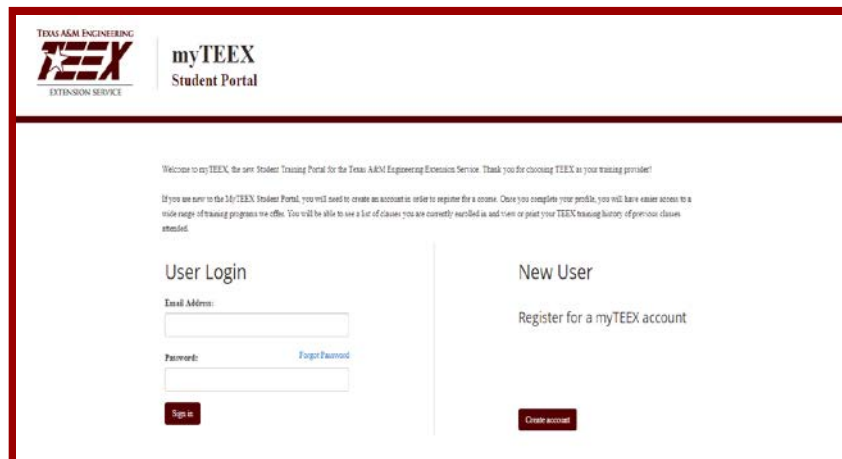


TEEX OLR Process

Registration Instructions

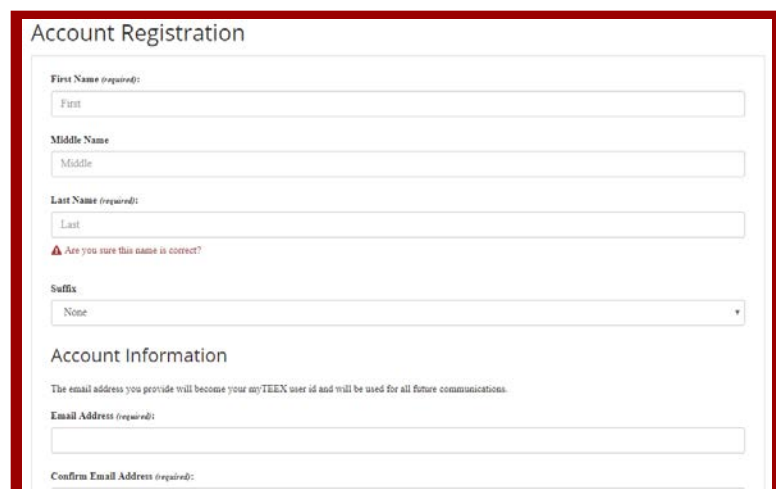
To ensure a successful online registration experience please:

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 left is the TEEX logo with the text "TEXAS A&M ENGINEERING" and "EXTENSION SERVICE". To the right is the "myTEEX Student Portal" header. Below the header 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 account creation. The page is divided into two main sections: "User Login" on the left and "New User" on the right. The "User Login" section has fields for "Email Address:" and "Password:" with a "Forgot Password" link and a "Sign In" button. The "New User" section has a "Register for a myTEEX account" button.

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.**

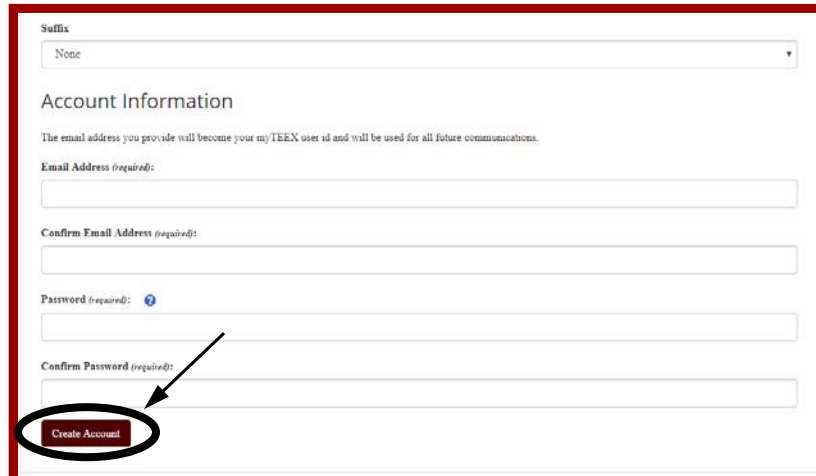


The screenshot shows the "Account Registration" form. It includes the following fields and sections:

