# 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 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

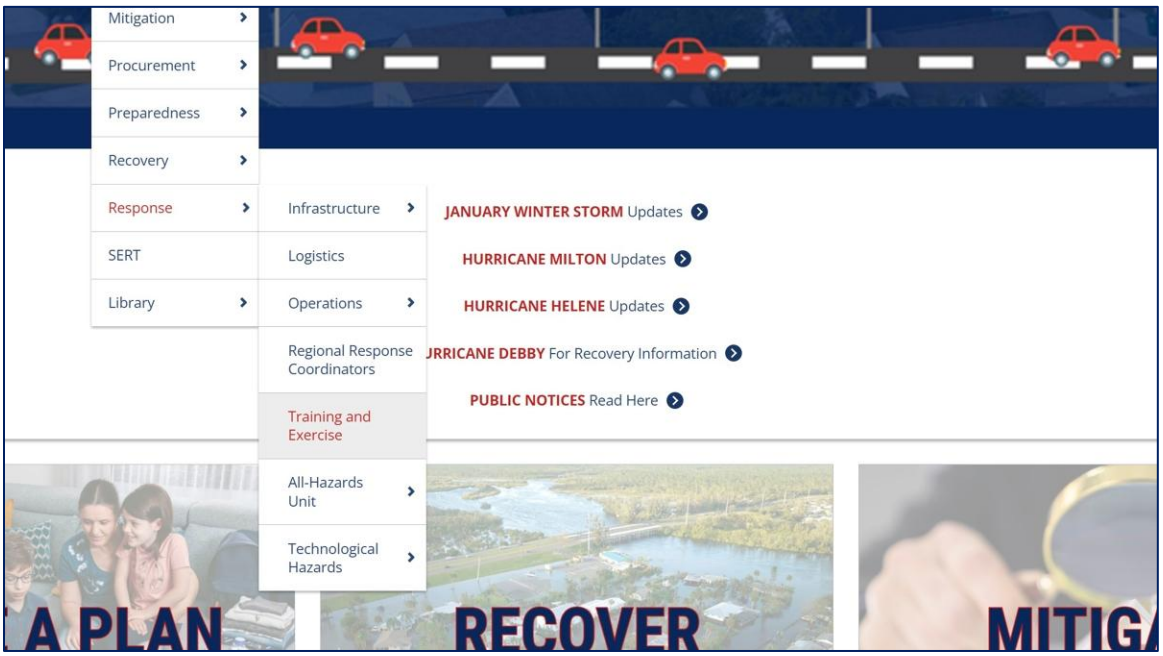
Following the link back to SERT TRAC, you will now be prompted to login into the SERT TRAC system. Utilize the login credentials you specified during your account creation.

### DETAILED STEP-BY-STEP INSTRUCTIONS

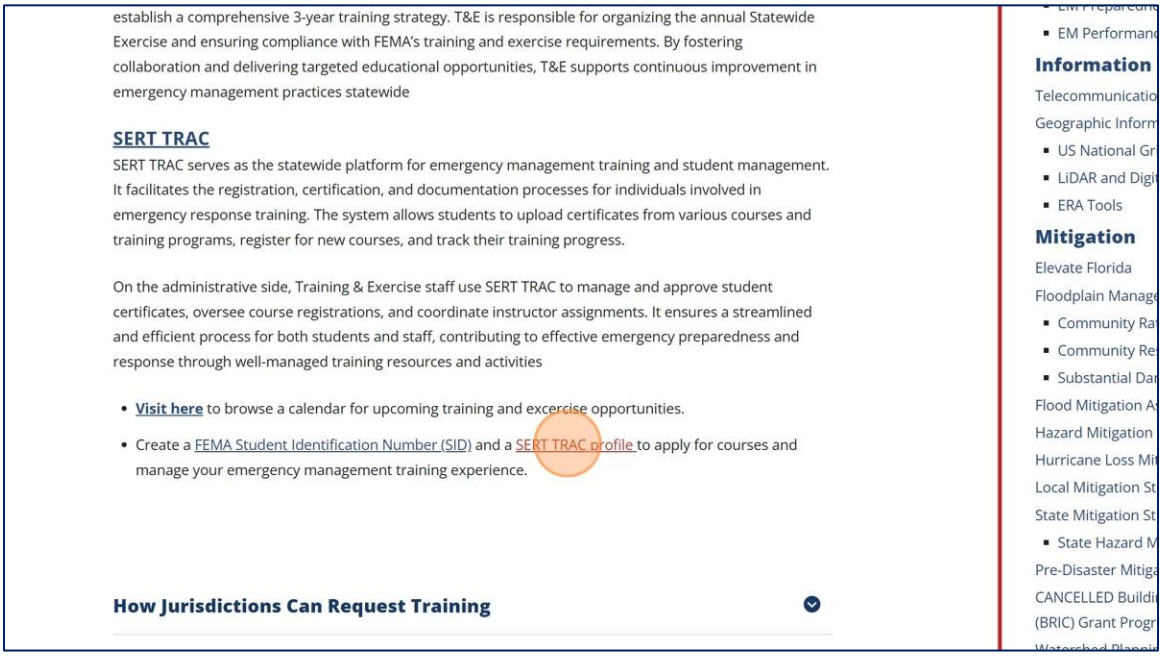
A Step-By-Step guide below for an in-depth demonstration of the User Profile Creation process.

## 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**

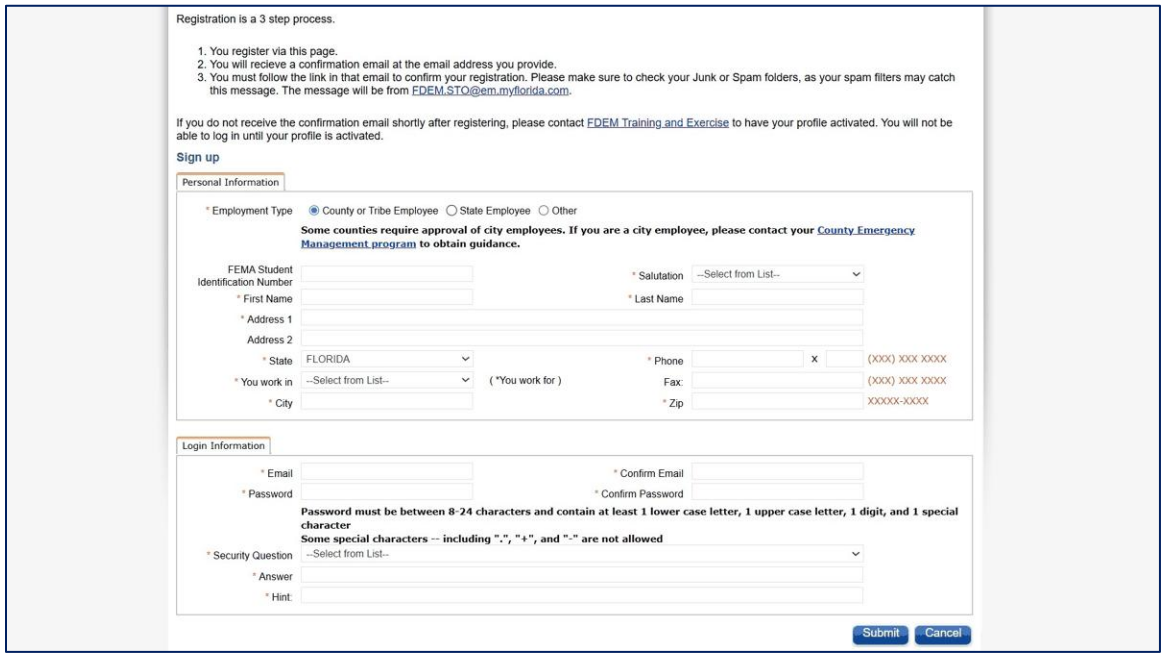
SERT TRAC serves as the statewide platform for emergency management training and student management. It facilitates the registration, certification, and documentation processes for individuals involved in emergency response training. The system allows students to upload certificates from various courses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

