



Steps to Registering for a Learner Profile in HSEM's Learning Management System (LMS)

1. Obtain a FEMA Student Identification (SID) by going to the following website: <https://cdp.dhs.gov/FEMASID>
2. Click on the "Register for a FEMA SID" button in the center of the page.
3. Complete the form, and remember to note your security questions and your answers somewhere, or make sure you will remember them without checking notes.
4. Click the box next to "I agree to the Privacy Statement"
5. Click the "Register" button.
6. The FEMA system will then send you an email with your information.
7. Once you have your FEMA SID, go to HSEM's website for our LMS. Here is that link: <https://dps.mn.gov/divisions/hsem/training/Pages/training-registration.aspx>
8. Next to complete your registration click on the words "Learning Management System", which will take you to this link: <https://www.hsemtrainingprograms.com/>
9. On the top right corner, click on the "Register" button. Complete the information to register for an account.
10. When you have completed the registration, the HSEM Training staff will 'accept' your registration.
11. Once you have been 'accepted' you will 'log in' to the LMS. In the Training Programs tab, click on the relevant learning path certificate widget. For many it will be the Basic Emergency Management Certificate, but pick yours from the widget boxes in the lower half of the screen.
12. You will enroll into the certificate that you need, for example Basic Emergency Management Certificate, and the HSEM Training staff will 'accept' your enrollment.
13. Now you can begin registering and completing the required courses.

Additional helpful notes:

Here is the link to FEMA's website: <https://training.fema.gov/is/crslist.aspx?all=true>

- This will bring you to the FEMA Emergency Management Institute (EMI) Page. In the middle of the page there is a link where you can also access the link to register for the FEMA SID Number.
- Also on this page is where all of the Independent Study (IS) Courses are listed.

HSEM's Learning Management System Information:

- Google Chrome is the *highly recommended* internet web browser. Internet Explorer does not play well with our LMS.
- For additional information on HSEM's Training and Exercises please click on this link: <https://dps.mn.gov/divisions/hsem/training/Pages/default.aspx>