



# 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](http://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 YOU 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."

A PLAN      RECOVER      MITIGATE

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**

Information

- EM Preparedness
- EM Performance

Mitigation

- Elevate Florida
- Floodplain Management
- Community Rating System
- Community Resilience
- Substantial Damage

Flood Mitigation Assistance

Hazard Mitigation

Hurricane Loss Mitigation

Local Mitigation Strategy

State Mitigation Strategy

▪ State Hazard Mitigation

Pre-Disaster Mitigation

CANCELLED Building Resilience (BRIC) Grant Program

Watershed Planning



# 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](mailto: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  
\* First Name \_\_\_\_\_  
\* Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
\* State FLORIDA   
\* You work in  (\* You work for \_\_\_\_\_)  
\* City \_\_\_\_\_

\* Salutation  \_\_\_\_\_  
\* Last Name \_\_\_\_\_  
\* Phone (XXX) XXX XXXX  
Fax (XXX) XXX XXXX  
\* 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 \_\_\_\_\_

**Submit** **Cancel**

## 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](mailto: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 123456789  
\* First Name John \_\_\_\_\_  
\* Address 1 123 Circle Lane \_\_\_\_\_  
Address 2 \_\_\_\_\_  
\* State FLORIDA   
\* You work in Volusia  (\* You work for \_\_\_\_\_)  
\* City Orange \_\_\_\_\_

\* Salutation Mr.  \_\_\_\_\_  
\* Last Name Doestest \_\_\_\_\_  
\* Phone (775) 569-2021  (XXX) XXX XXXX  
Fax (XXX) XXX XXXX  
\* Zip 32719  XXXXX-XXXX

**Login Information**

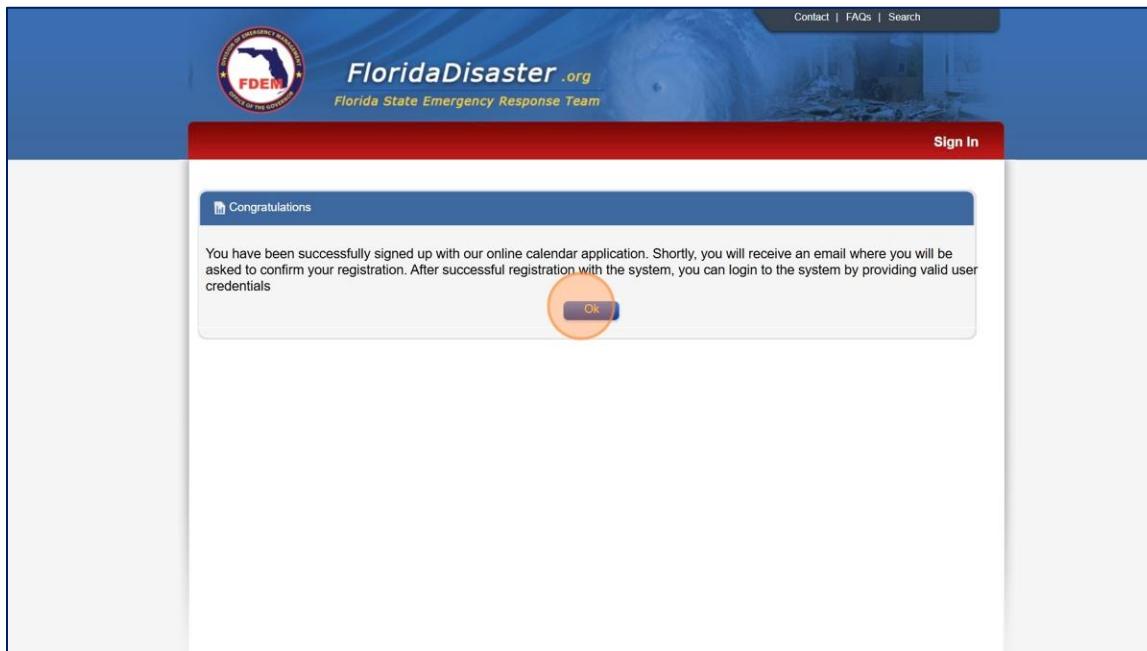
\* Email John.DoestestFDDEM@gmail.com \* Confirm Email John.DoestestFDDEM@gmail.com  
\* Password \*\*\*\*\* \* Confirm Password \*\*\*\*\*  
Password must be between 8-24 characters and contain at least 1 lower case letter, 1 upper case letter, 1 digit, and 1 special character  
Some special characters -- including ".", "+", and "-" are not allowed  
\* Security Question   
\* Answer Ford Mustang  
\* Hint Pony