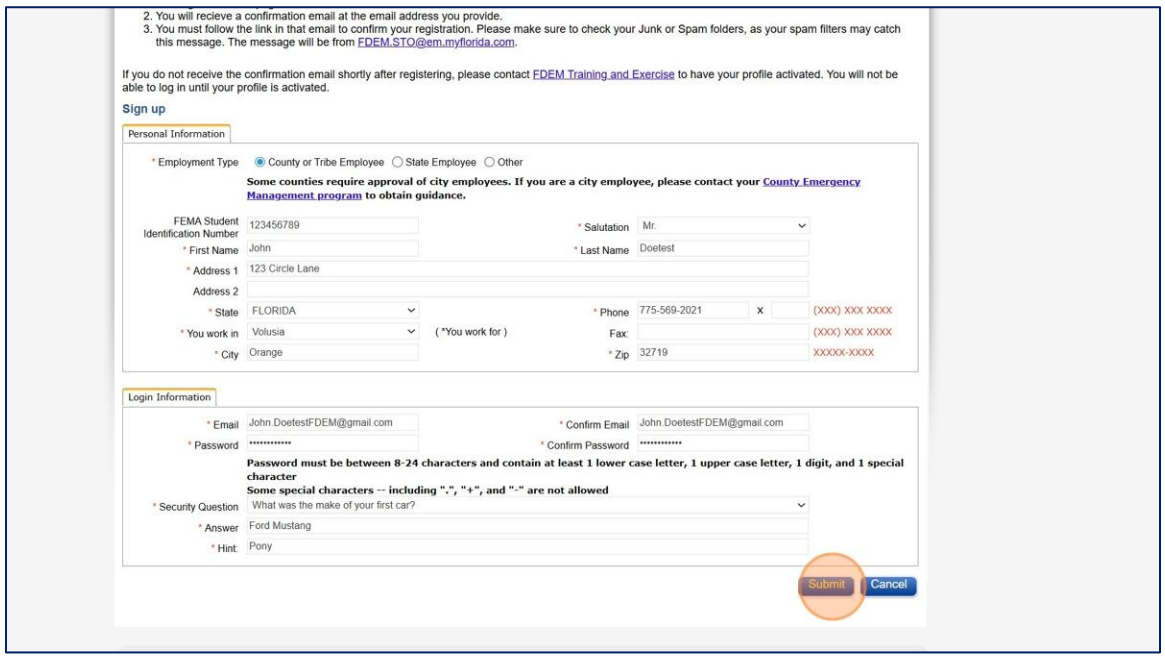
- Visit here to browse a calendar for upcoming training and excercise opportunities.
- Create a FEMA Student Identification Number (SID) and a SERT TRAC profile to apply for courses and manage your emergency management training experience.

**How Jurisdictions Can Request Training**

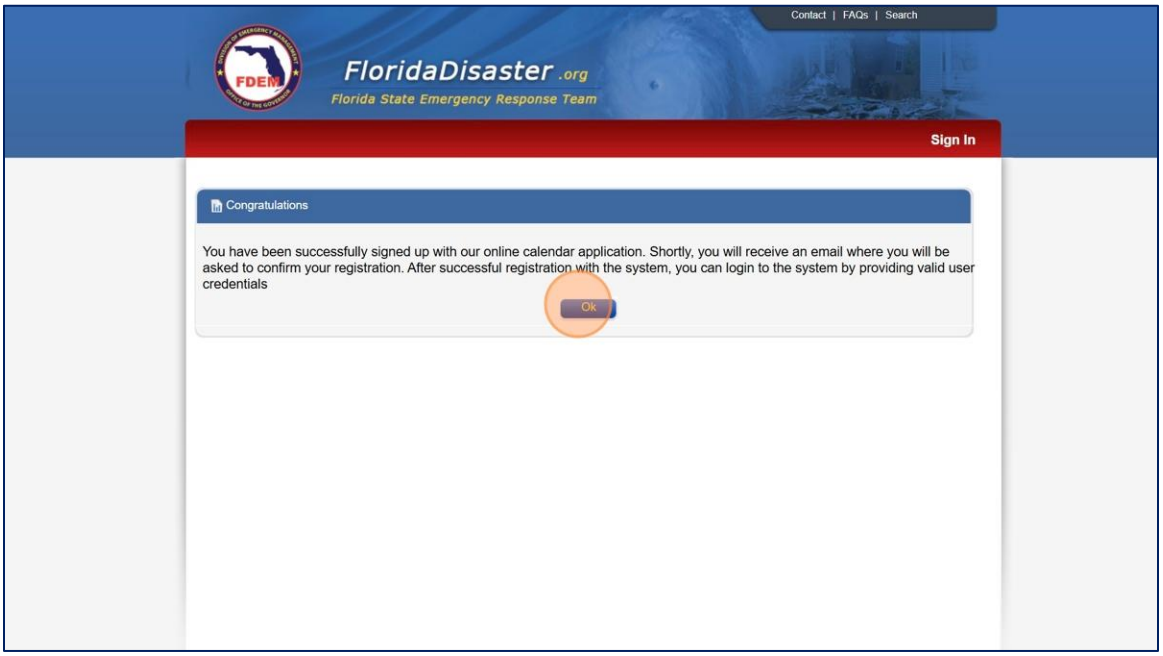
3. Select the Employment Type option that best represents your employment and student status.



