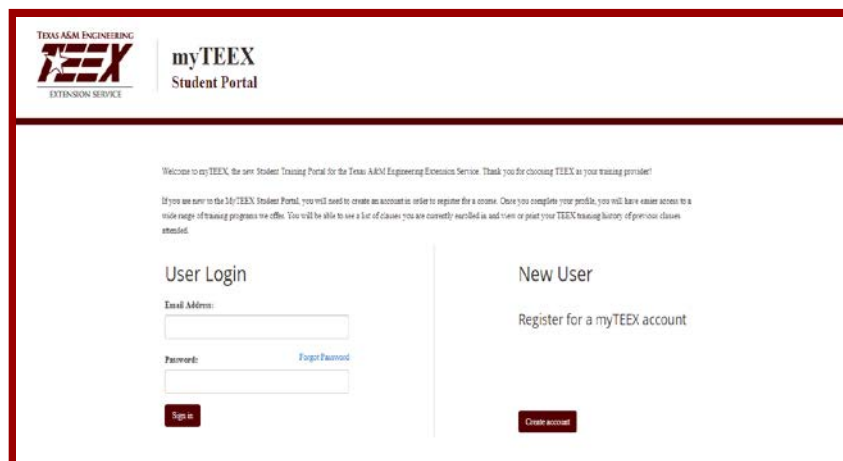


TEEX OLR Process

Registration Instructions

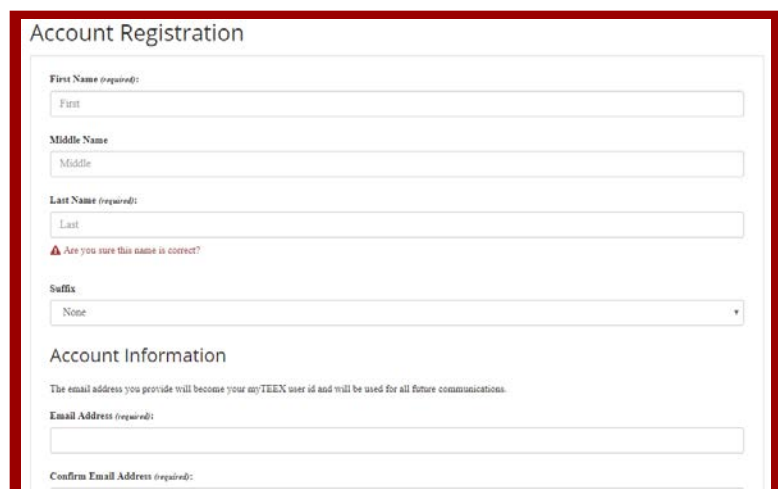
To ensure a successful online registration experience please:

1. Have your FEMA SID (Student ID Number) with you or register for one using this link:
 - a. <https://cdp.dhs.gov/femasid/register>
 - b. Once you get your FEMA SID number, please use the TEEX online registration link, provided by the POC, to complete your course registration. **In order to register for the class, you should be on this page and register as a NEW USER** (unless you have set up the myTEEX Student Portal for a previous class):
 - i. <https://my.teex.org/TeexPortal/Default.aspx>



The screenshot shows the myTEEX Student Portal interface. At the top, there is a header with the TEEX logo and the text "myTEEX Student Portal". Below the header, there is a welcome message: "Welcome to myTEEX, the new Student Training Portal for the Texas A&M Engineering Extension Service. Thank you for choosing TEEX as your training provider!" followed by a paragraph explaining the portal's purpose. The main content area is divided into two sections: "User Login" and "New User". The "User Login" section has fields for "Email Address:" and "Password:" with a "Forgot Password" link. The "New User" section has a "Register for a myTEEX account" button. Both sections have a "Sign in" or "Create account" button at the bottom.