**Submit** **Cancel**

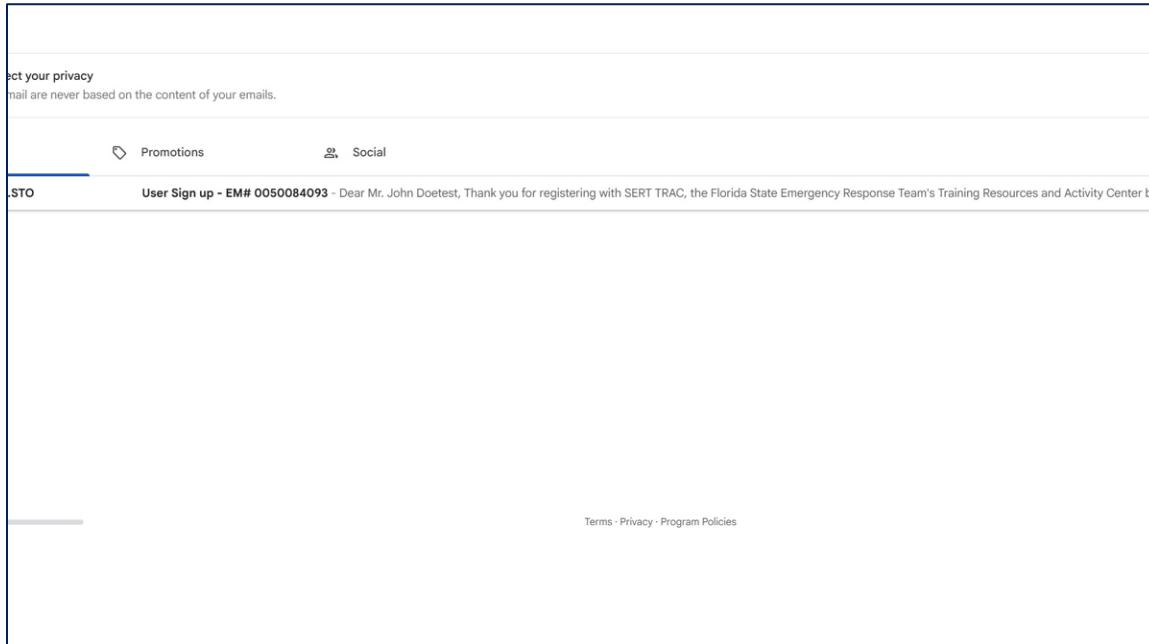


# SERT TRAC – STUDENT SERIES

5. Select "OK."



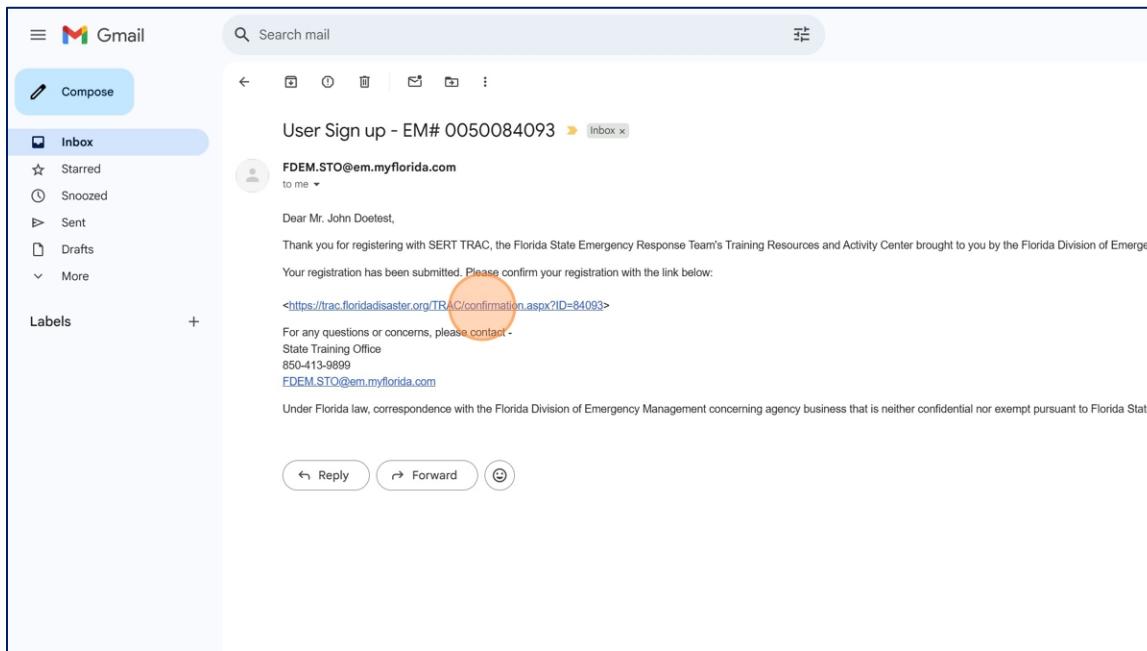
6. Switch to the email you used to register to find your registration confirmation email.