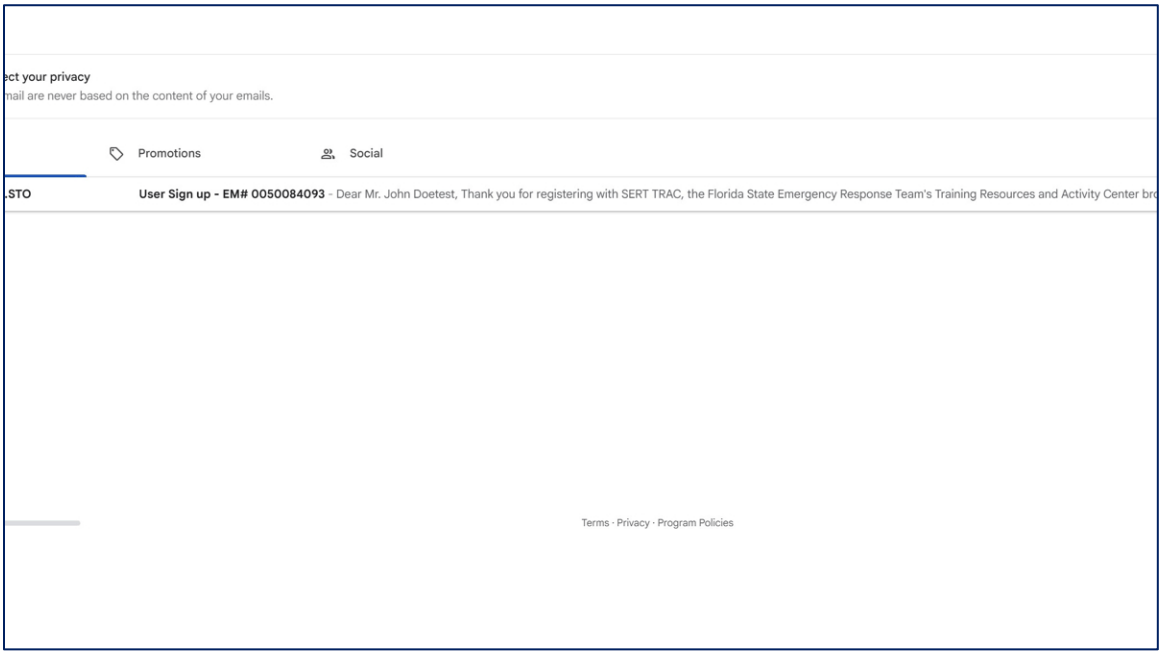

4. Populate the required information and click the "Submit" button.



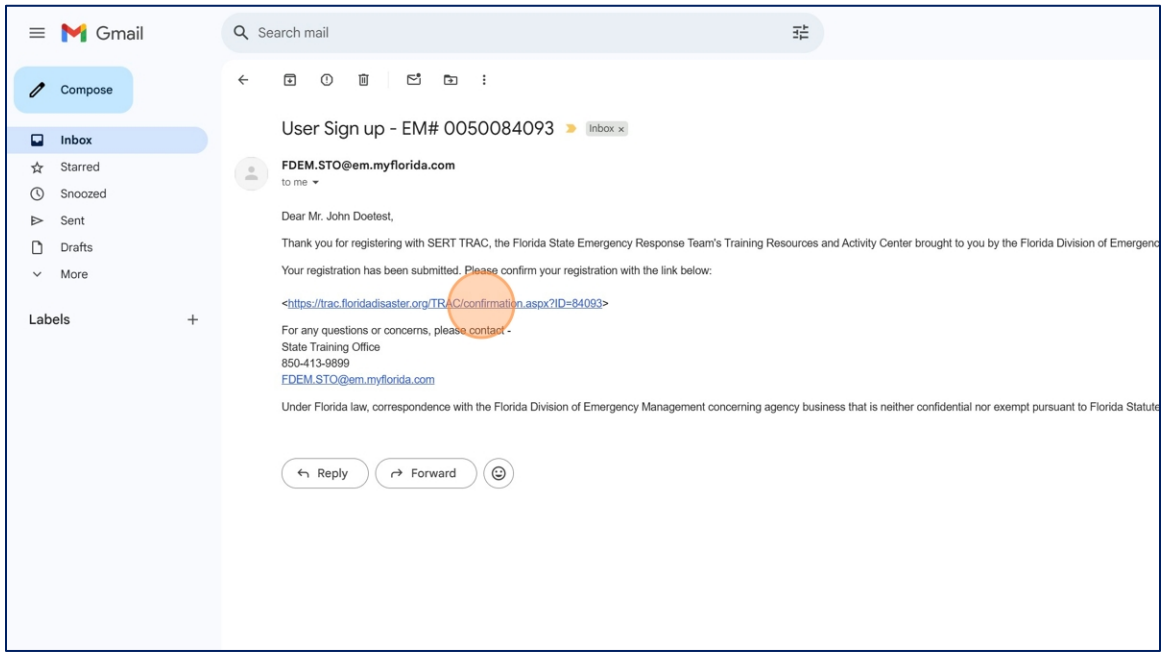
5. Select "OK."



