



SERT TRAC – STUDENT SERIES

This Step-by-Step guide demonstrates each step required to perform the following tasks as a student in the State of Florida's SERT TRAC Learning Management System.

1. Profile Registration
2. Course Enrollment
3. Certificate Uploading

1. USER PROFILE CREATION

Welcome to the SERT TRAC Training Management Platform for the State of Florida's Division of Emergency Management. Follow this quick and easy guide to get yourself started with the registration of your account. Soon you'll be able to view course catalogs, browse scheduled trainings throughout the state and register for courses in only a few clicks of your mouse.

NAVIGATE TO FLORIDADISASTER.ORG

Navigate to Floridadisaster.org and select the Training and Exercise tab found under the "About the Division" banner and the Response Dropdown option. After reviewing the page, click the link to create a "SERT TRAC profile."

CREATE YOUR PROFILE IN SERT TRAC

After following the "SERT TRAC profile" link and clicking on the "Create Profile" button, complete the required fields and submit your registration application.

NOTE: You are only required to make a single SERT TRAC profile. If you change employers, email addresses or your information changes for any reason, you can amend your current information and maintain your existing profile.

New profile creation is not required or recommended.

CONFIRM YOUR REGISTRATION THROUGH YOUR EMAIL

Navigate to the email account utilized in your account creation and find the registration confirmation email in your inbox. Read the email and follow the link within it to confirm your email address.

LOGIN USING YOUR CHOSEN CREDENTIALS

Following the link back to SERT TRAC, you will now be prompted to login into the SERT TRAC system. Utilize the login credentials you specified during your account creation.

DETAILED STEP-BY-STEP INSTRUCTIONS

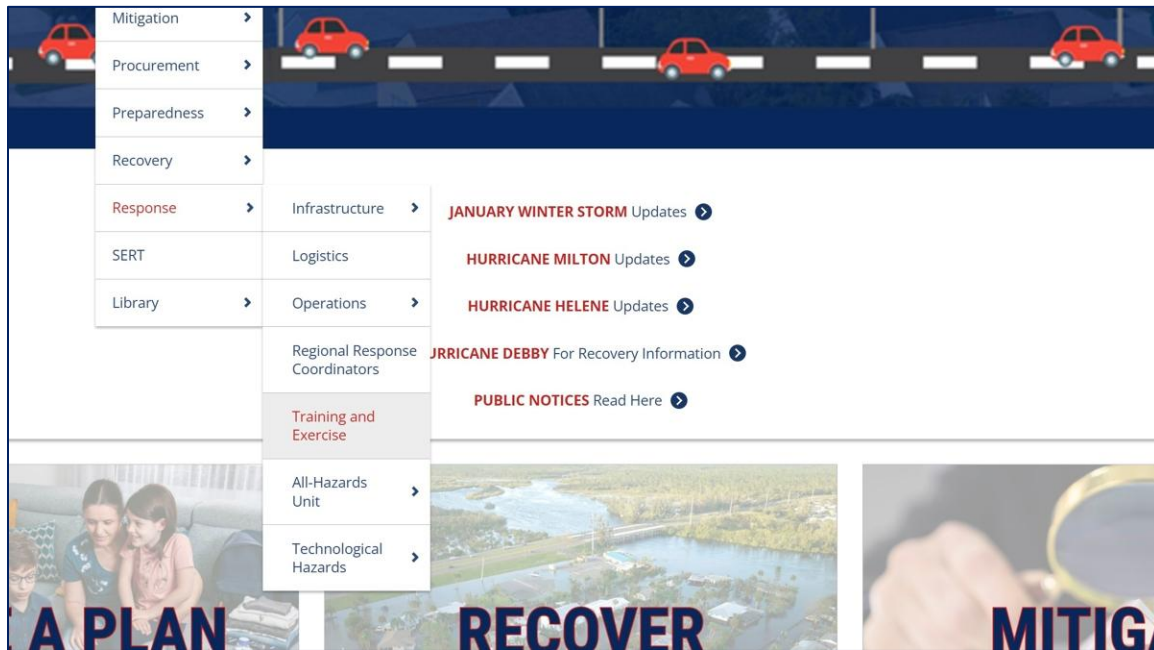
A Step-By-Step guide below for an in-depth demonstration of the User Profile Creation process.



SERT TRAC – STUDENT SERIES

REGISTER FOR SERT TRAC TRAINING AND LOG IN

1. Navigate to <https://www.floridadisaster.org/> and select the "Training and Exercise" tab within the "Response" dropdown under "About the Division."



2. Click "SERT TRAC profile" link to navigate to the SERT TRAC registration page.

establish a comprehensive 3-year training strategy. T&E is responsible for organizing the annual Statewide Exercise and ensuring compliance with FEMA's training and exercise requirements. By fostering collaboration and delivering targeted educational opportunities, T&E supports continuous improvement in emergency management practices statewide

SERT TRAC

SERT TRAC serves as the statewide platform for emergency management training and student management. It facilitates the registration, certification, and documentation processes for individuals involved in emergency response training. The system allows students to upload certificates from various courses and training programs, register for new courses, and track their training progress.

On the administrative side, Training & Exercise staff use SERT TRAC to manage and approve student certificates, oversee course registrations, and coordinate instructor assignments. It ensures a streamlined and efficient process for both students and staff, contributing to effective emergency preparedness and response through well-managed training resources and activities

- [Visit here](#) to browse a calendar for upcoming training and exercise opportunities.
- Create a [FEMA Student Identification Number \(SID\)](#) and a [SERT TRAC profile](#) to apply for courses and manage your emergency management training experience.

