Step 1: log on to https://memamaryland.csod.com

Step 2: Review the Welcome page.

• You can look at the training calendar without signing in or registering.

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|                                       | Welcome to Maryland Em<br>Learning Mana<br>Please   | ergency Management Agency<br>agement System.<br>e Sign-in   |                                       |                      |
|                                       | Login   |   |                                       |                      |
|                                       | User's Email or SID Number:<br>Password:            |   | Contraction of the second             |                      |
| ,                                     | Forgot Password?                                    |   |                                       | - 1                  |
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• You can review the Terms of Use.







Step 3: Register for the system by clicking "Register Here".

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|                 | Please email: Ims.mema@marylan                     | id.gov  |                    |                      |
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Step 4: Fill out First Name, Last Name and Email Address.

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| First Name:   | ^                        |
| * Last Name:  |                          |
| Email Address:  |                          |
| Acceptance of Maryland Emergency Management Agency Terms and Conditions:  | O I ACCEPT the Terms and |
|   | I DECLINE the Terms and  |
|   | Conditions               |
| * Enter your SID Number here and re-enter your SID Number in the User ID field below:   |                          |
| * User ID:  |                          |
| * Employer Type:  | ي<br>ا                   |
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Step 5: Click "I Accept the Terms and Conditions".

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| Use of MEMA LMS requires a FEMA SID Number as the User ID. To obtain a SID N<br>https://cdp.dhs.gov/femasid/   | umber go to: |
| <ul> <li>First Name:</li> <li>Last Name:</li> <li>Email Address:</li> <li>Acceptance of Maryland Emergency Management Agency Terms and Conditions:</li> </ul>  | Conditions   |
| * Enter your SID Number here and re-enter your SID Number in the User ID field below:  |              |
| * User ID:   |              |
| * Employer Type:   | 2<br>2       |
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Step 6: Enter your FEMA Student Identification Number (If you don't have an SID, go to https://cdp.dhs.gov/femasid to get one).

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| * Enter your SID Number here and re-enter your SID Number in the User ID field below:  |  |                   |
| * User ID:   |  |                   |
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| * Employer Name (Do Not Abbreviate):   |  |                   |
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Step 7: Reenter your Student Identification Number as the User ID.

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For Official Use Only

# Step 8: Click on "Employer Type"

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|                                |  | <ul> <li>I DECLINE the Terms and<br/>Conditions</li> </ul> |                       |
|                                | * Student Identification (SID) Number:   |  |                       |
|                                | * Employer Type:   |  |                       |
|                                | * Work Jurisdiction:   | 2  |                       |
|                                | * Disciplines:   | <u>ج</u>   |                       |
|                                | Status:  | <u>ج</u>   |                       |
|                                | * Employer Name (Do Not Abbreviate):   |  |                       |
|                                | * Employer Address:  |  |                       |
|                                | Employer Address Line 2:   |  |                       |
|                                | * City:  |  | ~                     |
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Step 9: Select "Employer Type" that applies to you

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|                           | Title                           | <u>ID</u>                       | Parent                                      |                     |
|                           | Federal                         | Federal                         | Maryland Emergency Management Agency (MEMA) |                     |
|                           | Local                           | Local                           | Maryland Emergency Management Agency (MEMA) |                     |
|                           | Non-Governmenta<br>Organization | Non-Governmental                | Maryland Emergency Management Agency (MEMA) |                     |
|                           | Private Sector                  | PrivateSector                   | Maryland Emergency Management Agency (MEMA) |                     |
|                           | State                           | State                           | Maryland Emergency Management Agency (MEMA) |                     |
|                           | Tribal                          | Tribal                          | Maryland Emergency Management Agency (MEMA) |                     |
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## Step 10: Select "Work Jurisdiction".

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| * First Name:   | ^                                      |
| * Last Name:  |  |
| * Email Address:  |  |
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| * Student Identification (SID) Number:                                      |  |
| * Employer Type   | Local &                                |
| * Work Jurisdiction:  |  |
| * Disciplines:  | 2                                      |
| Status:   | <u>ل</u>                               |
| * Employer Name (Do Not Abbreviate):  |  |
| * Employer Address:   |  |
| Employer Address Line 2:  |  |
| * City:   | ×                                      |
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Step 11: Select county where your organization resides.

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|                        | <u>Title</u>                      | ID                  | Parent   |               |                      |
|                        | N-m-Maryland                      | Non-Maryland        | Maryland Emergency Management Agency (MEMA)  | _             |                      |
|                        | Allegany County                   | Allegany County     | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Annapolis City                    | Annapolis City      | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Anne Arundel<br>County            | Anne Arundel County | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Baltimore City                    | Baltimore City      | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Baltimore County                  | Baltimore County    | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Calvert County                    | Calvert County      | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Caroline County                   | Caroline County     | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Carroll County                    | Carroll County      | Maryland Emergency Management Agency (MEMA)  |               |                      |
|                        | Cecil County                      | Cecil County        | Maryland Emergency Management Agency (MEMA)  |               |                      |
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## Step 12: Select "Discipline".

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|  | * Student Identification (SID) Number:   |  |
|  | * Employer Type:   | Local 🖉 🔟  |
|  | * Work Jurisdiction  | Carroll County 🖉 🔟   |
|  | * Disciplines  |  |
|  | Status:  | L.   |
|  | * Employer Name (Do Not Abbreviate):   |  |
|  | * Employer Address:  |  |
|  | Employer Address Line 2:   |  |
|  | * City:  |  |
|  | * State (Use State Abbreviation):  |  |
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Step 13: Select the Emergency Support Function (ESF) that applies to you.