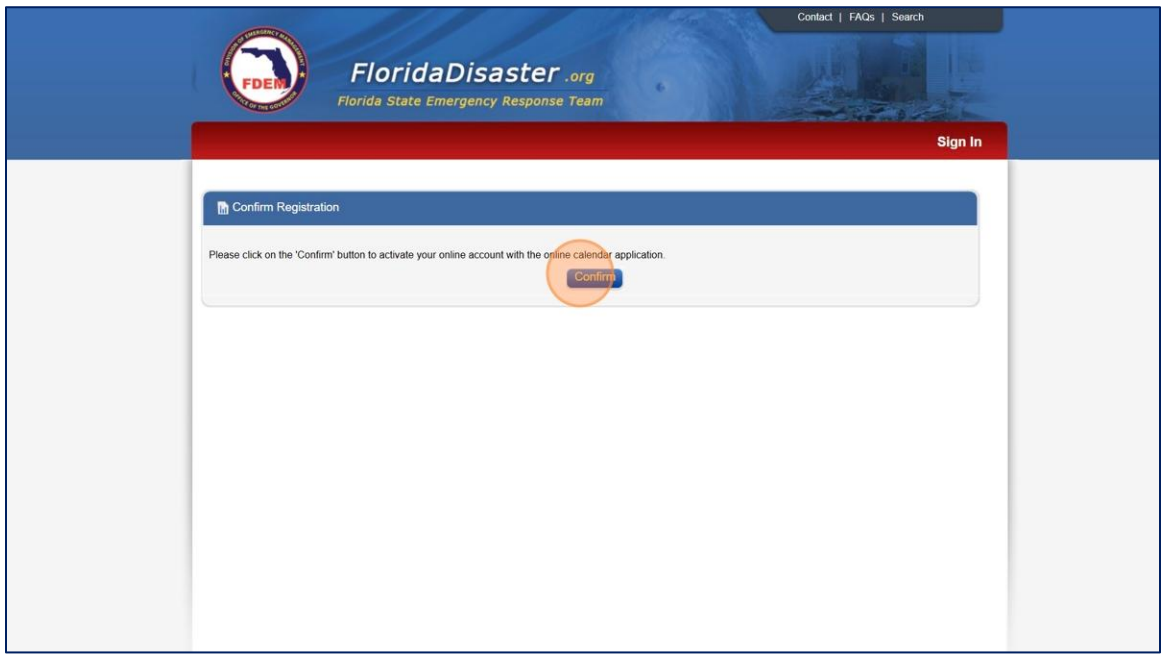

6. Switch to the email you used to register to find your registration confirmation email.



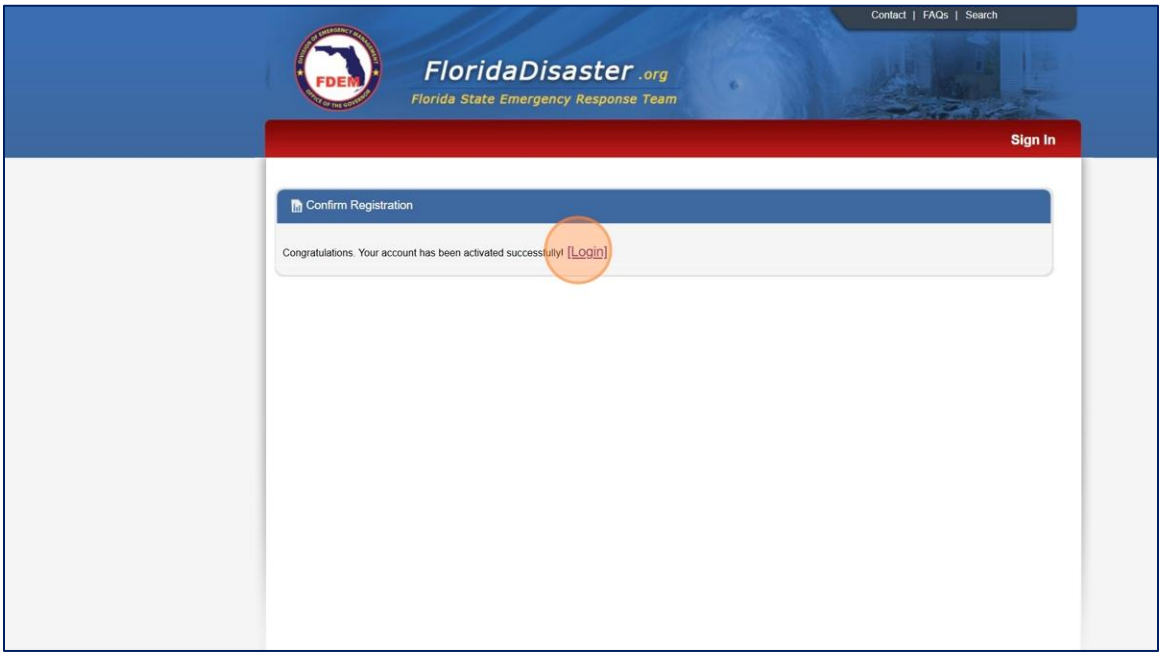
7. Open the Registration Confirmation email and click the link within.



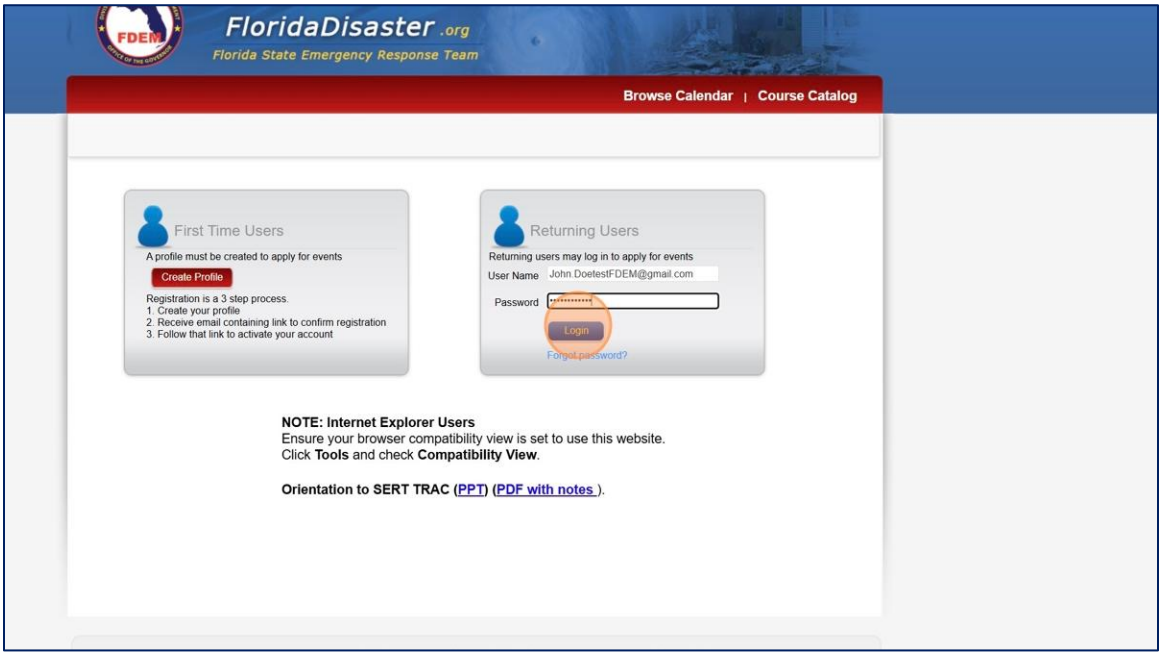

8. Confirm your registration.



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




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



## 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 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.

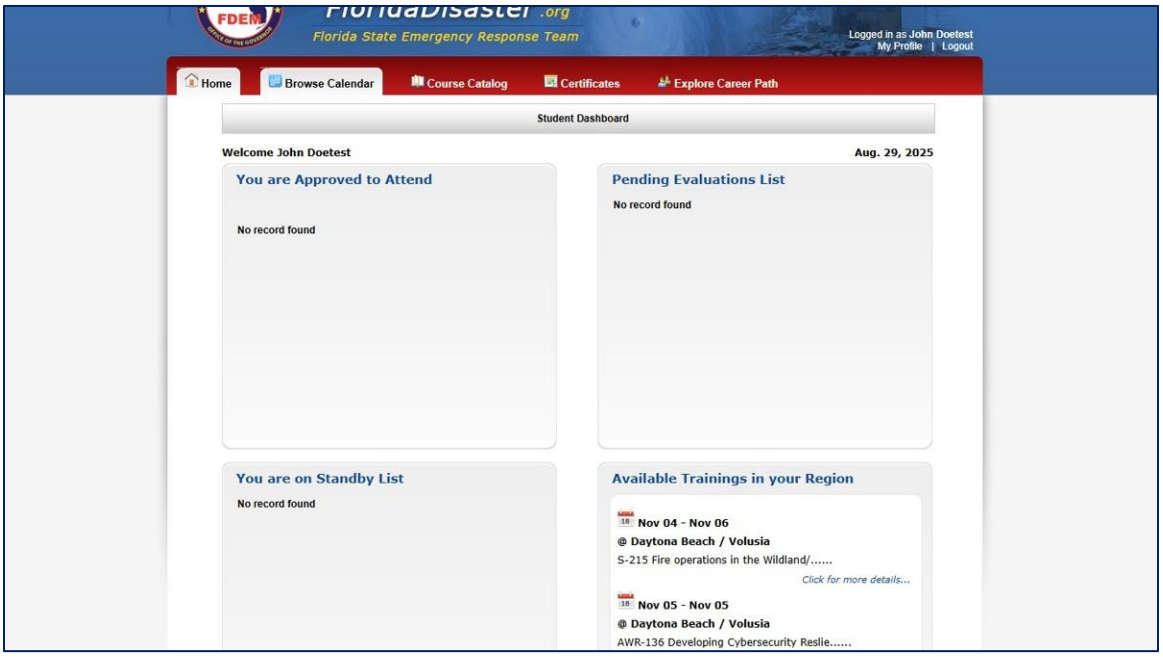
**NOTE:** Applying to a course offering does not guarantee enrollment. Your application will need to be reviewed and approved by your agency supervisor as well as the Course manager for the selected training before your application is accepted and your enrollment is complete