How Jurisdictions Can Request Training

- EM Performance

Information

- Telecommunication
- Geographic Inform
- US National Gr
- LiDAR and Digi
- ERA Tools

Mitigation

- Elevate Florida
- Floodplain Manage
- Community Ra
- Community Re
- Substantial Dat
- Flood Mitigation As
- Hazard Mitigation
- Hurricane Loss Mit
- Local Mitigation St
- State Mitigation St
- State Hazard M
- Pre-Disaster Mitiga
- CANCELLED Buildi
- (BRIC) Grant Progr
- Watershed Planni



SERT TRAC – STUDENT SERIES

3. Select the Employment Type option that best represents your employment and student status.

Registration is a 3 step process.

1. You register via this page.
2. You will receive a confirmation email at the email address you provide.
3. You must follow the link in that email to confirm your registration. Please make sure to check your Junk or Spam folders, as your spam filters may catch this message. The message will be from FDEM.STO@em.myflorida.com.

If you do not receive the confirmation email shortly after registering, please contact [FDEM Training and Exercise](#) to have your profile activated. You will not be able to log in until your profile is activated.

Sign up

Personal Information

* Employment Type ☒ County or Tribe Employee ☐ State Employee ☐ Other
Some counties require approval of city employees. If you are a city employee, please contact your [County Emergency Management program](#) to obtain guidance.

FEMA Student Identification Number * Salutation

* First Name * Last Name

* Address 1

Address 2

* State * Phone (XXX) XXX XXXX

* You work in (*You work for) Fax: (XXX) XXX XXXX

* City * Zip

Login Information

* Email * Confirm Email

* Password * Confirm Password

Password must be between 8-24 characters and contain at least 1 lower case letter, 1 upper case letter, 1 digit, and 1 special character
Some special characters -- including "!", "+", and "-" are not allowed

* Security Question

* Answer

* Hint

4. Populate the required information and click the "Submit" button.

2. You will receive a confirmation email at the email address you provide.

3. You must follow the link in that email to confirm your registration. Please make sure to check your Junk or Spam folders, as your spam filters may catch this message. The message will be from FDEM.STO@em.myflorida.com.

If you do not receive the confirmation email shortly after registering, please contact [FDEM Training and Exercise](#) to have your profile activated. You will not be able to log in until your profile is activated.

Sign up

Personal Information

* Employment Type ☒ County or Tribe Employee ☐ State Employee ☐ Other
Some counties require approval of city employees. If you are a city employee, please contact your [County Emergency Management program](#) to obtain guidance.

FEMA Student Identification Number * Salutation

* First Name * Last Name

* Address 1

Address 2

* State * Phone x (XXX) XXX XXXX

* You work in (*You work for) Fax: (XXX) XXX XXXX

* City * Zip XXXXX-XXXX

Login Information

* Email * Confirm Email

* Password * Confirm Password

Password must be between 8-24 characters and contain at least 1 lower case letter, 1 upper case letter, 1 digit, and 1 special character
Some special characters -- including "!", "+", and "-" are not allowed