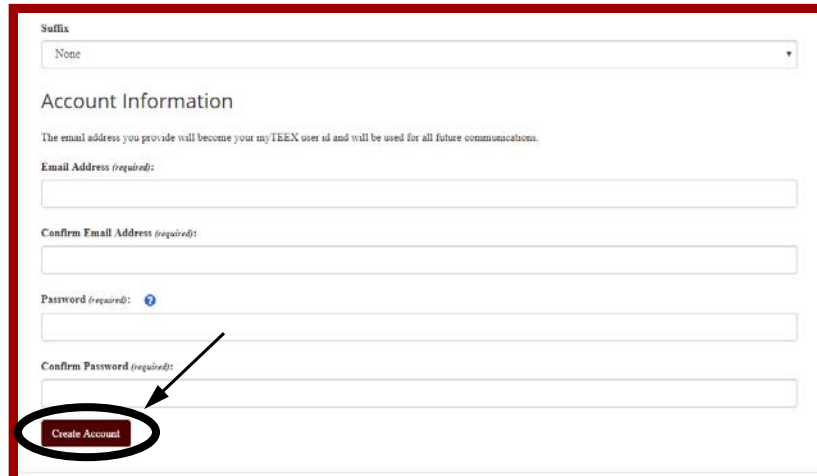
2. Once you click on “**Create Account**” it should take you to the Account Registration page. From there you will have to fill out the form. ***NOTE that the email you enter will be where the verification code is sent and will be what you use to log-in OR. It is preferred that you use a personal email account. A work email may block the verification email from TEEX.**



The screenshot shows the "Account Registration" form. It has several input fields: "First Name (required)", "Middle Name", "Last Name (required)", "Suffix", "Email Address (required)", and "Confirm Email Address (required)". There is a warning message: "Are you sure this name is correct?". The form also includes a section for "Account Information" with a note: "The email address you provide will become your myTEEX user id and will be used for all future communications."

TEEX OLR Process

3. Once you have entered your email and created a password hit **"Create Account"** at the bottom of your page.



Suffix
None

Account Information

The email address you provide will become your myTEEX user id and will be used for all future communications.

Email Address (required):

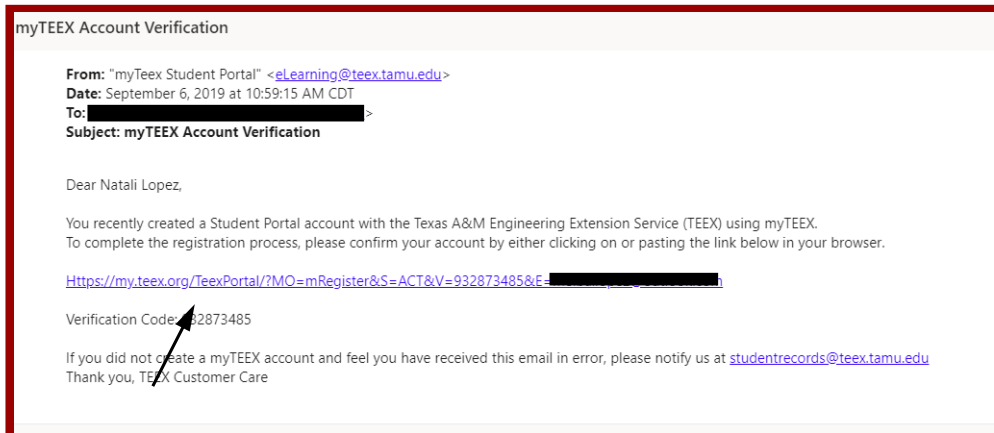
Confirm Email Address (required):

Password (required):

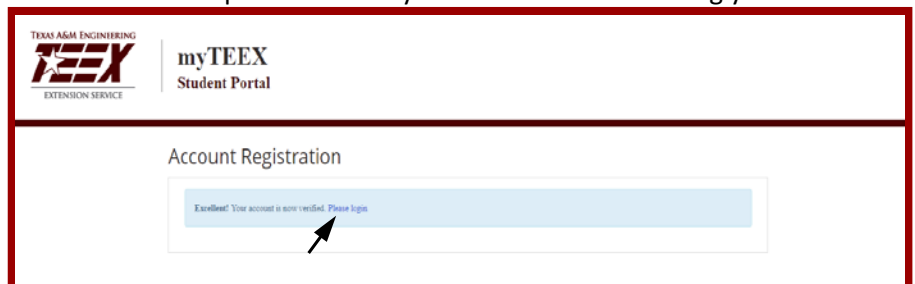
Confirm Password (required):

Create Account

4. Go to your email account (the one that you created your TEEX Student Account with) and you should see an email from "myTEEX Student Portal". If you do not see that email – check your junk inbox. It should look like this:



- a. Click on the link shown above. Once clicked, it should take you to a new internet window where it tells you: **"Your Account is now verified. Please Login"**
- i. Click on "Please Login" - It will take you back to the login page. From there you will login with the email and password that you entered when creating your account:



TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

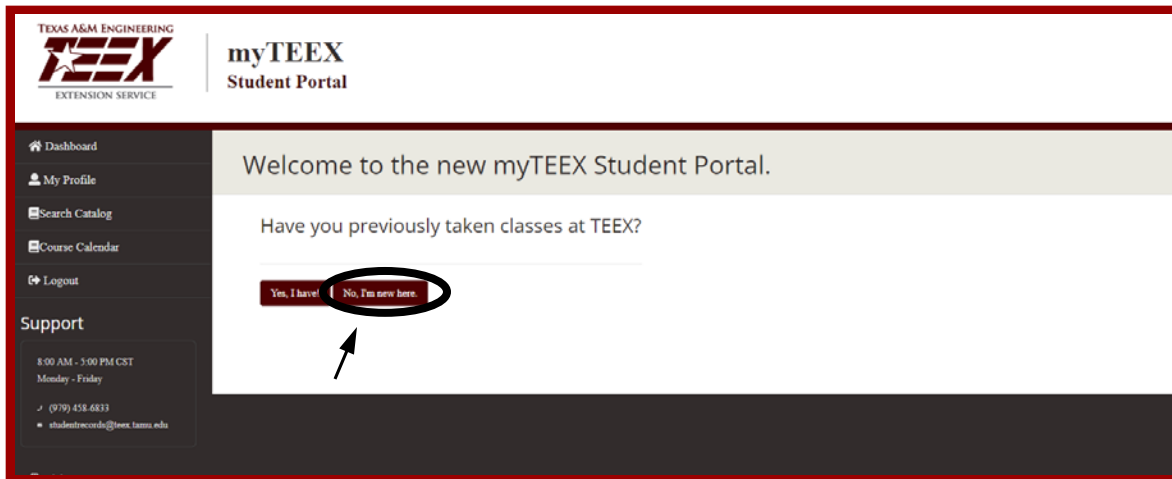
myTEEX
Student Portal

Account Registration

Excellent! Your account is now verified. Please login.

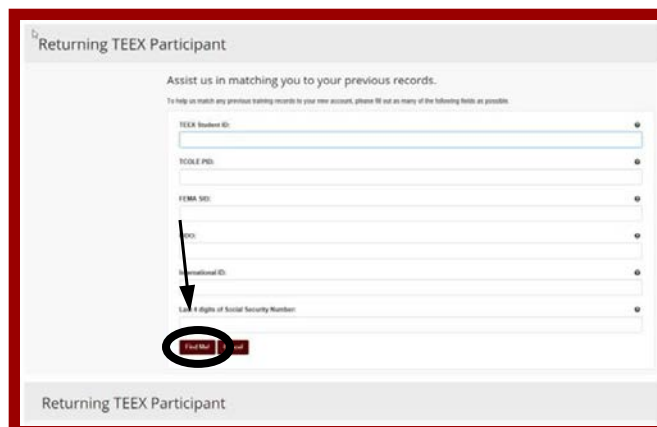
TEEX OLR Process

5. Next, you will have to answer one question. “Have you previously taken classes at TEEX?”



The screenshot shows the myTEEX Student Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Search Catalog, Course Calendar, Logout, and Support. The Support section includes contact information: 8:00 AM - 5:00 PM CST, Monday - Friday, (979) 458-6833, and studentrecords@teex.tamu.edu. The main content area has a header with the TEEX logo and 'myTEEX Student Portal'. Below the header, it says 'Welcome to the new myTEEX Student Portal.' and asks 'Have you previously taken classes at TEEX?'. There are two buttons: 'Yes, I have!' and 'No, I'm new here.'. The 'No, I'm new here.' button is circled in red, and an arrow points to it.

- a. You will click on **“No, I’m new here”**.
- b. If you **HAVE** taken a TEEX class before you will hit the button **“Yes, I have!”**
 - i. It will take you to a page that let’s you put in your TEEX student ID and any identifiers to locate your records. After filling out the information, please hit the **“Find Me!”** button at the bottom and then you can obtain your previous TEEX Port Account information.