### DETAILED STEP-BY-STEP INSTRUCTIONS

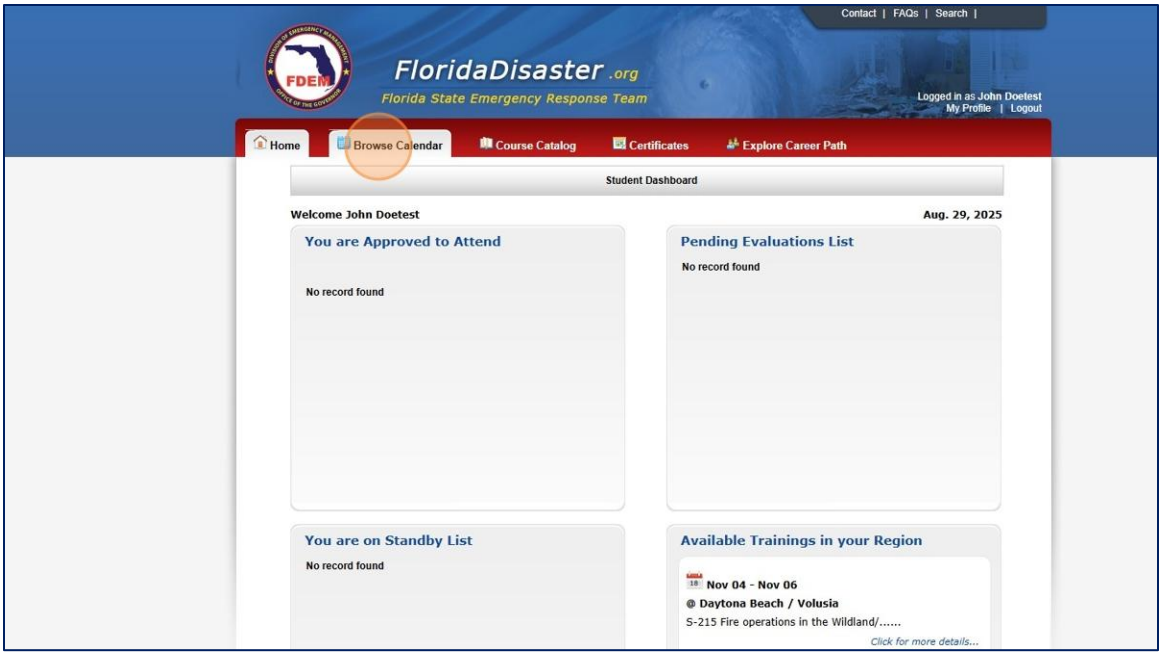
A Step-By-Step guide below for an in-depth demonstration of the Course Enrollment process.

## HOW TO ENROLL IN A COURSE IN SERT TRAC

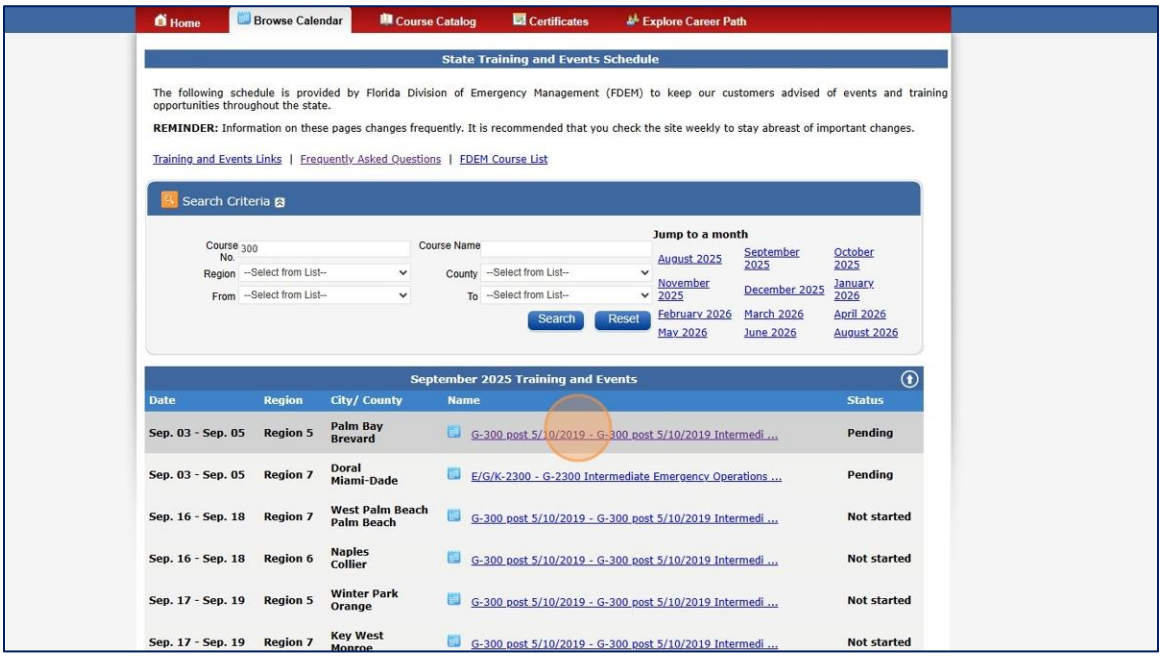
1. Navigate to https://trac.floridadisaster.org/TRAC/studentboard.aspx



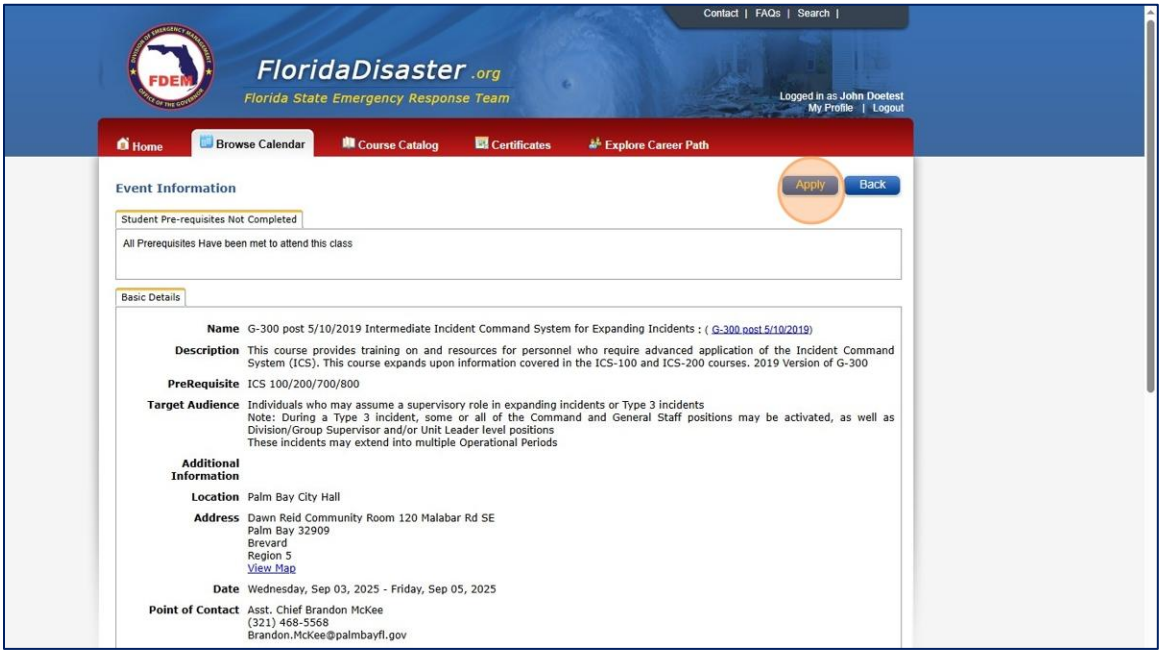

2. Utilize the "Browse Calendar" function in the banner.



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.




