



Mississippi Emergency Management Agency

Office of Preparedness Training Bureau

Loretta S. Thorpe, Bureau Director
State Training Officer





Registering For System Access

Register For System Access:

- 1) Go to: <https://my.msema.org>
- 2) Click on the "Register for Access" link:

Returning User Login:

Email:

Password:

Remember Me

[Forgot Login?](#)
[Register for Access](#)

- 3) Complete the Registration Form, then click on the "Register" button:

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Reason for Requested Access:

* Do you represent a local agency ??
Select NO



County:

FEMA CDP Number:

FEMA SID Number:

Applicant:

Grant Number:

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

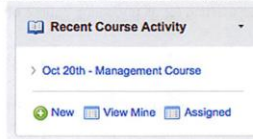
Put your FEMA SID # in twice.

4) Once your access request has been processed by MEMA you will receive an email notification containing your username and temporary password. Return to <https://my.msema.org> and use your login details provided in the email to log in. The first time you log in using the new temporary password you will be asked to set up your own personal password.



Registering For A Course Offering

- 1) Login to <https://my.msema.org>
- 2) On the Home Page, find the "Recent Course Activity" section, located on the bottom-right of the screen. This section will list all previously submitted Course Registrations.



- 3) Find the course you've completed and would like to generate a certificate for. If it is not listed in the Recent Course Activity section, then click on the "View Mine" link, which will show you a listing of all of your previous Course Registrations.
- 4) Once you've navigated to the Course Registration for which you would like to generate a Certificate, scroll to the bottom of the screen, and in the footer section, under Document Templates, click on the "Course Certificate" link.





Register for a Course Offering

- 1) Login to: <https://my.msema.org>
- 2) On your Home page, see a listing for all upcoming course offerings in the "Upcoming Course Offerings" table:

Date	Course Offering	Description	Prerequisites	Location	Register
Oct 10th	Basic Public Information Officer Training	This training will equip participants with the basic skills needed to be full- or part-time PIOs such as oral and written communications, and understanding and working with the media, and basic tools and techniques needed to perform effectively.	None	County not specified County	Register

- 3) Click on the "Register" button next to the course for which you would like to register, then proceed to complete the Course Registration form, and click on the "Advance" button to submit the Registration. You will receive an email notification to confirm your successful registration once it has been processed by the course administrator.

Save
Advance
Cancel

Form
Form

Participant Contact:

Course Offering:

Is Observer:

Comments:

[View Participant Info](#)

- 4) After registration, track the status of your registration by logging into My.MSEMA.org and on the Home page, see the "Register" column of the Upcoming Course Offerings table.

Date	Course Offering	Description	Prerequisites	Location	Register
Oct 20th	Management Course	Course for Project Managers. See full description here: http://cdp.dhs.gov/mobile/for.html	None	County not specified County	Pending

Generating Certificates For Completed Courses:



Retrieving Certificates

- <https://my.msema.org/index.cfm>
- Sign In
- Scroll to the bottom right corner
 - Recent Course Activity
 - View Mines (Registration Complete)
 - Document Templates (Course Certificate)



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Questions?