# SERT TRAC – STUDENT SERIES

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



User Sign up - EM# 0050084093

FDEM.STO@em.myflorida.com  
to me ▾

Dear Mr. John DoeTest,

Thank you for registering with SERT TRAC, the Florida State Emergency Response Team's Training Resources and Activity Center brought to you by the Florida Division of Emergency Management.

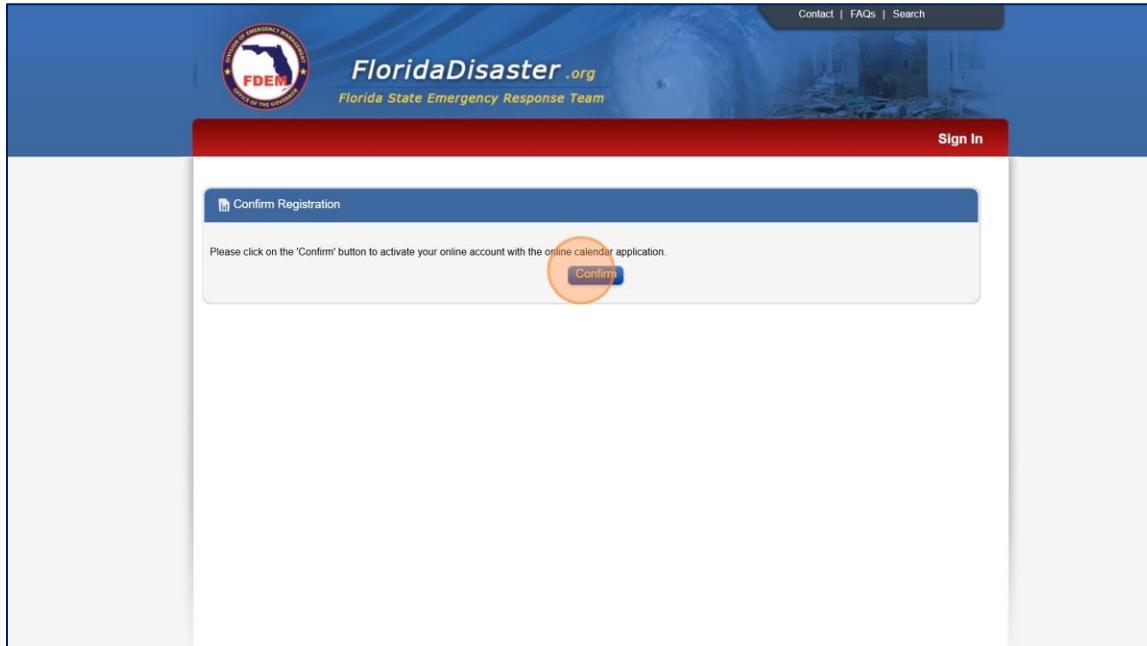
Your registration has been submitted. Please confirm your registration with the link below:

<https://trac.floridadisaster.org/TRAC/confirmation.aspx?ID=84093>

For any questions or concerns, please contact -  
State Training Office  
850-413-9899  
FDEM.STO@em.myflorida.com

Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statute

8. Confirm your registration.



FloridaDisaster.org

Florida State Emergency Response Team

Sign In

Confirm Registration

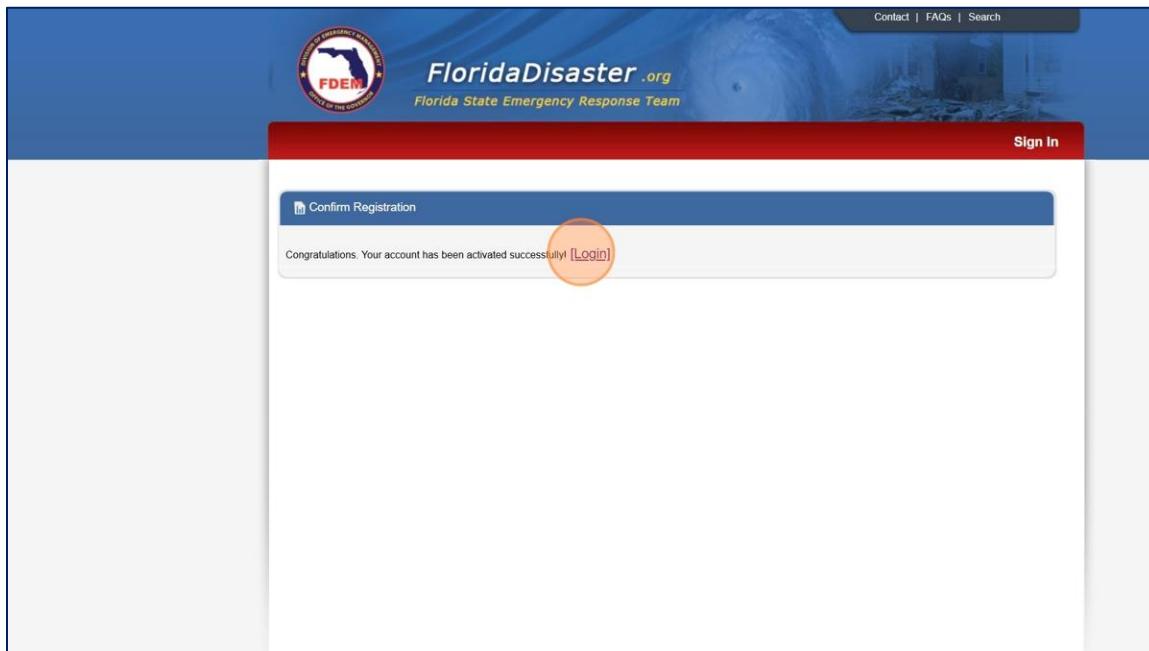
Please click on the 'Confirm' button to activate your online account with the online calendar application.