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.



# 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.

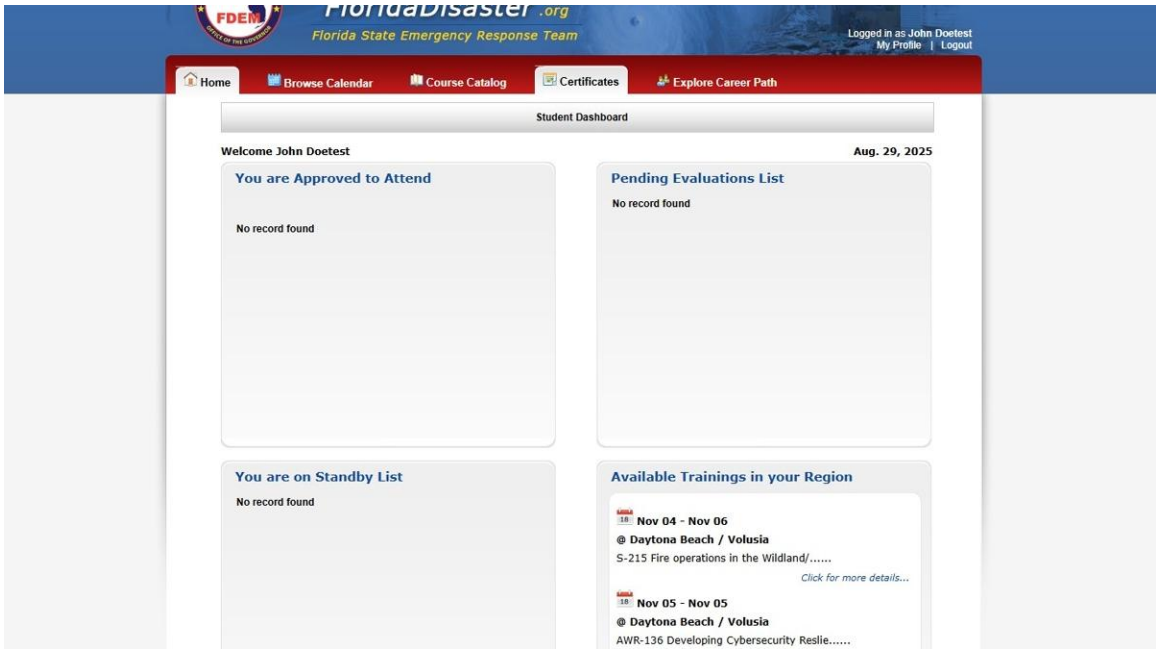
**NOTE:** Applying to a course offering does not guarantee enrollment. Your application will need to be reviewed and approved by your agency supervisor as well as the Course manager for the selected training before your application is accepted and your enrollment is complete

### DETAILED STEP-BY-STEP INSTRUCTIONS

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

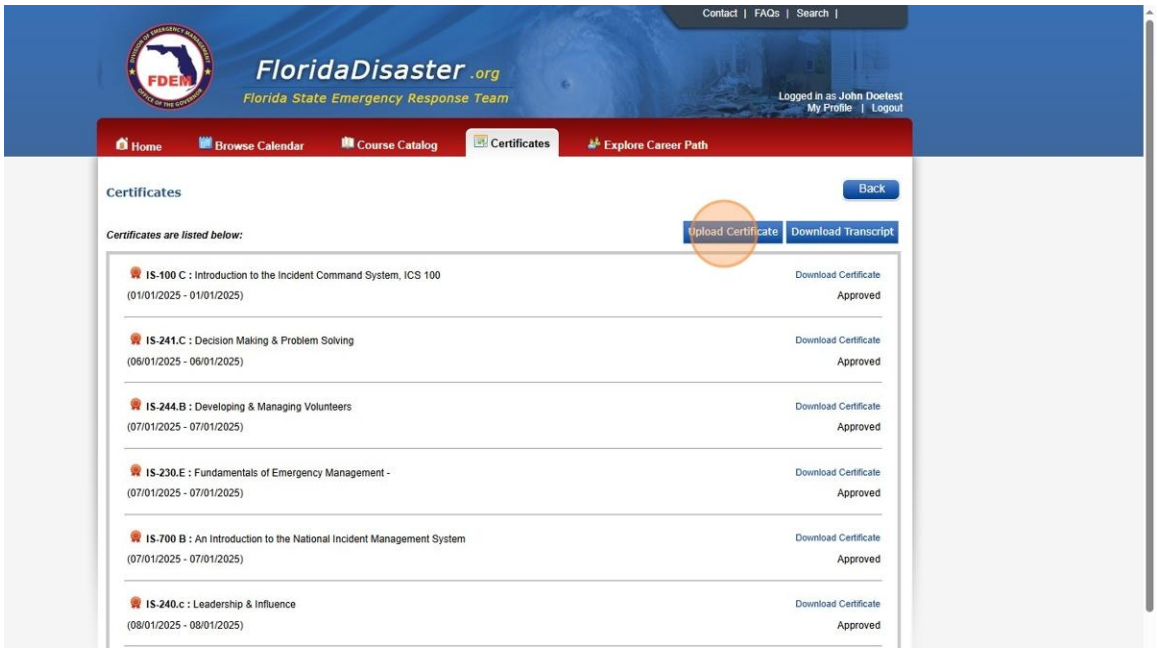
## UPLOADING TRAINING CERTIFICATES IN SERT TRAC