* Security Question

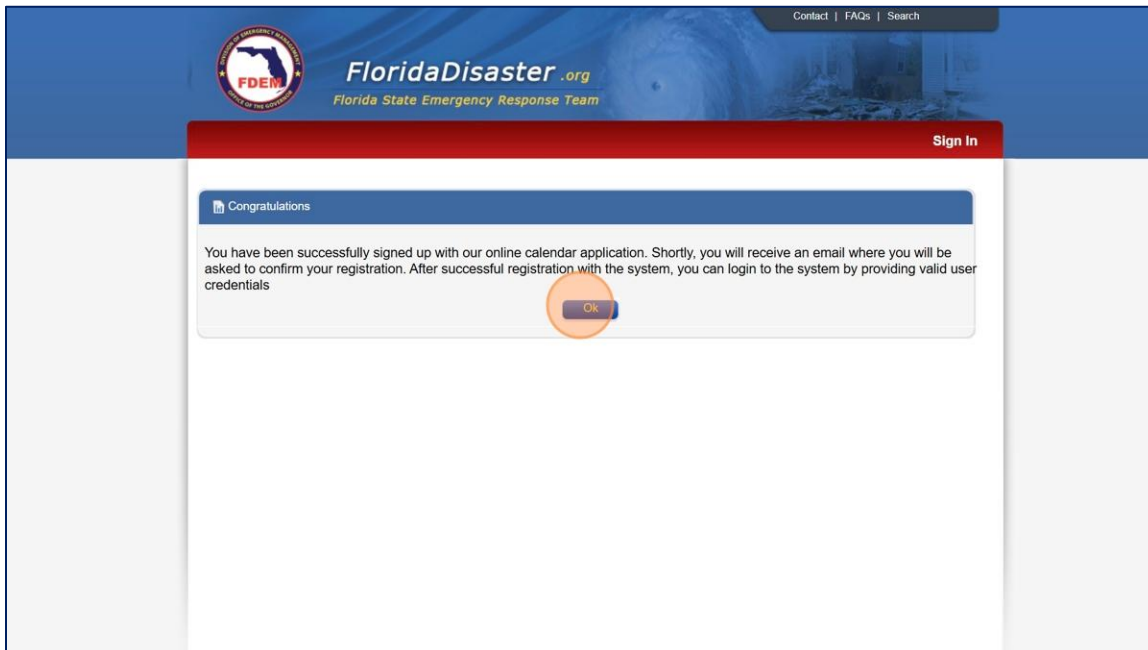
* Answer

* Hint

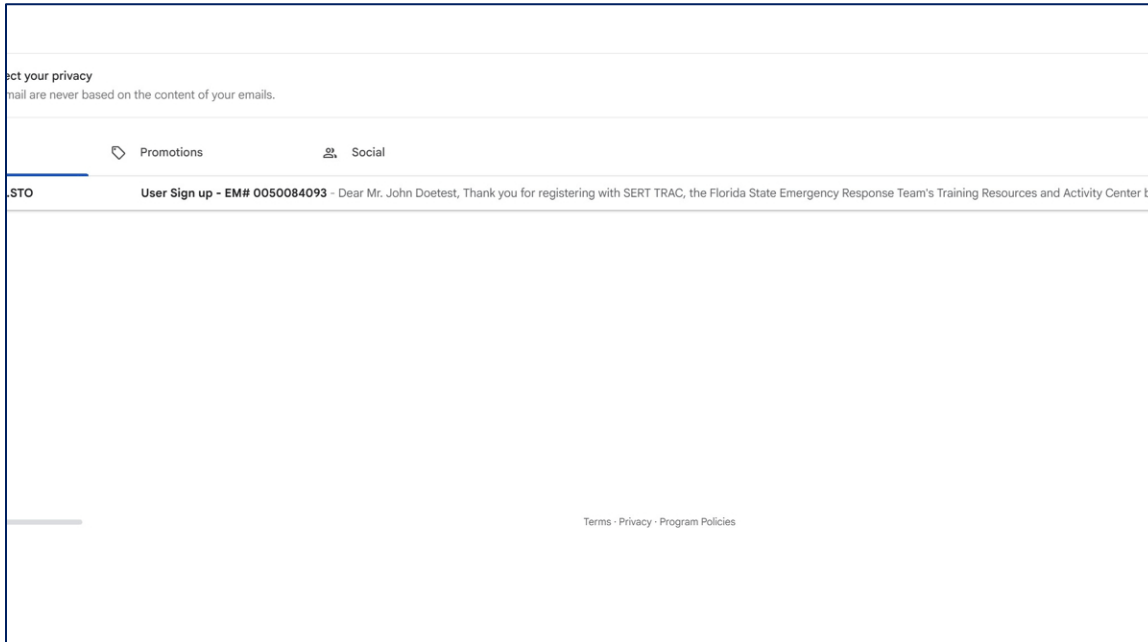


SERT TRAC – STUDENT SERIES

5. Select "OK."



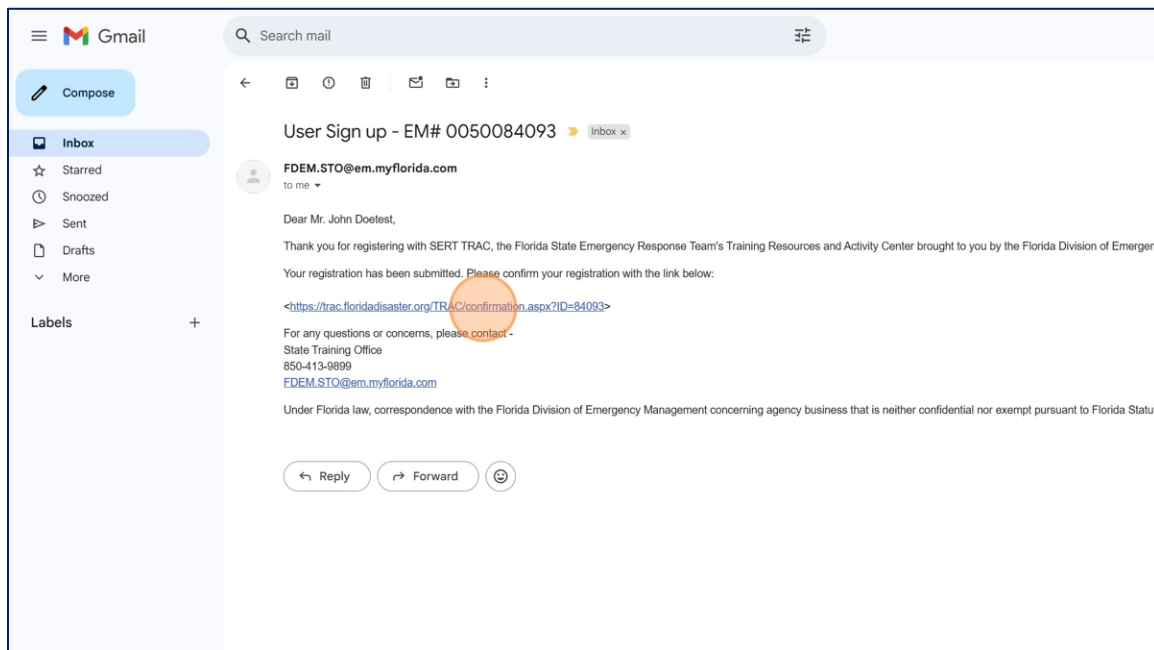
6. Switch to the email you used to register to find your registration confirmation email.