Confirm

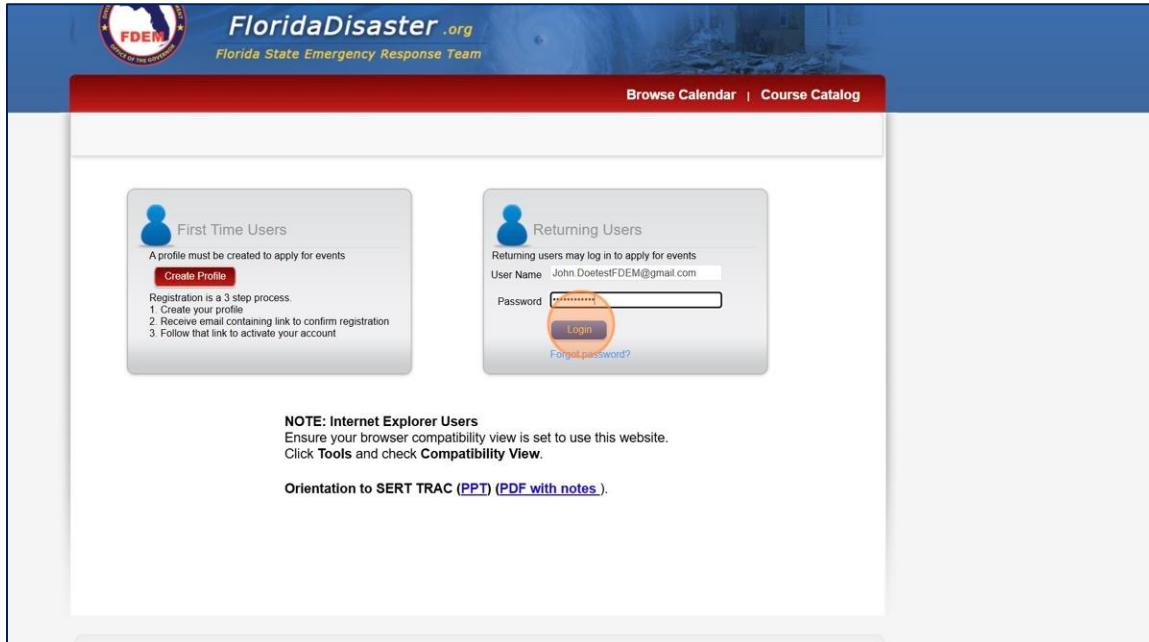


# SERT TRAC – STUDENT SERIES

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](http://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>

The screenshot shows the FloridaDisaster.org Student Dashboard. At the top, it says "Welcome John Doetest". Below that, there are four main sections: "You are Approved to Attend" (No record found), "Pending Evaluations List" (No record found), "You are on Standby List" (No record found), and "Available Trainings in your Region". The "Available Trainings" section lists two events: "Nov 04 - Nov 06" at Daytona Beach / Volusia with the description "S-215 Fire operations in the Wildland/....." and "Nov 05 - Nov 05" at Daytona Beach / Volusia with the description "AWR-136 Developing Cybersecurity Resilie.....".

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

The screenshot is identical to the one above, showing the FloridaDisaster.org Student Dashboard. The "Browse Calendar" button in the top banner is highlighted with an orange circle. The rest of the dashboard content is the same as the first screenshot.



