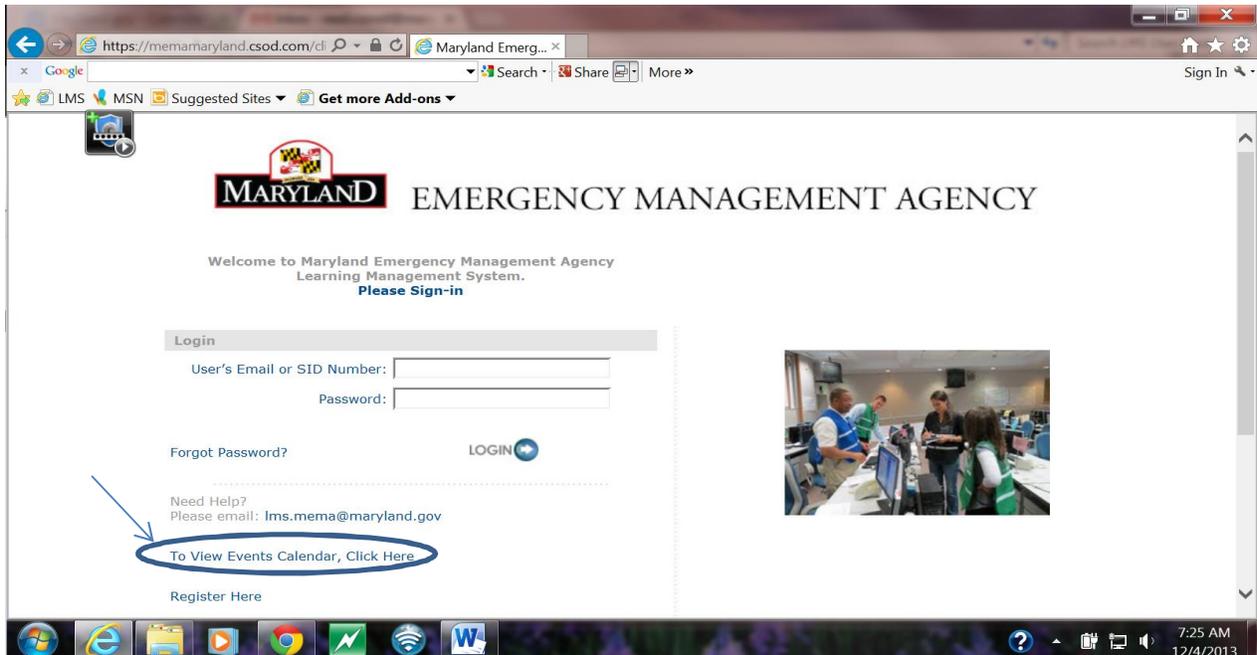


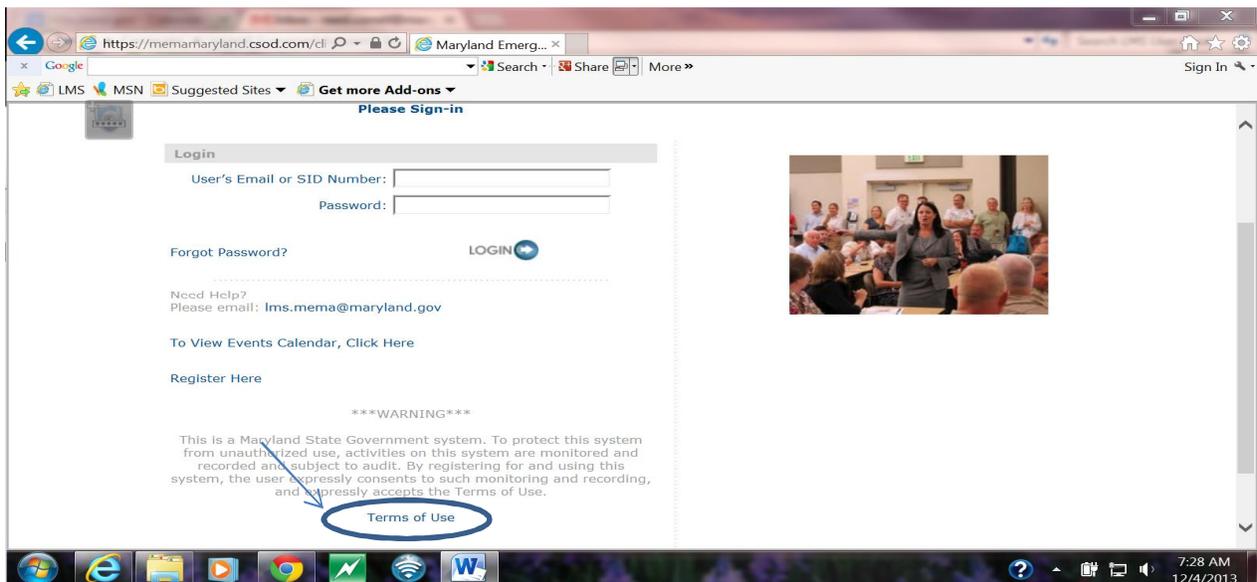
Step 1: log on to <https://memamaryland.csod.com>