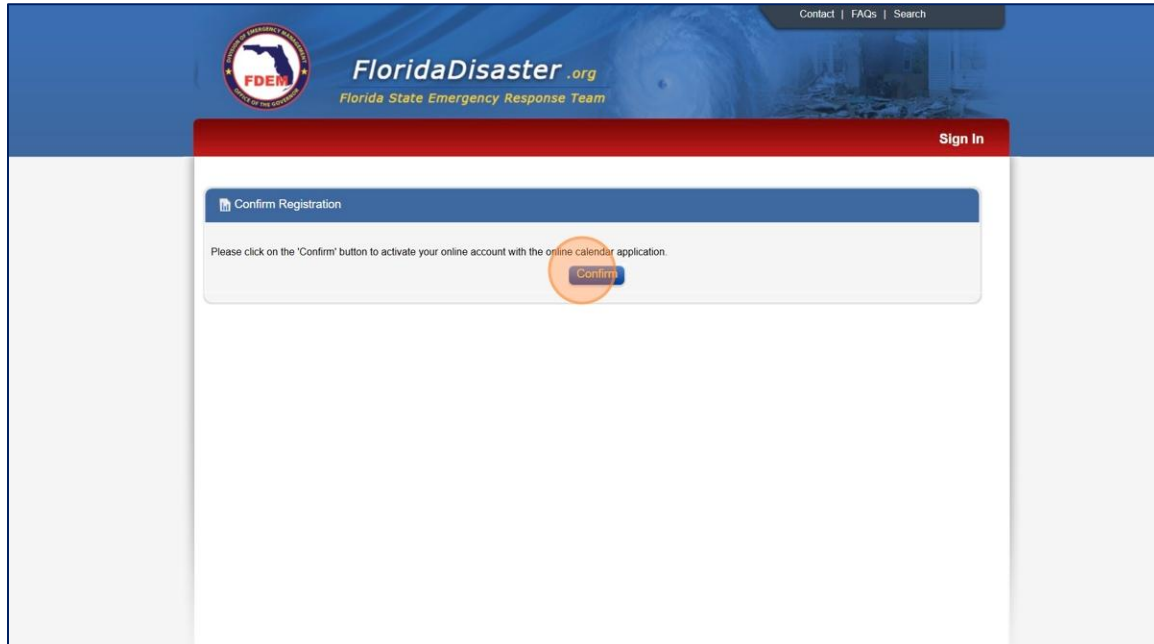


SERT TRAC – STUDENT SERIES

7. Open the Registration Confirmation email and click the link within.



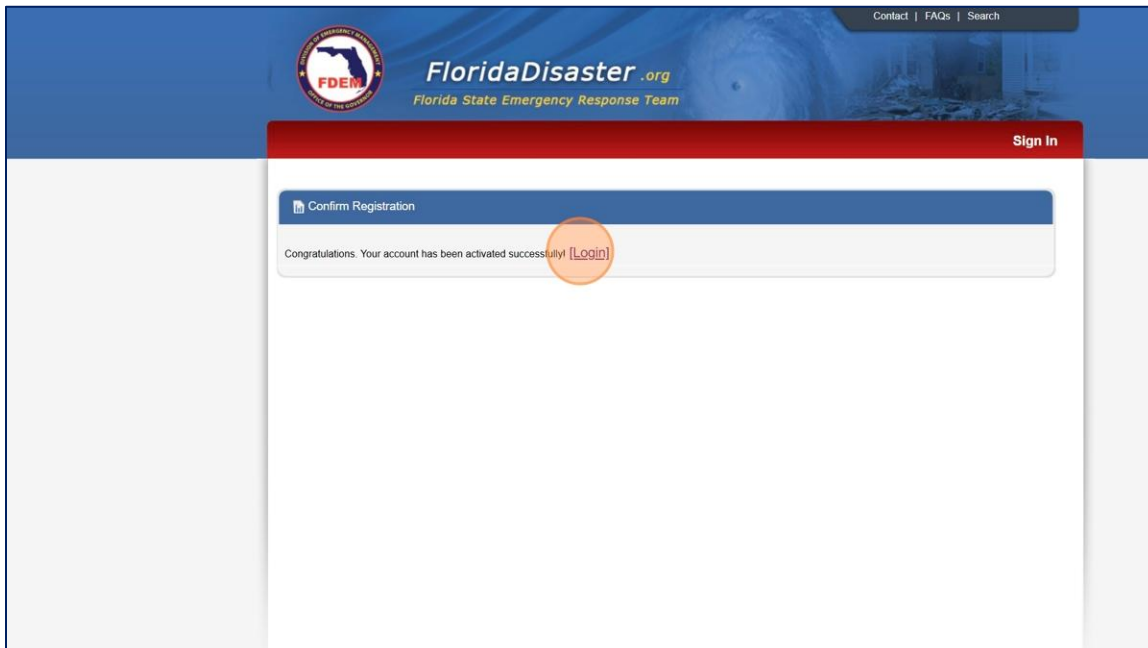
8. Confirm your registration.