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

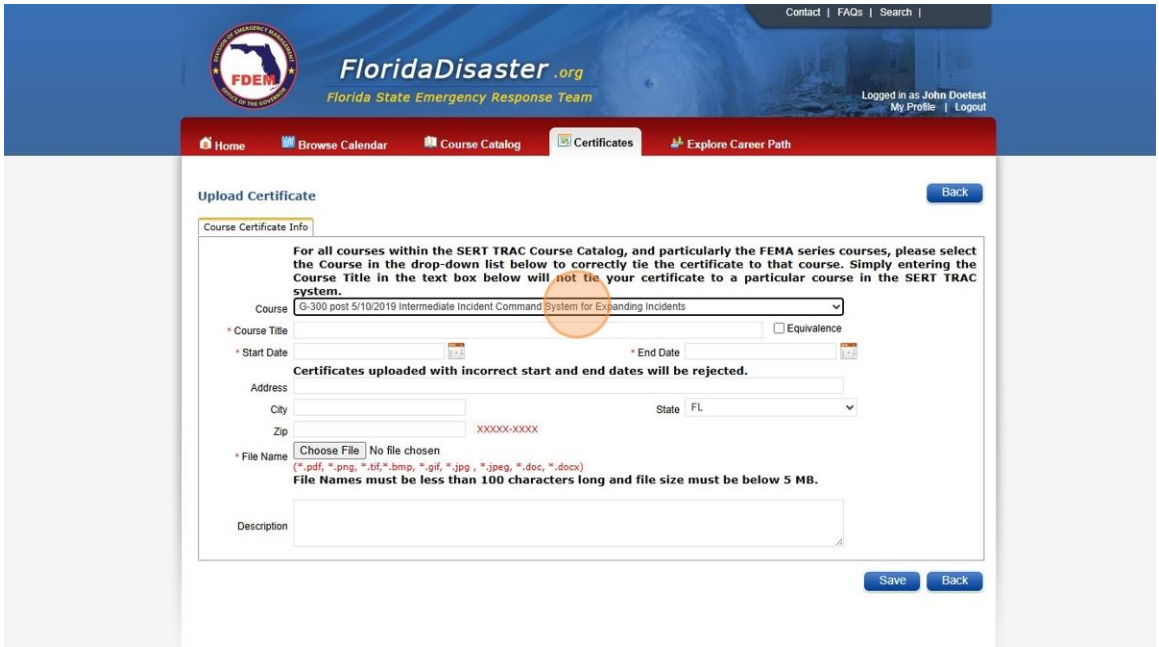



2. Utilize the "Certificate" tab on the SERT TRAC banner.

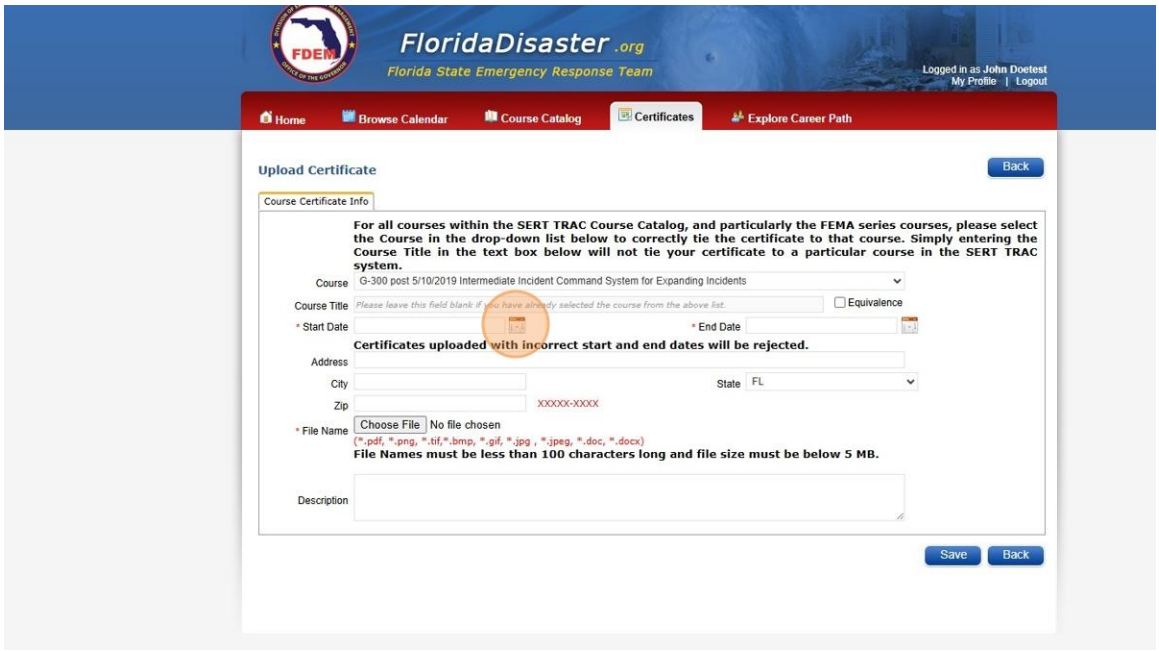
3. Click "Upload Certificate"