# 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.

The following schedule is provided by Florida Division of Emergency Management (FDDEM) 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](#) | [FDDEM Course List](#)

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

FloridaDisaster.org

Florida State Emergency Response Team

Logged in as John Doe test  
[My Profile](#) | [Logout](#)

[Home](#) | [Browse Calendar](#) | [Course Catalog](#) | [Certificates](#) | [Explore Career Path](#)

**Event Information**

**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@palmbay.fl.gov

**Apply** | [Back](#)



# 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](#) 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>

The screenshot shows the FloridaDisaster.org Student Dashboard. The top navigation bar includes links for Home, Browse Calendar, Course Catalog, Certificates (which is highlighted in red), and Explore Career Path. The top right shows the user is logged in as 'John Doetest' with links for My Profile and Logout. The main content area is titled 'Student Dashboard' and shows the date 'Aug. 29, 2025'. It contains four sections: 'You are Approved to Attend' (No record found), 'Pending Evaluations List' (No record found), 'You are on Standby List' (No record found), and 'Available Trainings in your Region'. The 'Available Trainings' section lists two events: 'Nov 04 - Nov 06' at Daytona Beach / Volusia for S-215 Fire operations in the Wildland/..... and 'Nov 05 - Nov 05' at Daytona Beach / Volusia for AWR-136 Developing Cybersecurity Resilie.....

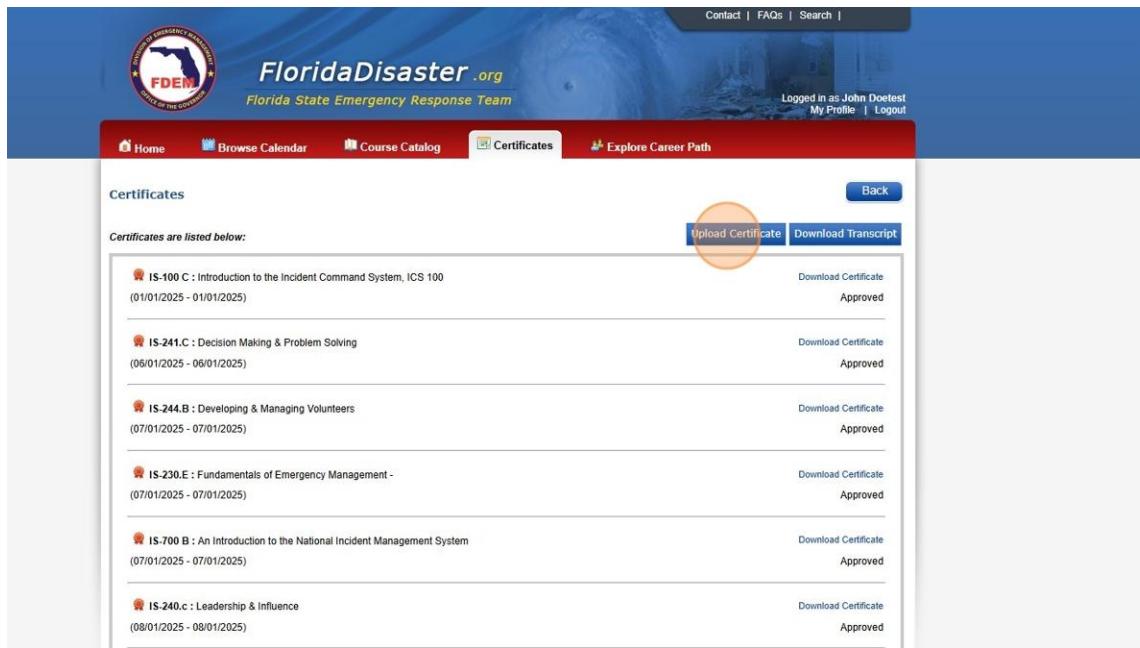
2. Utilize the "Certificate" tab on the SERT TRAC banner.

This screenshot is identical to the one above, showing the FloridaDisaster.org Student Dashboard. The 'Certificates' tab is highlighted with a red circle. The rest of the interface, including the sections and training details, remains the same.