Step 2: Review the Welcome page.

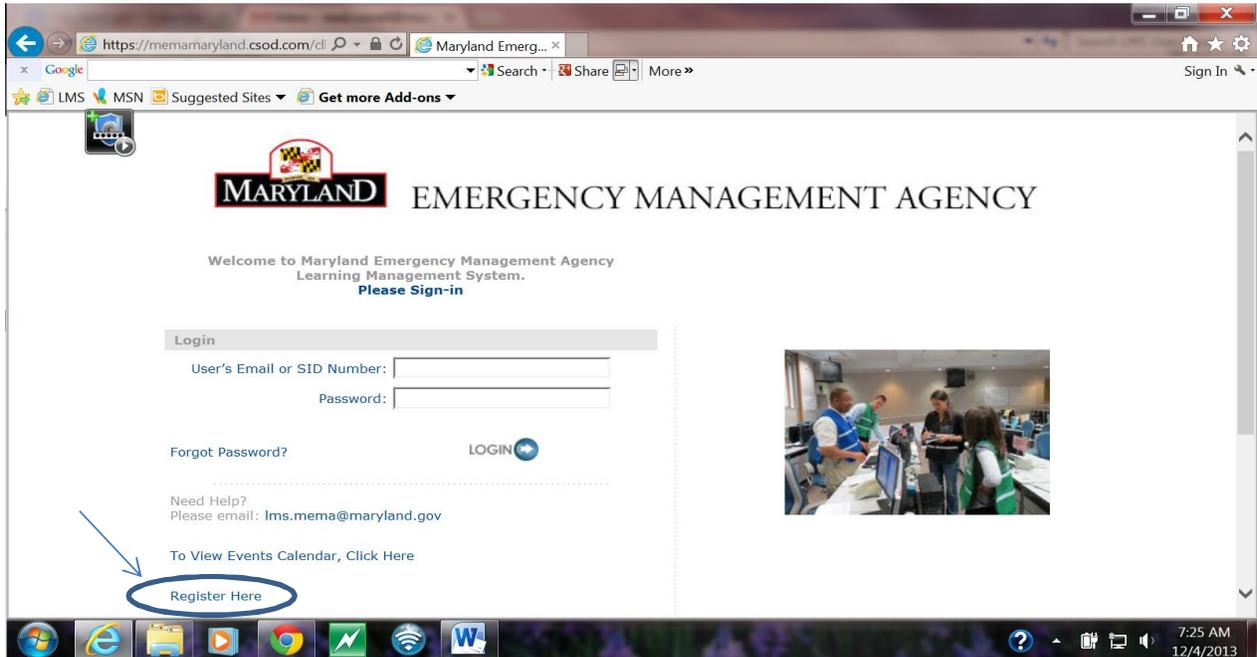
- You can look at the training calendar without signing in or registering.