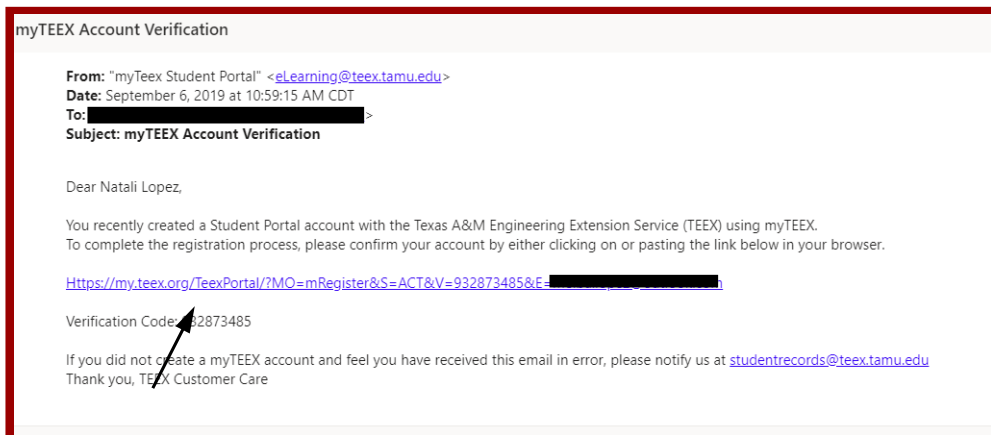
- First Name (required):** Text input field with "First" as a placeholder.
- Middle Name:** Text input field with "Middle" as a placeholder.
- Last Name (required):** Text input field with "Last" as a placeholder. Below this field is a warning icon and the text "Are you sure this name is correct?".
- Suffix:** A dropdown menu with "None" selected.
- Account Information:** A section header.
- The email address you provide will become your myTEEX user id and will be used for all future communications.**
- Email Address (required):** Text input field.
- Confirm Email Address (required):** Text input field.

TEEX OLR Process

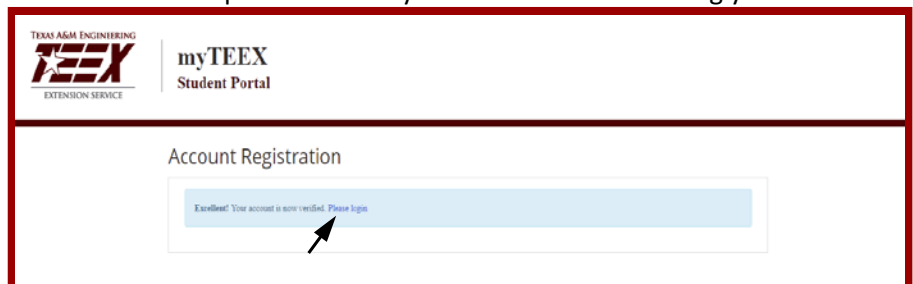
3. Once you have entered your email and created a password hit **“Create Account”** at the bottom of your page.



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:



TEEX OLR Process

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

TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

myTEEX
Student Portal

Dashboard
My Profile
Search Catalog
Course Calendar
Logout

Support
8:00 AM - 5:00 PM CST
Monday - Friday
(979) 458-6833
studentrecords@teex.tamu.edu

Welcome to the new myTEEX Student Portal.

Have you previously taken classes at TEEX?

Yes, I have! No, I'm new here.

- 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.

Returning TEEX Participant

Assist us in matching you to your previous records.

To help us match any previous training records to your new account, please fill out as many of the following fields as possible.

TEEX Student ID:

SCALE PIN:

FEMA SID:

DOD:

International ID:

U.S. 9 digits of Social Security Number:

Find Me!

Returning TEEX Participant

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	<input type="button" value="Cancel"/> <input type="button" value="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

- 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?

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.

Class Registration

1. Class Information 2. Participant Information 3. Payment and Billing Information

Class Fees and Options

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

Continue

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

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

DHS/FEMA Required Information

Student Discipline: (required) Other

Please enter the other Discipline: (required)

Level of Government: (required) Other

Years in Current Position:

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”.

Contact Information (1 of 3 required):

Phone:

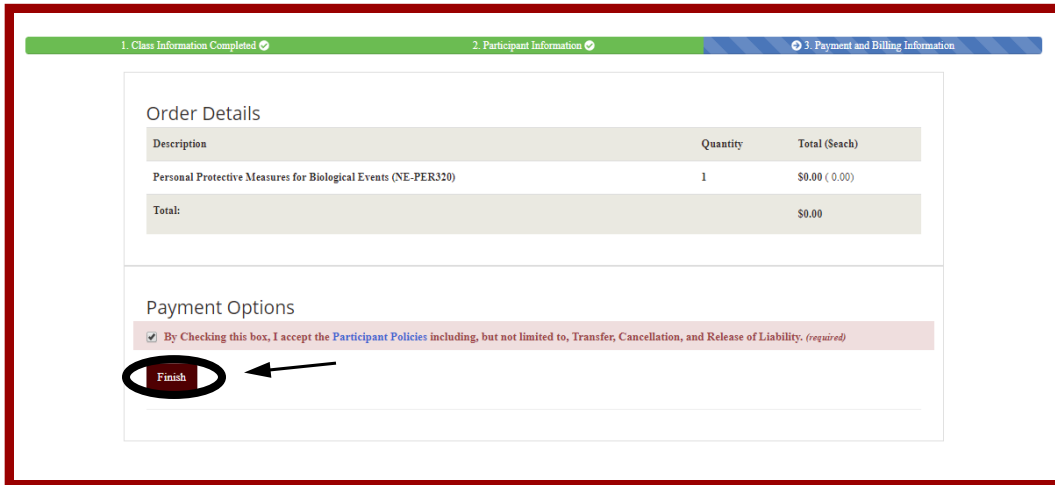
Alternate Phone:

Fax:

Continue

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 shows a web interface with 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, which includes a checked checkbox and the text: "By Checking this box, I accept the Participant Policies including, but not limited to, Transfer, Cancellation, and Release of Liability. (required)". A red "Finish" button is highlighted with a black oval and an 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!