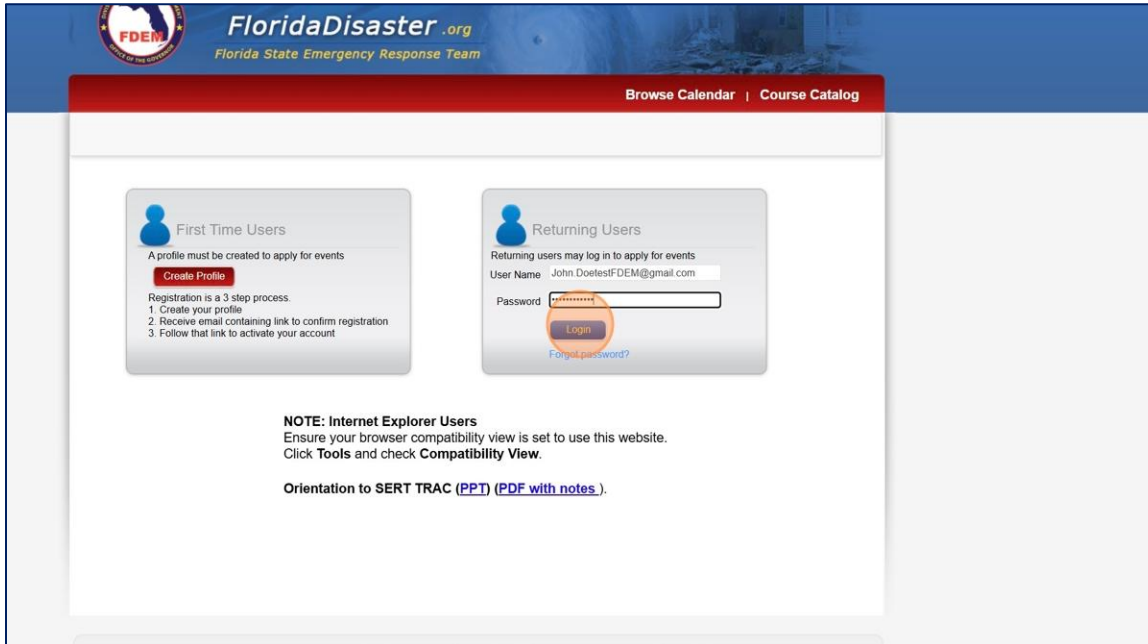


SERT TRAC – STUDENT SERIES

9. Follow the prompt and attempt to login using the "Login" button.



10. Now Login to SERT TRAC using your chosen credentials.





SERT TRAC – STUDENT SERIES

2. COURSE ENROLLMENT

Welcome to the SERT TRAC Training Management Platform for the State of Florida's Division of Emergency Management. Follow this quick and easy guide to locate and enroll into training courses offered in the state of Florida.

NAVIGATE TO FLORIDADISASTER.ORG

Navigate to the [SERT TRAC](https://www.floridadisaster.org) homepage and log into your profile. Once logged in, select the Browse Calendar option from the banner and input either the Course Name or Course number of the course you are attempting to enroll in.

ENSURE YOU HAVE THE PROPER PREREQUISITES

Each course that has a prerequisite training requirement will have those needed trainings listed in the "Student Prerequisites" section of the Event Details. If you have already completed those prerequisites and uploaded our certificates into your SERT TRAC portal, then this section should read ***"All Prerequisites have been met to attend this class."***

If you do not have the necessary prerequisite certificates uploaded onto your portal, SERT TRAC will not allow you to enroll in a training.

Certificates can be uploaded to your portal by accessing the "Certificates" tab on the SERT TRAC Student Menu and utilizing the upload feature to add your certificates.

SUBMIT YOUR ENROLLMENT APPLICATION

Once any necessary prerequisites are uploaded into your SERT TRAC portal and approved, you may submit your application to a course. Locate the specific course you are attempting to enroll in through the "Browse Calendar" function and select the course offering that best suits your travel and scheduling capabilities. Once the event is opened, select the "apply" option at the top of the Event Description and your application will be submitted.

NOTE: Applying to a course offering does not guarantee enrollment. Your application will need to be reviewed and approved by your agency supervisor as well as the Course manager for the selected training before your application is accepted and your enrollment is complete

DETAILED STEP-BY-STEP INSTRUCTIONS

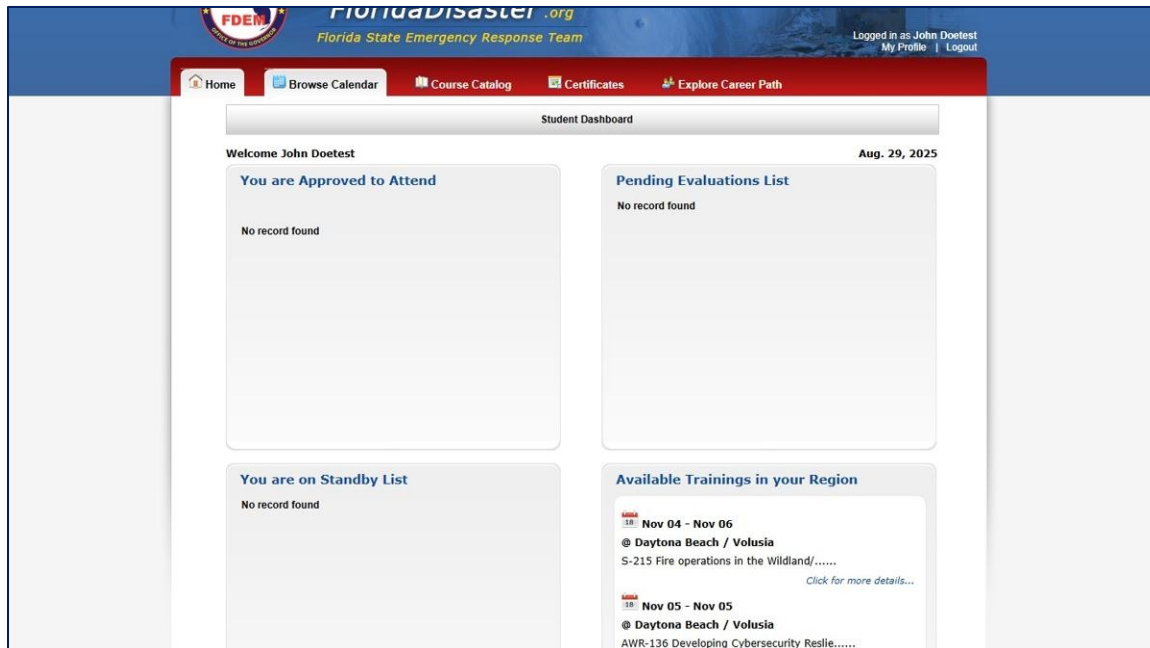
A Step-By-Step guide below for an in-depth demonstration of the Course Enrollment process.