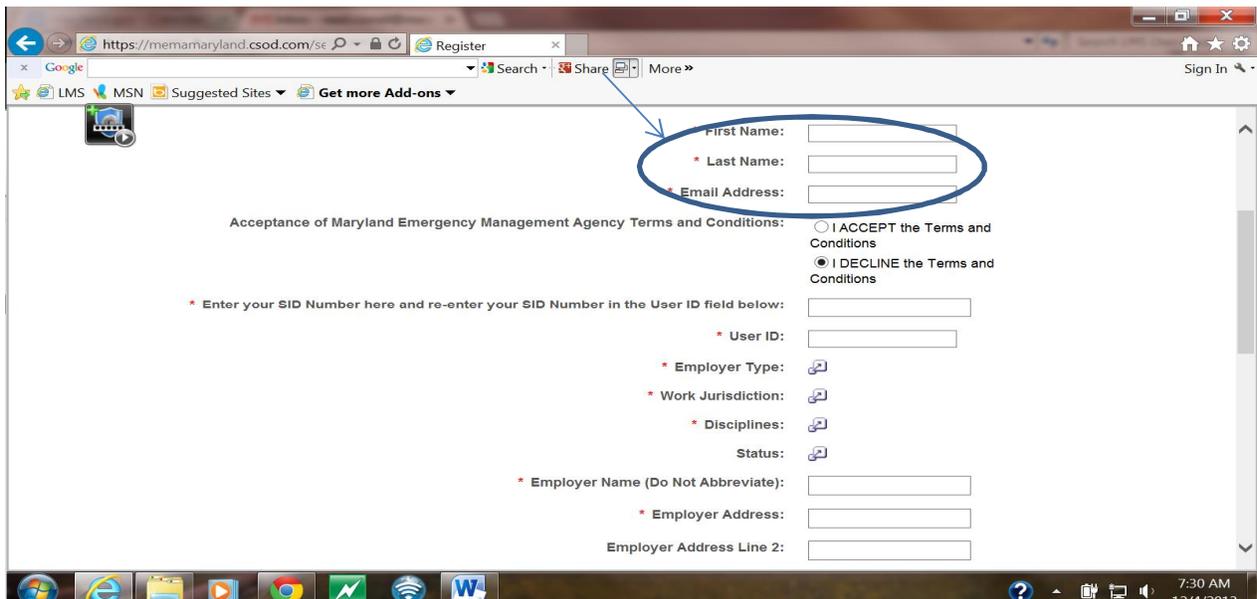
- You can review the Terms of Use.



Step 3: Register for the system by clicking “Register Here”.



Step 4: Fill out First Name, Last Name and Email Address.



Step 5: Click "I Accept the Terms and Conditions".

Use of MEMA LMS requires a FEMA SID Number as the User ID. To obtain a SID Number go to:  
<https://cdp.dhs.gov/femasid/>

\* First Name:   
\* Last Name:   
\* Email Address:

Acceptance of Maryland Emergency Management Agency Terms and Conditions:

I ACCEPT the Terms and Conditions  
 I DECLINE the Terms and Conditions

\* Enter your SID Number here and re-enter your SID Number in the User ID field below:

\* User ID:

\* Employer Type:   
\* Work Jurisdiction:

Step 6: Enter your FEMA Student Identification Number (If you don't have an SID, go to <https://cdp.dhs.gov/femasid> to get one).

\* First Name:   
\* Last Name:   
\* Email Address:

Acceptance of Maryland Emergency Management Agency Terms and Conditions:

I ACCEPT the Terms and Conditions  
 I DECLINE the Terms and Conditions

\* Enter your SID Number here and re-enter your SID Number in the User ID field below:

\* User ID:

\* Employer Type:   
\* Work Jurisdiction:   
\* Disciplines:   
Status:

\* Employer Name (Do Not Abbreviate):   
\* Employer Address:   
Employer Address Line 2:

Step 7: Reenter your Student Identification Number as the User ID.

