

# FEMA RES New Account Quick Guide

**Admin > Login**

User Name:

Password:

**1.**

**Select Request a New Account**

**Need assistance?**  
You can reach the FirstResponderTraining.gov Help Desk by:  
Phone: 1-866-476-4827  
Weekdays: 8:00 A.M. to 5:00 P.M. CST  
Email: [frtrainer@dhhs.gov](mailto:frtrainer@dhhs.gov) (24 hours a day)

**System Timeout** - Please note that this system times out automatically after twenty (20) minutes of inactivity. After twenty minutes, you will be required to log in again to resume your session.

**First Responders - Request New Account**

**Request a New Account**

Please create your own Username. A Username uniquely identifies a user, and can consist of upper and lower case letters, numbers, and the '.', '@', '\_', and '-' symbols. Using an email address as a Username is suggested, but not required.

\* Indicates a required field.

Username: **Tip: Use Email Address**

First Name \*

Middle Initial

Last Name \*

Work Email \*

Work Phone \* ext. (000-000-0000)

Alternate Work Phone ext. (000-000-0000)

Role \* Please Select

**2.**

**Fill out required fields**

**ROUTE**  
Your role selection customizes what you will see in RES

**Users - Confirm New Account Request**

**Confirm Request for New Account**

Username: tsu122@verizon.net  
First Name: Joan  
Middle Initial  
Last Name: Taylor  
Job Title: Training Provider  
Organization: FEMA  
Work Address 1: 11111 S  
Work Address 2  
City: Reston  
State: VA  
Zip: 20194  
Work Email: tsu122@verizon.net  
Work Phone: 703-594-0000  
Alternate Work Phone  
Role: Training Provider  
Training Provider: Dartmouth College

**3.**

**Click Submit**

**First Responders > Request New Account Successful**

Thank you for successfully submitting a request for a new account for FRTS. You should receive an email shortly notifying you of your account status.

[Return to the login screen.](#)

**Registration Acknowledgement - Email #1**

**ROUTE**  
The second email contains your log-in information.

To: <tsu122@verizon.net>  
Subject: [FirstResponderTraining.gov](#) Account Request

Thank you for registering for [FirstResponderTraining.gov](#)

Username: [tsu122@verizon.net](mailto:tsu122@verizon.net)  
First Name: Joan  
Last Name: Taylor  
Work Email: [tsu122@verizon.net](mailto:tsu122@verizon.net)  
Role: Training Provider

The system administrators will be notified of your request for a new account to access your content on [FirstResponderTraining.gov](#).

Sincerely,  
[FirstResponderTraining.gov](#)

**First-Time Log in Details - Email #2**

Dear Lee Taylor-Veins,

Your request for a [FirstResponderTraining.gov](#) Admin account has been approved.

To log in for the first time,

- Click on the following link: [Log into First Responders Training Admin](#)
- Log in with this temporary password: password
- Change your password
- Set your security questions
- Accept the site rules of behavior

At this point, you will be notified of any additional security regulations required by FEMA security regulations require.

Please contact us at [frtrainer@dhhs.gov](mailto:frtrainer@dhhs.gov) if you have any questions or if a problem logging in or need additional assistance.

Thank you,

**4.**

**Use email details to log in**

**FEMA FirstResponderTraining.gov ADMIN**

**Admin > Login**

User Name:

Password:

**FirstResponderTraining.gov Administrator Access**

You are about to enter the FirstResponderTraining.gov administrative site. This site is for NTEd training partners, SAA, TPOCs, State training approvers, preparedness officers, NTEd administrators, and other authorized personnel.

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