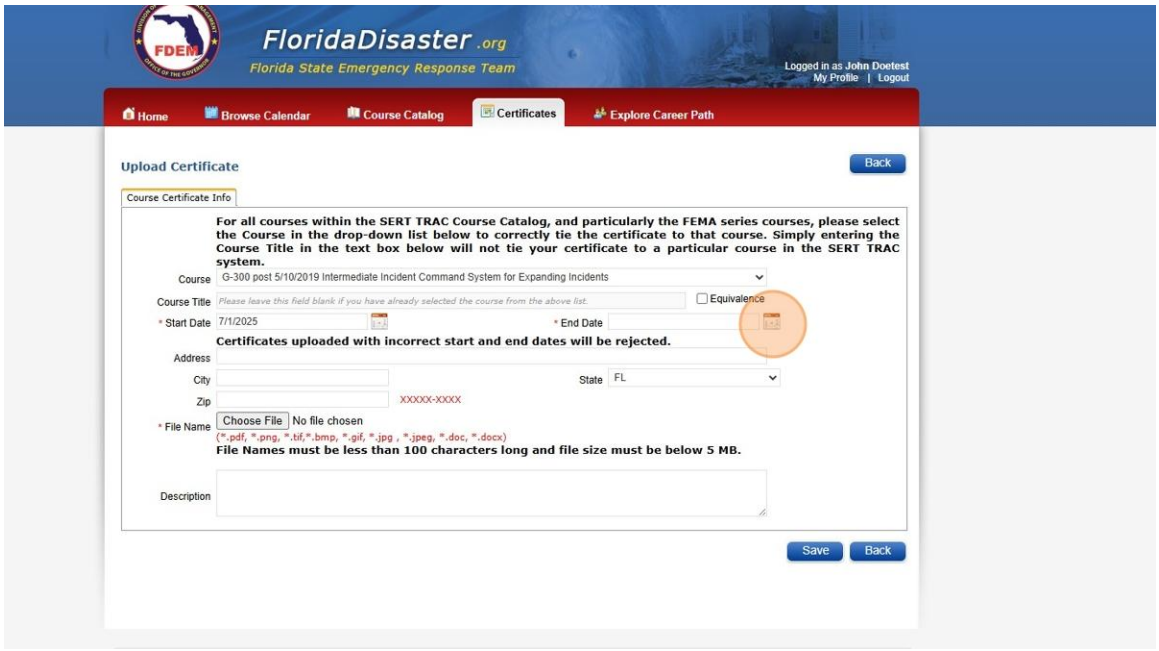

4. Select the course that matches the certificate you are going to upload (in this example, it is the G-300 course).



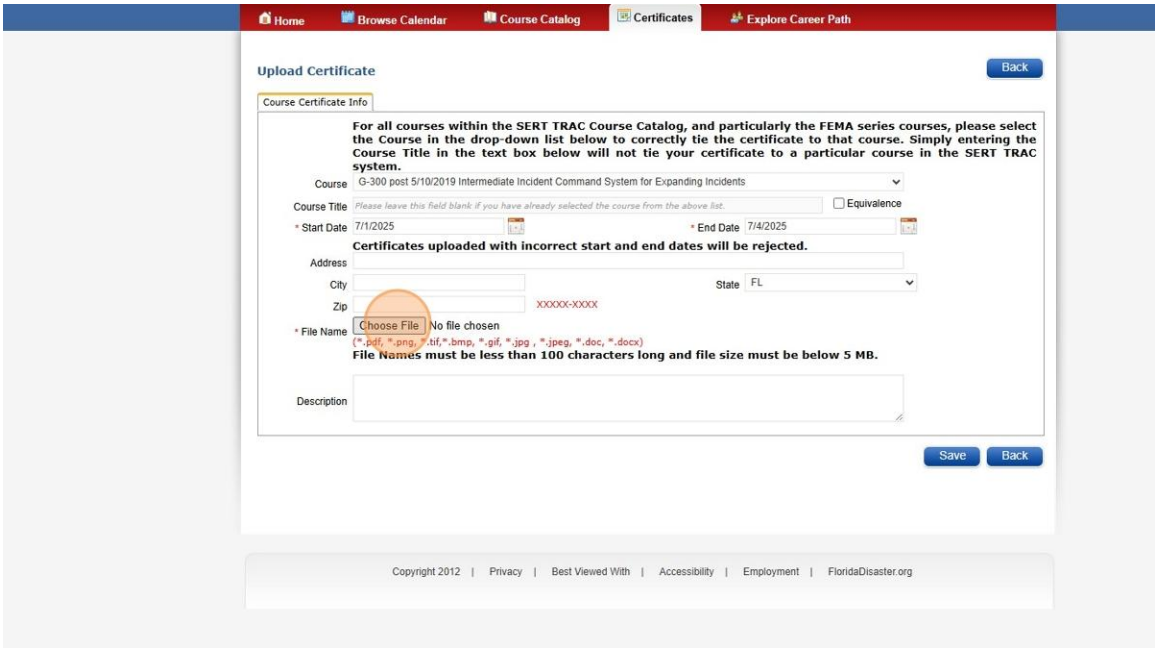
5. Select the date in which the training began.



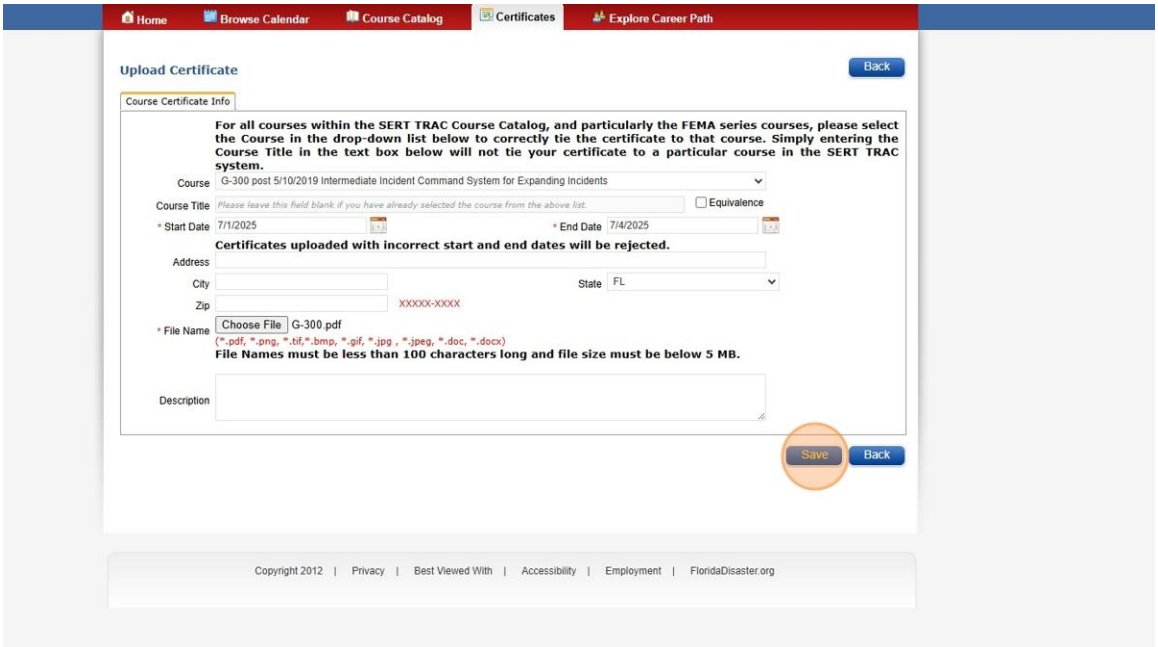

6. Select the date in which the training was completed.



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

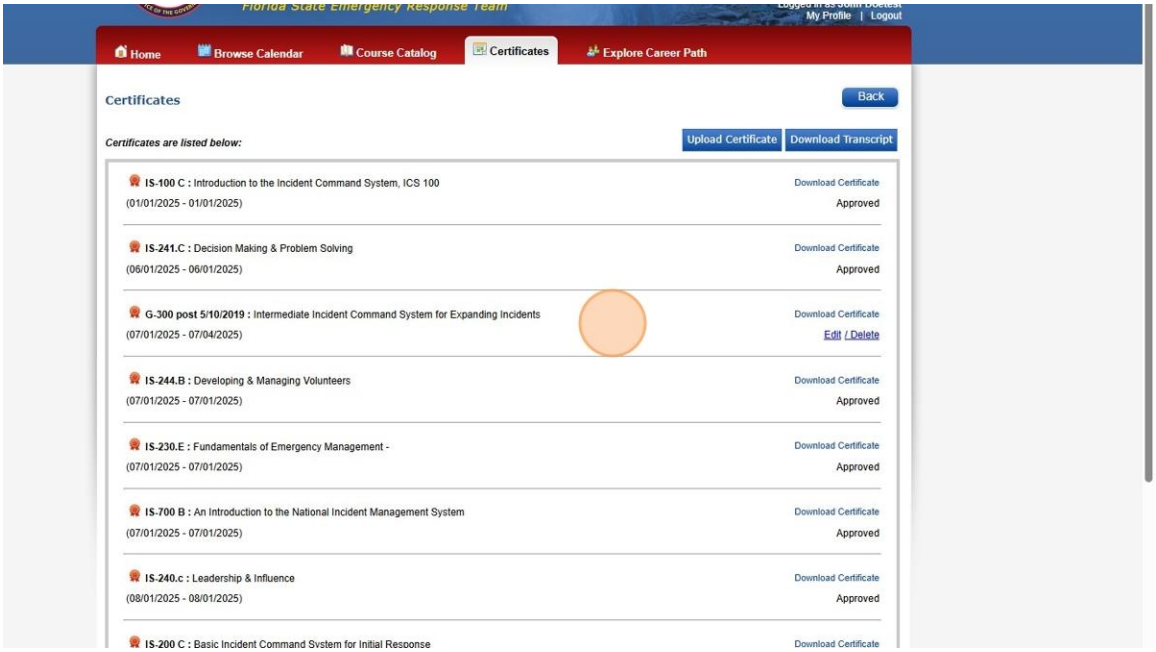



8. Confirm the file you have selected matched the course selected in the initial dropdown menu (in this example, it is the G-300 course). If correct, click the "Save" button.




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

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.




## 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.