\* First Name:   
\* Last Name:   
\* Email Address:

Acceptance of Maryland Emergency Management Agency Terms and Conditions:

I ACCEPT the Terms and Conditions  
 I DECLINE the Terms and Conditions

\* Enter your SID Number here and re-enter your SID Number in the User ID field below:

\* User ID:

\* Employer Type:   
\* Work Jurisdiction:   
\* Disciplines:   
Status:

\* Employer Name (Do Not Abbreviate):   
\* Employer Address:   
Employer Address Line 2:



## Step 8: Click on “Employer Type”

Acceptance of Maryland Emergency Management Agency Terms and Conditions:  I ACCEPT the Terms and Conditions  I DECLINE the Terms and Conditions

\* Student Identification (SID) Number:

\* Employer Type: **⌵**

\* Work Jurisdiction:

\* Disciplines:

Status:

\* Employer Name (Do Not Abbreviate):

\* Employer Address:

Employer Address Line 2:

\* City:

## Step 9: Select “Employer Type” that applies to you

Title:  ID:

(6 Results)

Title	ID	Parent
Federal	Federal	Maryland Emergency Management Agency (MEMA)
Local	Local	Maryland Emergency Management Agency (MEMA)
Non-Governmental Organization	Non-Governmental	Maryland Emergency Management Agency (MEMA)
Private Sector	PrivateSector	Maryland Emergency Management Agency (MEMA)
State	State	Maryland Emergency Management Agency (MEMA)
Tribal	Tribal	Maryland Emergency Management Agency (MEMA)



Step 10: Select "Work Jurisdiction".

The screenshot shows a web browser window with the URL <https://memamaryland.csod.com/sec> and the page title "Register". The form contains several fields: First Name, Last Name, Email Address, Student Identification (SID) Number, Employer Type (with a "Local" dropdown), Work Jurisdiction (highlighted with a blue circle and an arrow), Disciplines, Status, Employer Name (Do Not Abbreviate), Employer Address, Employer Address Line 2, and City. There are also radio buttons for "I ACCEPT the Terms and Conditions" and "I DECLINE the Terms and Conditions".

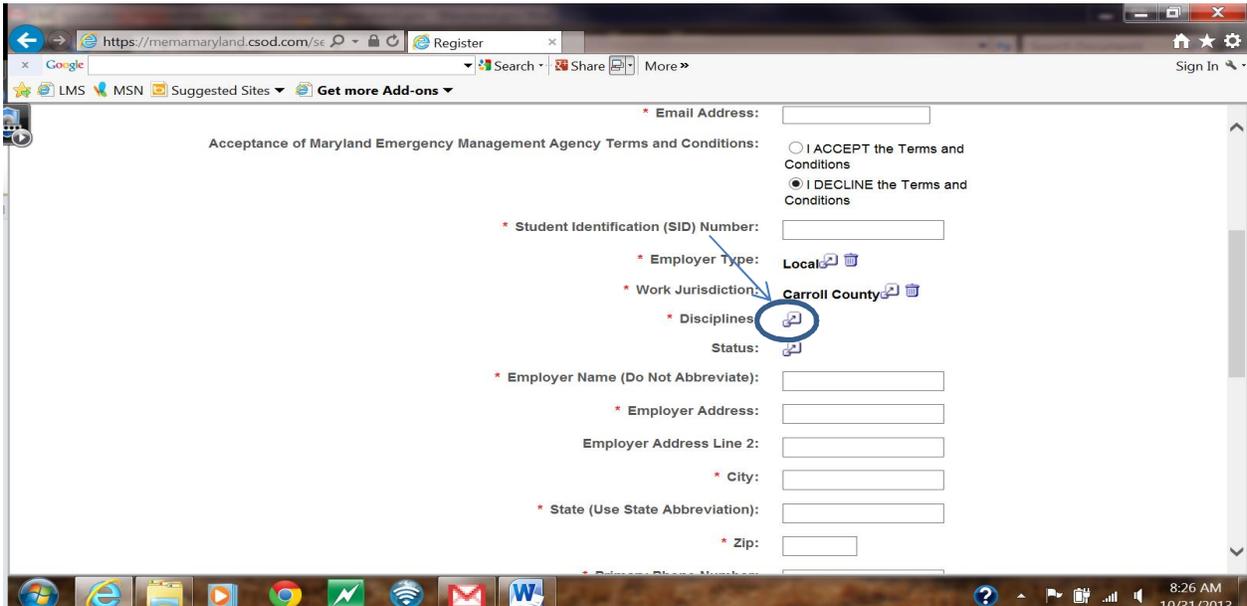
Step 11: Select county where your organization resides.

