request Course button for the class you want to take

Offering of Weapons of Mass Destruction Tactical Commanders (MGT-321)

▼ Summary Information

Weapons of Mass Destruction Tactical Commanders (MGT-321) Request Course

Scheduled Offering ID: 573

Course Description: Tactical commanders control the response of law enforcement tactical teams to incidents where the release of WMD agents has occurred or is likely to occur as a result of terrorist actions. These commanders may have to assume a more aggressive role than a typical tactical commander would in a more conventional incident. Their mission in planning may require them to order tactical teams to enter hazardous environments to arrest terrorists, affect the rescue of hostages, and/or prevent the release of a WMD agent.

Participants will first receive an overview of emergency response to a weapon of mass destruction (WMD) event and be instructed in how to obtain and integrate WMD incident related intelligence into a tactical operations plan. Building upon this foundation, participants will be provided information allowing them to demonstrate the mission planning process; as the course progresses, they will use this knowledge to develop tactical warning orders, operations orders, and supplemental orders necessary to ensure a successful WMD incident response. A central component of this course is the practical exercises which weave through several of the instructional modules. Participants will have the opportunity to engage in warning order, emergency assault planning, and tactical command practical exercises. These exercises give participants a chance to test their newly acquired knowledge and skills.

▼ Segment Details

| Segment | Start | End | Facility & Location | Instructor |
|---------|------------------------|------------------------|--|------------|
| 1 | 3/20/2007 09:00 AM EST | 3/20/2007 05:00 PM EST | South Bend Fire Department, 1222 S. Michigan Street - South Bend, IN | Staff, LSU |

- d. Click Yes to continue to the registration page

Warning Details:

- This course offering requires approval from your SAA. If you continue you will be registered with a pending status until your SAA approves the registration request.

Do you wish to proceed?



- e. Verify that the three approval steps are listed (IN_COUNTY, IN_STATE, and TP_XXX)

| Approval Steps | |
|--|-------------------------------|
| Approval Step | Approvers |
| HYBRID-County approval | IN_COUNTY (Show All) |
| HYBRID-State approval | IN_STATE (Show All) |
| HYBRID-Training Partner approval process | TP_LSU (Show All) (Clear All) |

| Registration Comments | |
|-----------------------------|--------------------------|
| Learner Name: | TrainingAccount, Indiana |
| Registration Status: | PENDING (Pending) |
| Comments: | <input type="text"/> |

- f. If necessary, enter any comments in the comments field
- g. Click the Confirm button to send your registration to the first approver (IN_COUNTY). You and your supervisor will both receive an email with information about the class and the approval steps that must be completed before you are registered in the class.
5. Verify that the class is on your Requests page with a status of Pending.
- From the Terrorism Training tab, select the Requests link
 - Verify that the class you requested is listed in the table. The status should be set to *Pending*. Once the class has been approved at all three levels, you will be enrolled in the class. You will receive an email with information about whether you were approved or denied at each stage of the approval process.

NOTE: If you need assistance, you can reach the FirstResponderTraining.gov Help Desk by calling 1-877-612-HELP (4357) weekdays between the hours of 7:00 A.M. and 9:00 P.M. CST and weekends between the hours of 9:00 A.M. and 6:00 P.M. CST. You can also contact the Help Desk 24 hours a day by emailing your questions to frt_administrator@plexsci.com.