# SERT TRAC – STUDENT SERIES

3. Click "Upload Certificate"



FloridaDisaster.org  
Florida State Emergency Response Team

Logged in as John Doeest  
My Profile | Logout

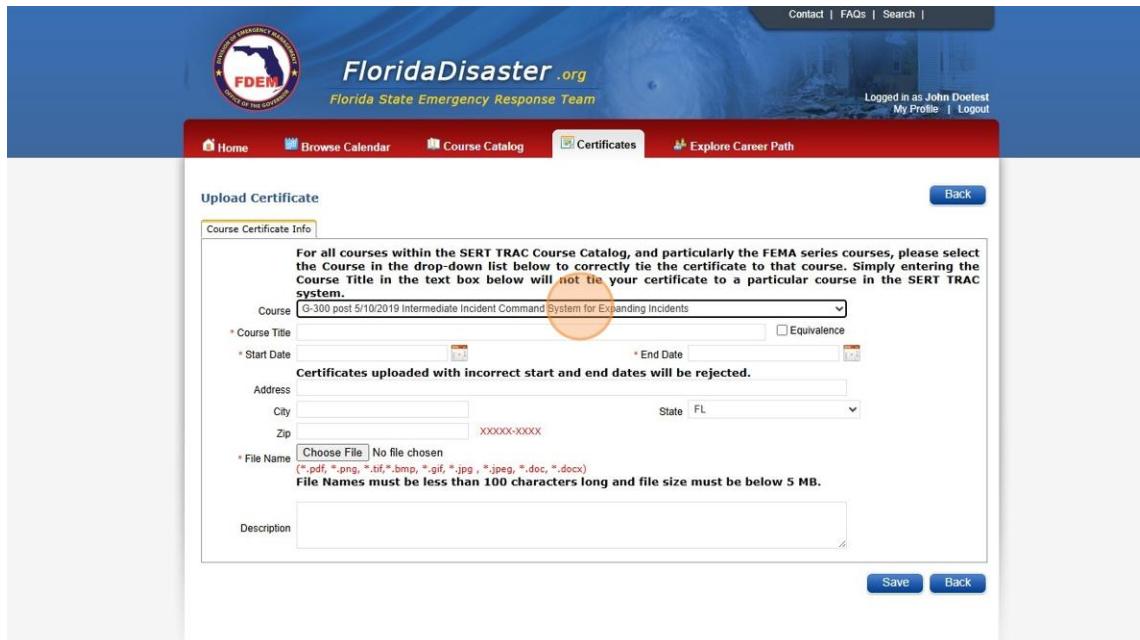
Home Browse Calendar Course Catalog Certificates Explore Career Path

Certificates

Certificates are listed below:

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

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



FloridaDisaster.org  
Florida State Emergency Response Team

Logged in as John Doeest  
My Profile | Logout

Home Browse Calendar Course Catalog Certificates Explore Career Path

Upload Certificate

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:

\* Start Date:  \* End Date:   Equivalence

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

Address

City:  State: FL

Zip:  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.

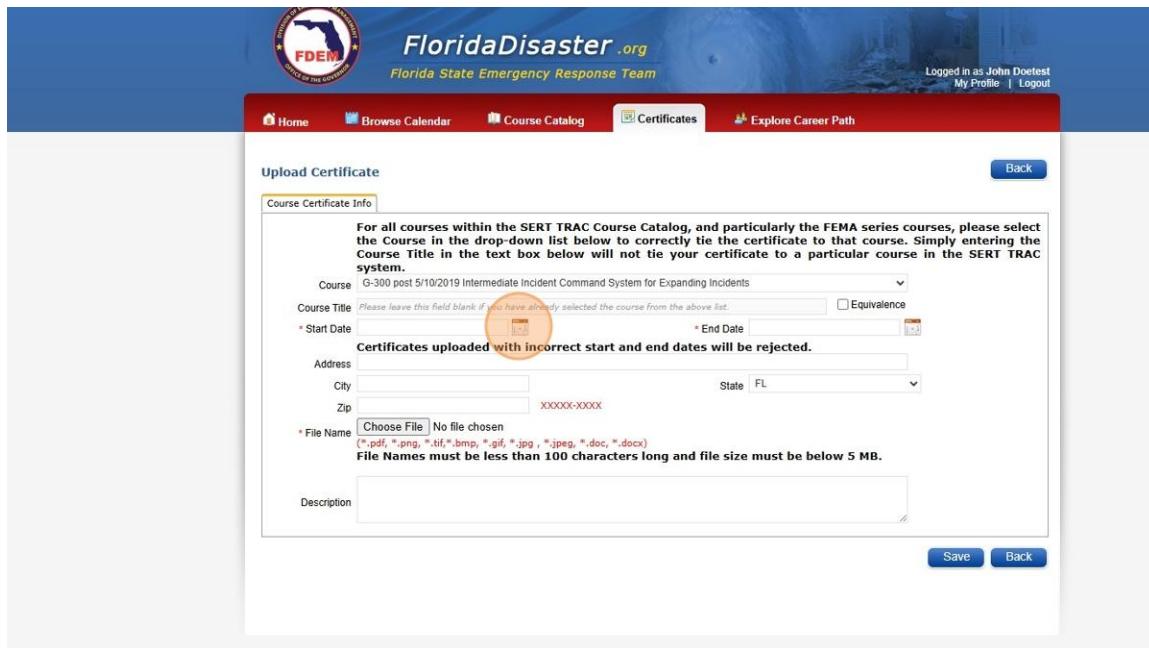
Description:

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 Doe test  
My Profile | Logout

Home Browse Calendar Course Catalog Certificates Explore Career Path

Upload Certificate

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: Please leave this field blank if you have already selected the course from the above list.  Equivalence

\* Start Date:   \* End Date:  