The screenshot shows a search results table for "Work Jurisdiction". The table has three columns: Title, ID, and Parent. The results are as follows:

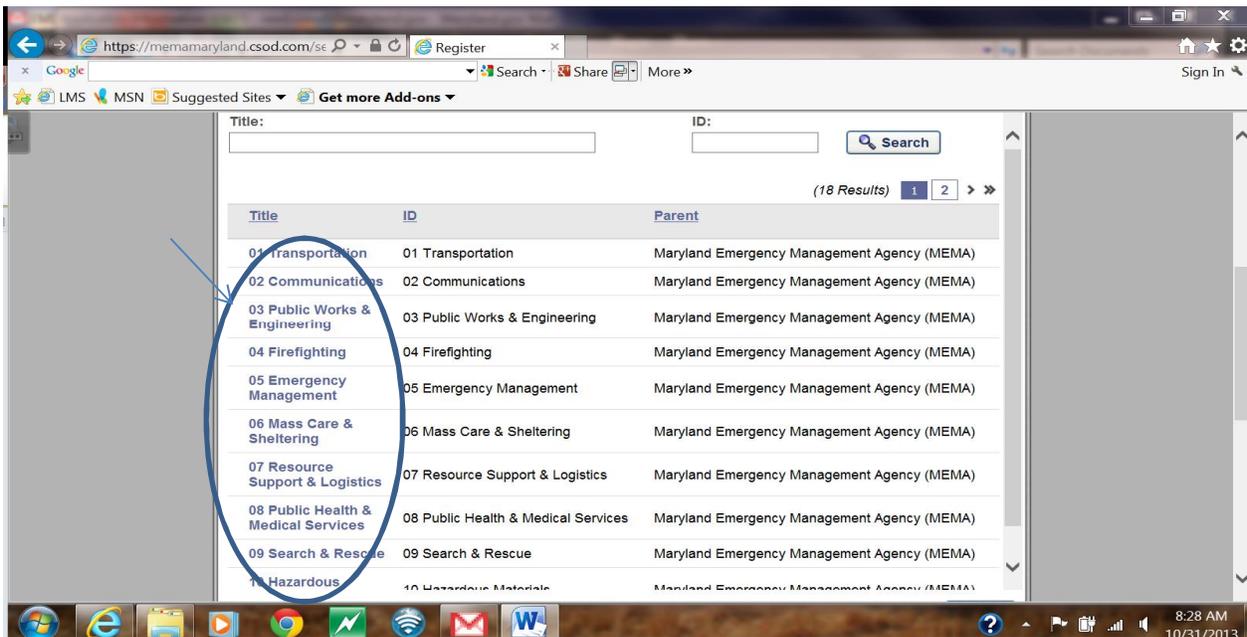
Title	ID	Parent
Non-Maryland	Non-Maryland	Maryland Emergency Management Agency (MEMA)
Allegany County	Allegany County	Maryland Emergency Management Agency (MEMA)
Annapolis City	Annapolis City	Maryland Emergency Management Agency (MEMA)
Anne Arundel County	Anne Arundel County	Maryland Emergency Management Agency (MEMA)
Baltimore City	Baltimore City	Maryland Emergency Management Agency (MEMA)
Baltimore County	Baltimore County	Maryland Emergency Management Agency (MEMA)
Calvert County	Calvert County	Maryland Emergency Management Agency (MEMA)
Caroline County	Caroline County	Maryland Emergency Management Agency (MEMA)
Carroll County	Carroll County	Maryland Emergency Management Agency (MEMA)
Cecil County	Cecil County	Maryland Emergency Management Agency (MEMA)



Step 12: Select "Discipline".



Step 13: Select the Emergency Support Function (ESF) that applies to you.



Step 14: Select "Status".

