HSEM Training Program

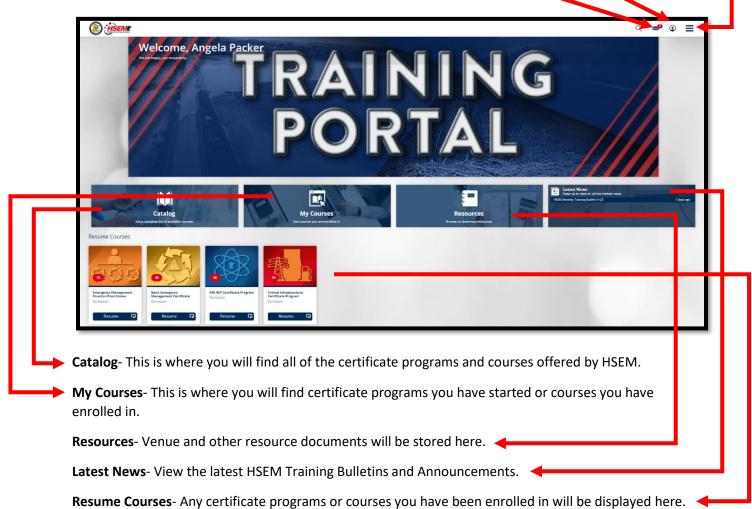
# What is the Portal Dashboard?

The Training Portal Dashboard is considered the homepage. Below is a photo and description of the main areas of the Dashboard.

**Menu-** Get back to the Dashboard, view your transcripts, or view a calendar of the courses you are registered for.

Profile- Edit your profile information. Remember to keep your email up to date.

Messages- Any messages that have been emailed to you will also be found here.

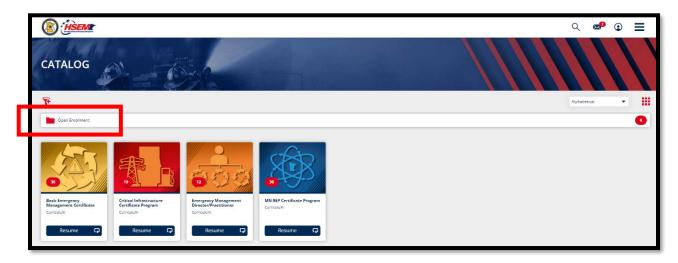




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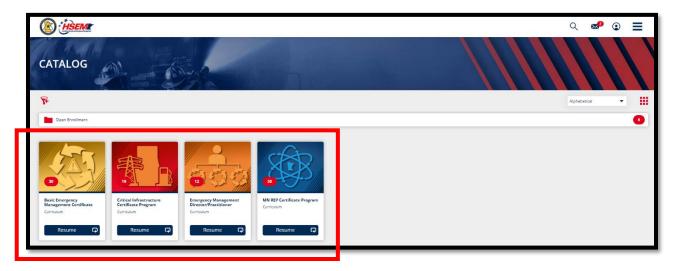
## What is Open Enrollment?

Open Enrollment courses are courses that are not associated solely with a certificate program. You can view Open Enrollment courses by clicking the Open Enrollment folder in the Catalog.



## Where can I find certificate programs available for enrollment?

Certificate programs can be found in the Catalog. You will need to request enrollment into certificate programs. Once you have been accepted into a program, you can access the program in the Catalog or My Courses.



## A course is only displaying "Enroll." What does this mean?

There are no course sessions available. You can still enroll but you'll need to check back again at another time to register for a course session.



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## How do I know what courses I am signed up for?

Click on the Menu in the top right hand corner then click Calendar or click on My Courses.



### How do I know if a course session is almost full?

View the course session details by clicking the More arrow.

This course is part of the curriculum: Basic Emergency Management Certificate Program	29 / 30 Courses
Course Content	
The ability to make sound, timely decisions during an emergency event is critical. Good problem solving and decision-making skills are one of your most critical assets as an emergency management professional. Effective skills help avert tragedy and aid the community in recovering faster. Conversely, poor decision-making skills are one of your most critical assets as an emergency management professional. Effective skills help avert tragedy and aid the community in recovering faster. Conversely, poor decision-making skills are one of your most critical assets as an emergency management professional. Effective skills help avert tragedy and aid the community in recovering faster. Conversely, poor decision-making skills by addressing the decision-making process, decision-making skills are one of your most critical assets are the specified to improve your decision-making skills by addressing the decision-making process, decision-making skills, be addressing the decision-making process, decision-making skills by addressing the decision-making skills by addressing the decision-making skills by addressing the decision-making process, decision-making skills by addressing the d	Not Started
APRIL 2023     23-1       1:00 PM - 5:00 PM (CDT) Instructor: <u>lectifer Loobers</u> Location: Rochester Emergency Operations Center - 2185 Wheelock. Drive NE Rochester Minnesota United States 55906	Evaluation Evaluate Course
	Tags Basic Emergency Management Certificate
JUNE 2023     23-2       28     1:00 PM - 5:00 PM (CDT) Instruction: <u>instruction identified</u> Location: University of Min-Duluch, Kirely Student Center- Griggs Center - 1120 Kirley Drive Duluch Minnesota United States 55812	
Enroll	
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### How do I know if I'm on a waitlist?

A gold bar will display that you are currently on a waitlist and you will be unable to register for a new session unless you select Cancel Session or Change Session.