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

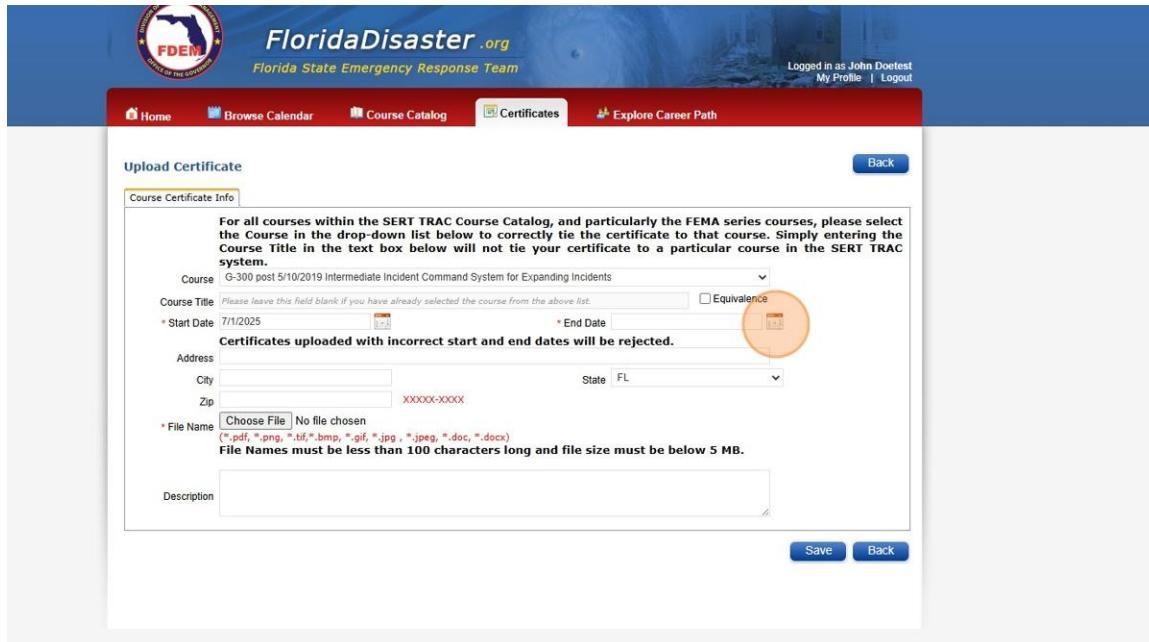
Address:   
City:  State: FL  
Zip:  XXXXX-XXXX

\* 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:

Save Back

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



FloridaDisaster.org  
Florida State Emergency Response Team

Logged in as John Doe test  
My Profile | Logout

Home Browse Calendar Course Catalog Certificates Explore Career Path

Upload Certificate

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: Please leave this field blank if you have already selected the course from the above list.  Equivalence

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

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

Address:   
City:  State: FL  
Zip:  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.

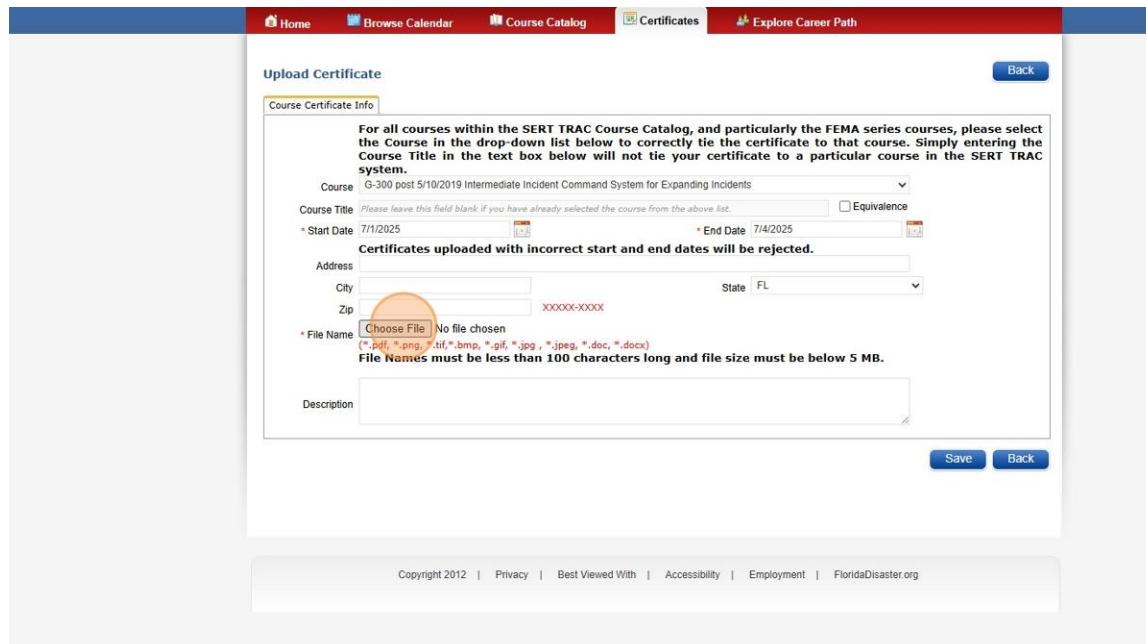
Description:

Save Back



# SERT TRAC – STUDENT SERIES

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



Upload Certificate

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 Please leave this field blank if you have already selected the course from the above list.  Equivalence

\* Start Date 7/1/2025  End Date 7/4/2025

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

Address \_\_\_\_\_

City \_\_\_\_\_ State FL

Zip XXXXX-XXXX

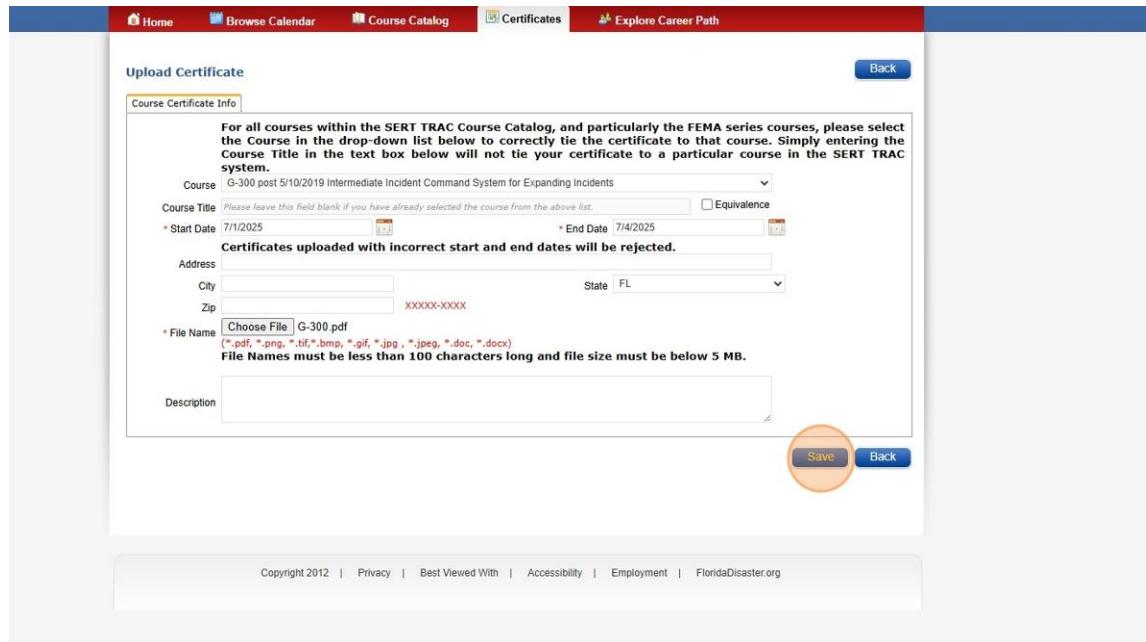
\* File Name  No file chosen  
(\*.pdf, \*.png, \*.tif, \*.bmp, \*.gif, \*.jpg, \*.jpeg, \*.doc, \*.docx)  
File Names must be less than 100 characters long and file size must be below 5 MB.

Description \_\_\_\_\_

Save Back

Copyright 2012 | Privacy | Best Viewed With | Accessibility | Employment | FloridaDisaster.org

8. 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.



Upload Certificate

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 Please leave this field blank if you have already selected the course from the above list.  Equivalence

\* Start Date 7/1/2025  End Date 7/4/2025

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

Address \_\_\_\_\_

City \_\_\_\_\_ State FL

Zip XXXXX-XXXX

\* File Name  G-300 pdf  
(\*.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

Copyright 2012 | Privacy | Best Viewed With | Accessibility | Employment | FloridaDisaster.org

9. 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 shows the 'Certificates' page of the FSET website. At the top, there are navigation links: Home, Browse Calendar, Course Catalog, Certificates (which is the active tab), and Explore Career Path. The user is logged in as John Doe/est. There are buttons for Back, Upload Certificate, and Download Transcript. The main content area displays a list of certificates:

Certificate Details	Actions
IS-100 C : Introduction to the Incident Command System, ICS 100 (01/01/2025 - 01/01/2025)	Download Certificate Approved
IS-241.C : Decision Making & Problem Solving (06/01/2025 - 06/01/2025)	Download Certificate Approved
G-300 post 5/10/2019 : Intermediate Incident Command System for Expanding Incidents (07/01/2025 - 07/04/2025)	Download Certificate Edit / Delete
IS-244.B : Developing & Managing Volunteers (07/01/2025 - 07/01/2025)	Download Certificate Approved
IS-230.E : Fundamentals of Emergency Management - (07/01/2025 - 07/01/2025)	Download Certificate Approved
IS-700 B : An Introduction to the National Incident Management System (07/01/2025 - 07/01/2025)	Download Certificate Approved
IS-240.c : Leadership & Influence (08/01/2025 - 08/01/2025)	Download Certificate 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](mailto:fdem.sto@em.myflorida.com).