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|                               | Title                                  | ID                                  | Parent   |                                       |              |
|                               | 01 Transportation                      | 01 Transportation                   | Maryland Emergency Management Agency (MEMA)  | )                                     |              |
|                               | 02 Communications                      | 02 Communications                   | Maryland Emergency Management Agency (MEMA)  | )                                     |              |
|                               | 03 Public Works &<br>Engineering       | 03 Public Works & Engineering       | Maryland Emergency Management Agency (MEMA)  |                                       |              |
|                               | 04 Firefighting                        | 04 Firefighting                     | Maryland Emergency Management Agency (MEMA)  | )                                     |              |
|                               | 05 Emergency<br>Management             | 05 Emergency Management             | Maryland Emergency Management Agency (MEMA)  | )                                     |              |
|                               | 06 Mass Care &<br>Sheltering           | 06 Mass Care & Sheltering           | Maryland Emergency Management Agency (MEMA)  |                                       |              |
|                               | 07 Resource<br>Support & Logistics     | 07 Resource Support & Logistics     | Maryland Emergency Management Agency (MEMA)  |                                       |              |
|                               | 08 Public Health &<br>Medical Services | 08 Public Health & Medical Services | Maryland Emergency Management Agency (MEMA)  |                                       |              |
|                               | 09 Search & Rescrie                    | 09 Search & Rescue                  | Maryland Emergency Management Agency (MEMA)  |                                       |              |
|                               | A Hazardous                            | 10 Hazardoue Matoriale              | Mandand Emergency Management Agency (MEMA)   | 、 <b>Ť</b>                            | ~            |
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## Step 14: Select "Status".

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| * Work Jurisdiction:  | Carroll County 🖉 🛅   |              |
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| Status:   |  |              |
| * Employer Name (Do Not Abbreviate):                              |  |              |
| * Employer Address:   |  |              |
| Employer Address Line 2:  |  |              |
| * City:   |  |              |
| * State (Use State Abbreviation):                                 |  |              |
| * Zip:  |  |              |
| * Primary Phone Number:   |  |              |
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Step 15: Select the status that applies to you

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|                           | Disaster Reserved       | Disaster Reservist  | Maryland Emergency Management Agency (MEMA) |                                 |
| (                         | Paid Full Time          | Paid Full Time      | Maryland Emergency Management Agency (MEMA) |                                 |
|                           | Paid Part Time          | Paid Part Time      | Maryland Emergency Management Agency (MEMA) |                                 |
|                           | Volunteer               | Volunteer           | Maryland Emergency Management Agency (MEMA) |                                 |
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Step 16: Type in "Employer Name", "Employer Address", and Primary "Phone Number".

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| * Employer Name (Do Not Abbreviate):  |                                 |
| * Employer Address  |                                 |
| Employer Address Line 2:  |                                 |
| City:   |                                 |
| * State (Use State Abbrevition):  |                                 |
| t Zip:  |                                 |
| * Primary Phone Number:   |                                 |
| Secondary Phone Number  |                                 |
| Fax Phone Number:   |                                 |
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Step 17: Type in personal information

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|  | * Primary Phone Number:   | ^                 |
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|  | Functional Needs:   |                   |
|  | *New password:  |                   |
|  | * Confirm password:   |                   |
|  | * Passwords must contain both upper and lower case lett<br>* Passwords must contain alpha <u>and</u> numeric character<br>* Passwords must be 4 - 20 characters<br>* Passwords cannot have leading or trailing spaces<br>* Passwords cannot be the same as the Username, User ID, or em | ers<br>S          |
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Step 18: Type in any "Functional Needs".

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| * Primary Phone Number:   | ^ ^                |
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| Functional Network  |                    |
| * New password:   |                    |
| * Confirm password:   |                    |
| * Passwords must contain both upper and lower case letter<br>* Passwords must contain alpha <u>and</u> numeric characters<br>* Passwords must be 4 - 20 characters<br>* Passwords cannot have leading or trailing spaces<br>* Passwords cannot be the same as the Username, User ID, or ema | rs<br>ill address. |
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Step 19: Type in a Password.

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| Primary Phone Number:   | ^                  |
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| Functional Needs:   |                    |
| * New password?   |                    |
| * Confirm password:   |                    |
| * Passwords must contain both upper and lower case letters<br>* Passwords must contain alpha <u>and</u> numeric characters<br>* Passwords must be 4 - 20 characters<br>* Passwords cannot have leading or trailing spaces<br>* Passwords cannot be the same as the Username, User ID, or email address. | ~                  |
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## Step 20: Confirm Password

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| Primary Phone Number:  | ^                         |
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| * New password:  |                           |
| * Confirm password:  | >                         |
| * Passwords must contain both upper and lower case lett<br>* Passwords must contain alpha <u>and</u> numeric character<br>* Passwords must be 4 - 20 characters<br>* Passwords cannot have leading or trailing spaces  | ers<br>s                  |
| * Passwords cannot be the same as the Username, User ID, or en   | nall address.             |
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Step 21: Login

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| i.  | Secondary Phone Number:  |                    |           | ^                    |
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|   | Race:  | Select             | $\sim$    |                      |
|   | Ethnicity:   | Select V           |           |                      |
|   | Gender:  | Select V           |           |                      |
|   | Age:   |                    |           |                      |
|   | Functional Needs:  |                    |           |                      |
| * Ne  | ew password:   |                    |           |                      |
| * Confir  | m password:  |                    |           |                      |
| * Passwords i<br>* Password<br>* P<br>* Passwords cannot be | must contain both upper and lower case lette<br>s must contain alpha <u>and</u> numeric characters<br>asswords must be 4 - 20 characters<br>rofs cannot have leading or trailing spaces<br>a the same as the Username, User ID, or ema | rs<br>all address. |           |                      |
|   | Cancel Login   |                    |           | $\sim$               |
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