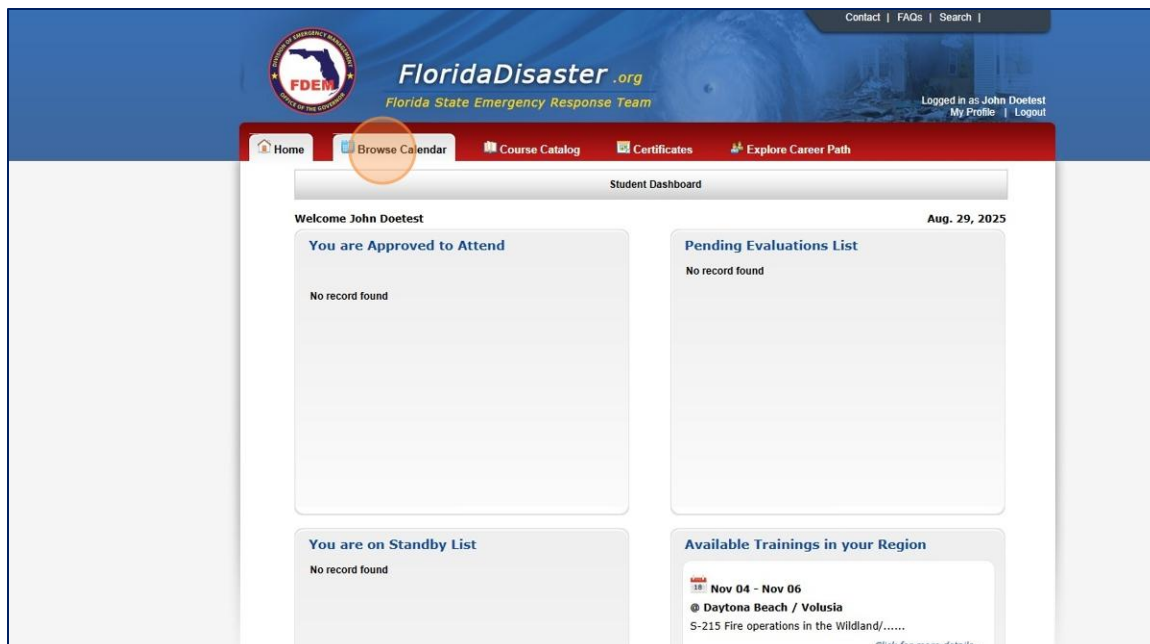
SERT TRAC – STUDENT SERIES

HOW TO ENROLL IN A COURSE IN SERT TRAC

1. Navigate to <https://trac.floridadisaster.org/TRAC/studentboard.aspx>



2. Utilize the "Browse Calendar" function in the banner.





SERT TRAC – STUDENT SERIES

3. Type the Course Name or Number in the Corresponding search bar and hit Enter. Browse the course results for a training that suits your needs, based on offer date and Region.

State Training and Events Schedule

The following schedule is provided by Florida Division of Emergency Management (FDEM) to keep our customers advised of events and training opportunities throughout the state.

REMINDER: Information on these pages changes frequently. It is recommended that you check the site weekly to stay abreast of important changes.

[Training and Events Links](#) | [Frequently Asked Questions](#) | [FDEM Course List](#)

Search Criteria

Course No. Course Name Jump to a month
Region --Select from List-- County --Select from List-- [August 2025](#) [September 2025](#) [October 2025](#)
From --Select from List-- To --Select from List-- [November 2025](#) [December 2025](#) [January 2026](#)
[Search](#) [Reset](#) [February 2026](#) [March 2026](#) [April 2026](#)
[May 2026](#) [June 2026](#) [August 2026](#)

September 2025 Training and Events

Date	Region	City/ County	Name	Status
Sep. 03 - Sep. 05	Region 5	Palm Bay Brevard	G-300 post 5/10/2019 - G-300 post 5/10/2019 Intermedi...	Pending
Sep. 03 - Sep. 05	Region 7	Doral Miami-Dade	E/G/K-2300 - G-2300 Intermediate Emergency Operations ...	Pending
Sep. 16 - Sep. 18	Region 7	West Palm Beach Palm Beach	G-300 post 5/10/2019 - G-300 post 5/10/2019 Intermedi...	Not started
Sep. 16 - Sep. 18	Region 6	Naples Collier	G-300 post 5/10/2019 - G-300 post 5/10/2019 Intermedi...	Not started
Sep. 17 - Sep. 19	Region 5	Winter Park Orange	G-300 post 5/10/2019 - G-300 post 5/10/2019 Intermedi...	Not started
Sep. 17 - Sep. 19	Region 7	Key West Monroe	G-300 post 5/10/2019 - G-300 post 5/10/2019 Intermedi...	Not started

4. If all of your prerequisites are already uploaded, select the "Apply" button at the top of the Event Information page and confirm you wish to apply for the course.

Event Information

[Apply](#) [Back](#)

Student Pre-requisites Not Completed

All Prerequisites Have been met to attend this class

Basic Details

Name G-300 post 5/10/2019 Intermediate Incident Command System for Expanding Incidents : ([G-300 post 5/10/2019](#))

Description This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses. 2019 Version of G-300

Prerequisite ICS 100/200/700/800

Target Audience Individuals who may assume a supervisory role in expanding incidents or Type 3 incidents
Note: During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions
These incidents may extend into multiple Operational Periods

Additional Information

Location Palm Bay City Hall

Address Dawn Reid Community Room 120 Malabar Rd SE
Palm Bay 32909
Brevard
Region 5
[View Map](#)

Date Wednesday, Sep 03, 2025 - Friday, Sep 05, 2025

Point of Contact Asst. Chief Brandon McKee
(321) 468-5568
Brandon.McKee@palmabayfl.gov



SERT TRAC – STUDENT SERIES

3. CERTIFICATE UPLOAD

Welcome to the SERT TRAC Training Management Platform for the State of Florida's Division of Emergency Management. Follow this quick and easy guide to upload completed training certificates onto your SERT TRAC user profile and register for more advanced training opportunities to forward your career.