The screenshot shows the 'Returning TEEX Participant' registration page. It asks the user to assist in matching them to their previous records by filling out several fields: TEEX Student ID, TCOLE PIN, FEMA ID, DPO, International ID, and Last 4 digits of Social Security Number. Each field has a dropdown arrow on the right. At the bottom, there is a red button labeled 'Find Me!'. An arrow points to this button, which is also circled in red.

TEEX OLR Process

- c. Once you hit the “No, I’m New Here!” button – the next page should be the class that you are signing up for. Click on the button “Continue”.

Welcome to the new myTEEX Student Portal.

Pending Registrations

CLASS	TITLE	START DATE	END DATE	HOURS	PRICE	
NE PER320 0220	Personal Protective Measures for Biological Events	10/05/2019	10/05/2019	8	\$0.00	Cancel Continue

- d. Then there will be a “Class Information” page. It will give you the class ID, the course name, date/time, location, etc. Click “Continue”

Class Information

Class ID:	NE-PER320-220
Course Name:	Personal Protective Measures f
Delivery Method:	FaceToFace
Date/Time:	10/05/2019 - 10/05/2019
Location:	Putnam Co.Bureau of Emerg. Svc 112 Old Route 6 Carmel New York 10512
Division:	National Emergency Response and Recovery Training Center
Course Length:	8 Hours
Continuing Education Units:	0.8 Hours
Price:	\$0.00 per participant

Continue

- e. There will be a box that pops up after you hit Continue. If you are registering just *yourself* please click on “Just me”.

Who are you registering?

Just me

Myself and/or others

TEEX OLR Process

- f. There will be a page that comes up that says “Class Fees and Options” this lets you know the cost of the class. Hit “Continue”. For this DHS/FEMA course there is no cost.

The screenshot shows the 'Class Registration' page with three tabs: '1. Class Information', '2. Participant Information', and '3. Payment and Billing Information'. The 'Class Fees and Options' section is active, displaying a table with the following data:

Description	Quantity	Total (Each)
Personal Protective Measures for Biological Events (NLE-PER350)	1	\$0.00 (\$0.00)
Total:		\$0.00

An arrow points to the 'Continue' button at the bottom of the table.

6. Then you will fill out the registration form for the class.

- a. Make sure you select your student discipline and level of Government.

The screenshot shows the 'DHS/FEMA Required Information' form. The 'Student Discipline: (required)' dropdown menu is set to 'Other'. Below it is a text field labeled 'Please enter the other Discipline: (required)'. The 'Level of Government: (required)' dropdown menu is also set to 'Other'. Below it are text fields for 'Years in Current Position:' and 'FEMA SID:'.

- b. Next is your Participant Information. Make sure to have the accurate information.

***NOTE: The email you provide needs to be the same email you created your portal account with.**

- i. Enter your complete Agency or Organization name. No acronyms. If you are not representing an agency or organization, please select: **Unemployed, Self-Employed, or Retired.**

- c. After you are done filling out the registration form – at the bottom of the page, hit “Continue”.

The screenshot shows the 'Contact Information (1 of 3 required):' form. It includes text input fields for 'Phone:', 'Alternate Phone:', and 'Fax:'. At the bottom, the 'Continue' button is circled, with an arrow pointing to it.

TEEX OLR Process

7. You will see a new page, “**Order Details**”, this gives you the description of the class, the total, and Payment Options. Check the box that says “**By Checking this box, I accept the Participant Policies including...**” then hit “**Finish**”. Again, there is no charge for a DHS/FEMA course.

The screenshot displays the 'Order Details' page of the TEEX OLR Process. At the top, there are three tabs: '1. Class Information Completed', '2. Participant Information', and '3. Payment and Billing Information'. The 'Order Details' section contains a table with the following data:

Description	Quantity	Total (Each)
Personal Protective Measures for Biological Events (NE-PER320)	1	\$0.00 (0.00)
Total:		\$0.00

Below the table is the 'Payment Options' section. It includes a checkbox that is checked, with the text: 'By Checking this box, I accept the Participant Policies including, but not limited to, Transfer, Cancellation, and Release of Liability. (required)'. At the bottom of this section is a red 'Finish' button, which is circled in red with a black arrow pointing to it.

8. A CONFIRMATION page will load and it will have all the class information the date, you're TEEX ID number, the POC contact information, etc. Please “print” this page for your records. You should also receive a confirmation email as well. Close out the page and you are now signed up for the class!