The screenshot shows a web browser window with the URL <https://memamaryland.csod.com/se> and the page title "Register". The form includes several fields: "Student Identification (SID) Number", "Employer Type" (set to "Local"), "Work Jurisdiction" (set to "Carroll County"), "Disciplines" (set to "05 Emergency Management"), "Employer Name (Do Not Abbreviate)", "Employer Address", "Employer Address Line 2", "City", "State (Use State Abbreviation)", "Zip", "Primary Phone Number", "Secondary Phone Number", and "Fax Phone Number". A blue circle highlights the "Status" dropdown menu, which is currently open.

Step 15: Select the status that applies to you

The screenshot shows the same web browser window, but now the search results are displayed. The search criteria are "Title:" and "ID:". The search button is labeled "Search". The results are shown in a table with 4 results. A blue circle highlights the "Paid Full Time" option in the "Title" column.

Title	ID	Parent
Disaster Reservist	Disaster Reservist	Maryland Emergency Management Agency (MEMA)
<b>Paid Full Time</b>	Paid Full Time	Maryland Emergency Management Agency (MEMA)
Paid Part Time	Paid Part Time	Maryland Emergency Management Agency (MEMA)
Volunteer	Volunteer	Maryland Emergency Management Agency (MEMA)



Step 16: Type in “Employer Name”, “Employer Address”, and Primary “Phone Number”.

The screenshot shows a web browser window with the URL <https://memamaryland.csod.com/...> and the page title "Register". The form contains the following fields:

- Employer Type: Local
- Work Jurisdiction: Carroll County
- Disciplines: 05 Emergency Management
- Status: Paid Full Time
- Employer Name (Do Not Abbreviate): [Text Input]
- Employer Address: [Text Input]
- Employer Address Line 2: [Text Input]
- City: [Text Input]
- State (Use State Abbreviation): [Text Input]
- Zip: [Text Input]
- Primary Phone Number: [Text Input]
- Secondary Phone Number: [Text Input]
- Fax Phone Number: [Text Input]
- Race: Select

Step 17: Type in personal information

The screenshot shows the same web browser window with the URL <https://memamaryland.csod.com/...> and the page title "Register". The form contains the following fields:

- Primary Phone Number: [Text Input]
- Secondary Phone Number: [Text Input]
- Fax Phone Number: [Text Input]
- Race: Select
- Ethnicity: Select
- Gender: Select
- Age: [Text Input]
- Functional Needs: [Text Input]
- New password: [Text Input]
- Confirm password: [Text Input]

Below the form, there are password requirements:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords must be 4 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.



Step 18: Type in any "Functional Needs".

The screenshot shows a web browser window with the URL <https://memamaryland.csod.com/sec> and the page title "Register". The form includes the following fields:

- Primary Phone Number:
- Secondary Phone Number:
- Fax Phone Number:
- Race:
- Ethnicity:
- Gender:
- Age:
- Functional Needs:  (highlighted with a blue oval and an arrow)
- New password:
- Confirm password:

Below the form, there are password requirements:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords must be 4 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.

Step 19: Type in a Password.

The screenshot shows the same registration form as in Step 18. The "New password" field is now highlighted with a blue oval and an arrow. The "Functional Needs" field is no longer highlighted.

The password requirements are the same as in Step 18:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords must be 4 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.



## Step 20: Confirm Password

\* Primary Phone Number:

Secondary Phone Number:

Fax Phone Number:

Race:

Ethnicity:

Gender:

Age:

Functional Needs:

\* New password:

\* Confirm password:

\* Passwords must contain both upper and lower case letters  
\* Passwords must contain alpha and numeric characters  
\* Passwords must be 4 - 20 characters  
\* Passwords cannot have leading or trailing spaces  
\* Passwords cannot be the same as the Username, User ID, or email address.

## Step 21: Login

Primary Phone Number:

Secondary Phone Number:

Fax Phone Number:

Race:

Ethnicity:

Gender:

Age:

Functional Needs:

\* New password:

\* Confirm password:

\* Passwords must contain both upper and lower case letters  
\* Passwords must contain alpha and numeric characters  
\* Passwords must be 4 - 20 characters  
\* Passwords cannot have leading or trailing spaces  
\* Passwords cannot be the same as the Username, User ID, or email address.