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G-0191 Incident Command System/Emergency Operations Center Interface	۲
You are currently on the wait list for this class. You will be notified via email when you have been allocated a seat in the specified class. If you wish to switch your enrollment in this cour Add Course or Curricula section and choose another session.	rse, please find this course in the
Course Evaluation Course explored for this course.	Evaluate Course
This course is part of the curriculum: Basic Emergency Management Certificate Program	1 / 30 Courses
Course Content	
This course helps participants develop an Incident Command System/Emergency Operations Center (ICS/EOC) interface for their Jurisdiction. ICS and EOC responsibilities and functions are reviewed. Exercises and group discussions are used to create the interface.	Not Started
My Session	0%
FEBRUARY 2023         23-1           22         12:00 PM - 1:00 PM (KST)	Evaluation Evaluate Course
Add to Calendar Change Session Cancel Session	Tags Basic Emergency Management Certificate

#### How do I view my transcript?

Click on the Menu in the top right hand corner then click Transcript.

#### Why don't I see a certificate for every course in my transcript?

Only certain courses, mostly instructor-led courses, will create a certificate. Some of our training partners issue certificates and that is why you won't see a certificate here, only that you completed the course.

## I completed an instructor-led course that should have a certificate but I still don't see one. What should I do?

Verify that you completed the Course Evaluation. You will not receive a certificate until you evaluate the course. To view the Course Evaluation, click My Courses, select the certificate program (if applicable) and then select the course, then view your Course Evaluation status.

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PDS-0241 Decision Making and Problem Solving	
Course Evaluation Course evaluation is required for this course.	Evaluate Course
This course is part of the curriculum: Basic Emergency Management Certificate Program	29 / 30 Courses



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## How do I know how much I have left of a certificate program?

Each certificate program will display your progress percentage in the top right corner.

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Basic Emergency Management Certificate Program	
The Bask Emergency Management Certificate Program is a comprehensive program that includes online and instructor led course delivery. This program is intended for those who are currently working in emergency management or have a role in emergency preparedness in Minnesota.	In Progress 29/30 Courses 97%
🕡 Instructor Led Courses 6 of 7 Course(s)	$\bigcirc$
6.0191 Incident Command System/Emergency Operations Center Interface : Instructor Led Course Completed V	Tags Basic Emergency Management Certificate Program
Tags: Basic Emergrancy Management Certificate Certificate Pergram NIMS This course helps participants develop an Incident Command System/Emergency Operations Center (ICS/EOC) interface for their jurisdiction. ICS and EOC responsibilities and functions are reviewed. Exercises and group discussions are used to create the interface.	

### How do I know what courses I need to complete in my certificate program?

View your certificate program courses by clicking My Courses and selecting the certificate program. Any course that *does not* have a green Completed button is a course you need to complete.

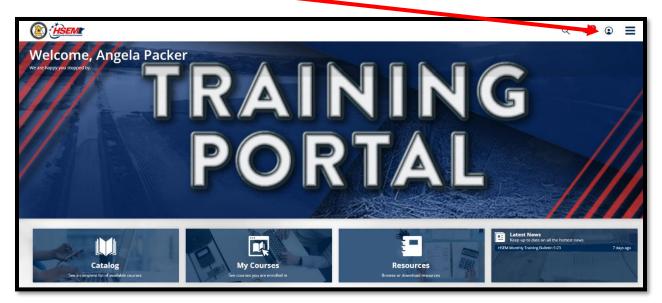
	PDS-0230/0235 Principals of Emergency Management/Emergency Planning	:	
	Instructor Led Course	Completed 🗸	
Tags: Basic Emerge	ncy Management Certificate MN REP Certificate Program Planning		
This course offers training in the fundamentals of the emergency planning process and resources to plan for emergencies in Minnesota jurisdictions. It presents Minnesota-specific emergency planning essentials including: plan format basics, plan review criteria, Minnesota statutes, and Governor's Executive Orders.			
PDS-0240 Leadership and Influence Instructor Led Course	PDS-0240 Leadership and Influence	:	
	Instructor Led Course	Completed 🗸	
Tags: Basic Emergency Management Certificate			
This course focuses on the critical skill of leadership in emergency management. The goal of the course is to improve the leadership and influence skills of emergency management personnel. Some topics covered in the course include leadership from within an organization, facilitating change, building trust, using personal influence, and fostering an environment conducive to leadership development.			
	PDS-0241 Decision Making and Problem Solving		
	Instructor Led Course	Choose Session •	
Tags: Basic Emergency Management Certificate			
The ability to make sound, timely decisione during an emergency event is critical. Good problem solving and decision-making sills are one of your most critical assets as an emergency management professional. Effective skills help avert tragedy and aid the community in recovering faster. Conversely, poor decision-making or the absence of decisions can potentially result in linjury or death to victims or responders. This course is designed to improve your decision-making skills by addressing the decision-making process, decision-making skills exples, identifying attributes of an effective decision maker, and an exploration of ethical decision-making and problem solving.			



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### How do I update my profile?

Click the Profile icon in the top right corner.



## How can I view information on a Venue that my course will be held at?

Click Resources, open the Training Venue folder, and find the venue your course will be at.

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TRAINING VENUES	
Resources + Training Venues	
Resource Name	
لَى Camp Ripley Education Center	Open
له، Camp Ripley EMTC	Open
Jo New Brighton Public Safety Center	Open
ی الله UND Kirby Student Center	Open

## What are Tags?

Tags are words or phrases which describe the similarities between courses.