NAVIGATE TO FLORIDADISASTER.ORG

Navigate to the [SERT TRAC](https://serttrac.floridadisaster.org) homepage and log into your profile. Once logged in, select the Certificate option from the banner, click the "Upload Certificate" button to navigate to the certificate upload function.

ENSURE YOU HAVE THE PROPER PREREQUISITES

Each course that has a prerequisite training requirement will have those needed trainings listed in the "Student Prerequisites" section of the Event Details. If you have already completed those prerequisites and uploaded our certificates into your SERT TRAC portal, then this section should read ***"All Prerequisites have been met to attend this class."***

If you do not have the necessary prerequisite certificates uploaded onto your portal, SERT TRAC will not allow you to enroll in a training.

Certificates can be uploaded to your portal by accessing the "Certificates" tab on the SERT TRAC Student Menu and utilizing the upload feature to add your certificates.

SUBMIT YOUR ENROLLMENT APPLICATION

Once any necessary prerequisites are uploaded into your SERT TRAC portal and approved, you may submit your application to a course. Locate the specific course you are attempting to enroll in through the "Browse Calendar" function and select the course offering that best suits your travel and scheduling capabilities. Once the event is opened, select the "apply" option at the top of the Event Description and your application will be submitted.

NOTE: Applying to a course offering does not guarantee enrollment. Your application will need to be reviewed and approved by your agency supervisor as well as the Course manager for the selected training before your application is accepted and your enrollment is complete

DETAILED STEP-BY-STEP INSTRUCTIONS

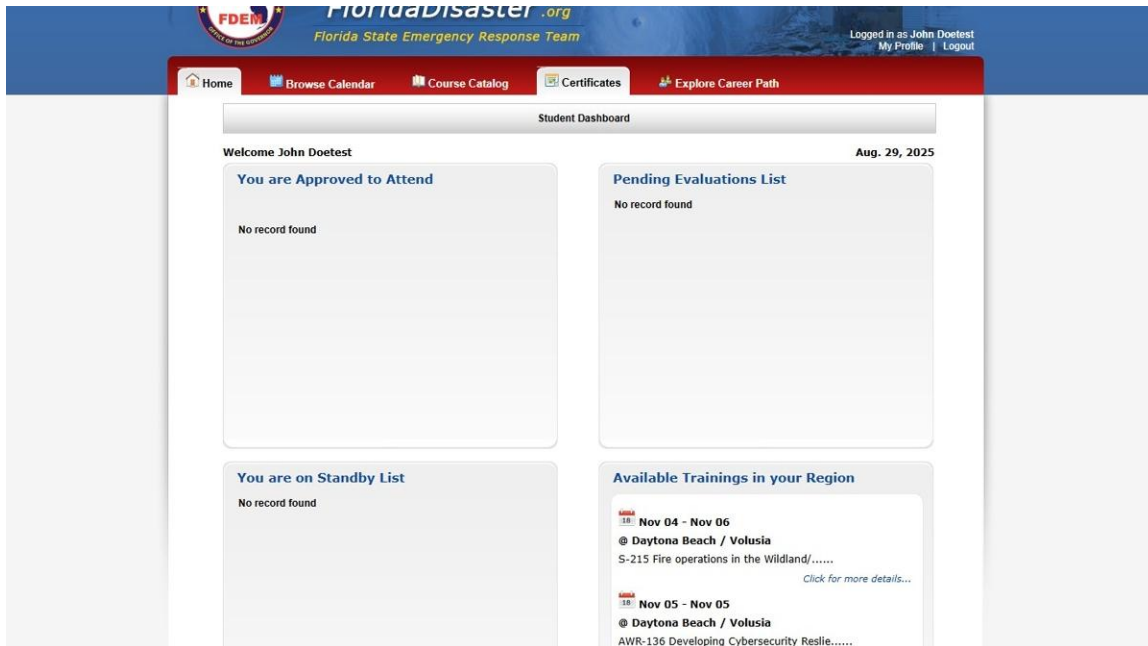
A Step-By-Step guide below for an in-depth demonstration of the Course Enrollment process.



SERT TRAC – STUDENT SERIES

UPLOADING TRAINING CERTIFICATES IN SERT TRAC

1. Navigate to <https://trac.floridadisaster.org/TRAC/studentboard.aspx>



2. Utilize the "Certificate" tab on the SERT TRAC banner.





SERT TRAC – STUDENT SERIES

3. Click "Upload Certificate"

The screenshot shows the FloridaDisaster.org website. The user is logged in as John Doetest. 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 displays a list of courses with their titles, dates, and 'Download Certificate' links. The 'Upload Certificate' button is circled in orange.

Course Title	Start Date	End Date	Download Certificate
IS-100 C : Introduction to the Incident Command System, ICS 100	01/01/2025	01/01/2025	Download Certificate
IS-241.C : Decision Making & Problem Solving	06/01/2025	06/01/2025	Download Certificate
IS-244.B : Developing & Managing Volunteers	07/01/2025	07/01/2025	Download Certificate
IS-230.E : Fundamentals of Emergency Management -	07/01/2025	07/01/2025	Download Certificate
IS-700 B : An Introduction to the National Incident Management System	07/01/2025	07/01/2025	Download Certificate
IS-240.c : Leadership & Influence	08/01/2025	08/01/2025	Download Certificate

4. Select the course that matches the certificate you are going to upload (in this example, it is the G-300 course).

The screenshot shows the 'Upload Certificate' form on the FloridaDisaster.org website. The 'Course' dropdown menu is highlighted with an orange circle. The form includes fields for Course Title, Start Date, End Date, Address, City, State, Zip, File Name, and Description. A warning message states: 'For all courses within the SERT TRAC Course Catalog, and particularly the FEMA series courses, please select the Course in the drop-down list below to correctly tie the certificate to that course. Simply entering the Course Title in the text box below will not tie your certificate to a particular course in the SERT TRAC system.' The 'Course' dropdown menu is set to 'G-300 post 5/10/2019 Intermediate Incident Command System for Expanding Incidents'.

Course Certificate Info

For all courses within the SERT TRAC Course Catalog, and particularly the FEMA series courses, please select the Course in the drop-down list below to correctly tie the certificate to that course. Simply entering the Course Title in the text box below will not tie your certificate to a particular course in the SERT TRAC system.

Course: G-300 post 5/10/2019 Intermediate Incident Command System for Expanding Incidents

* Course Title: [Text Box] Equivalence: ☐

* Start Date: [Date Picker] * End Date: [Date Picker]

Certificates uploaded with incorrect start and end dates will be rejected.

Address: [Text Box] City: [Text Box] State: FL

Zip: [Text Box] XXXXX-XXXX

* File Name: [Choose File] No file chosen
(* .pdf, *.png, *.tif, *.bmp, *.gif, *.jpg, *.jpeg, *.doc, *.docx)
File Names must be less than 100 characters long and file size must be below 5 MB.

Description: [Text Box]

Save Back



SERT TRAC – STUDENT SERIES

5. Select the date in which the training began.

FloridaDisaster.org
Florida State Emergency Response Team

Logged in as John Doettest
My Profile | Logout

Home Browse Calendar Course Catalog **Certificates** Explore Career Path

Upload Certificate [Back]

Course Certificate Info

For all courses within the SERT TRAC Course Catalog, and particularly the FEMA series courses, please select the Course in the drop-down list below to correctly tie the certificate to that course. Simply entering the Course Title in the text box below will not tie your certificate to a particular course in the SERT TRAC system.

Course: G-300 post 5/10/2019 Intermediate Incident Command System for Expanding Incidents

Course Title: [Equivalence]

* Start Date: * End Date:

Certificates uploaded with incorrect start and end dates will be rejected.

Address: State: FL

City: Zip:

* File Name: No file chosen
(* .pdf, *.png, *.tif, *.bmp, *.gif, *.jpg, *.jpeg, *.doc, *.docx)
File Names must be less than 100 characters long and file size must be below 5 MB.

Description:

[Save] [Back]

6. Select the date in which the training was completed.

FloridaDisaster.org
Florida State Emergency Response Team

Logged in as John Doettest
My Profile | Logout

Home Browse Calendar Course Catalog **Certificates** Explore Career Path

Upload Certificate [Back]

Course Certificate Info

For all courses within the SERT TRAC Course Catalog, and particularly the FEMA series courses, please select the Course in the drop-down list below to correctly tie the certificate to that course. Simply entering the Course Title in the text box below will not tie your certificate to a particular course in the SERT TRAC system.

Course: G-300 post 5/10/2019 Intermediate Incident Command System for Expanding Incidents

Course Title: [Equivalence]

* Start Date: 7/1/2025 * End Date:

Certificates uploaded with incorrect start and end dates will be rejected.

Address: State: FL

City: Zip:

* File Name: No file chosen
(* .pdf, *.png, *.tif, *.bmp, *.gif, *.jpg, *.jpeg, *.doc, *.docx)
File Names must be less than 100 characters long and file size must be below 5 MB.

Description:

[Save] [Back]

SERT TRAC – STUDENT SERIES

- Utilize the "Choose File" button to find the certificate file on your computer and upload the file.

- Confirm the file you have selected matched the course selected in the initial dropdown menu (in this example, it is the G-300 course). If correct, click the "Save" button.

- Your newly uploaded certificate should now be populated on your list of uploaded certificates.



SERT TRAC – STUDENT SERIES

NOTE: Your certificate will still need to be reviewed and approved by SERT TRAC administrators before the certificate can be used to apply for a course.

The screenshot displays the 'Certificates' section of the SERT TRAC Student Series interface. The navigation bar includes links for Home, Browse Calendar, Course Catalog, Certificates (active), and Explore Career Path. The Certificates page has a 'Back' button and two main actions: 'Upload Certificate' and 'Download Transcript'. Below these, a list of certificates is shown, each with a course ID, title, dates, and a 'Download Certificate' link. The status of each certificate is also indicated.

Course ID	Course Title	Dates	Status
IS-100 C	Introduction to the Incident Command System, ICS 100	(01/01/2025 - 01/01/2025)	Approved
IS-241.C	Decision Making & Problem Solving	(06/01/2025 - 06/01/2025)	Approved
G-300 post 5/10/2019	Intermediate Incident Command System for Expanding Incidents	(07/01/2025 - 07/04/2025)	Download Certificate
IS-244.B	Developing & Managing Volunteers	(07/01/2025 - 07/01/2025)	Approved
IS-230.E	Fundamentals of Emergency Management -	(07/01/2025 - 07/01/2025)	Approved
IS-700 B	An Introduction to the National Incident Management System	(07/01/2025 - 07/01/2025)	Approved
IS-240.c	Leadership & Influence	(08/01/2025 - 08/01/2025)	Approved
IS-200 C	Basic Incident Command System for Initial Response		Download Certificate

CONTACT US

If you have any questions or concerns regarding the account registration process, you can contact the Training and Curriculum Unit State Training Officer at fdem.sto@em.myflorida.com.