



FEMA

**The Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)/
National Training and Education Division (NTED)
Registration and Evaluation System (RES)**

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Prepared By

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1. INTRODUCTION

The DHS/FEMA National Training and Education Division (NTED) has recognized the need for a comprehensive, centralized database of training participant numbers and training evaluations to enhance its ability to manage the quality of its sponsored courses and provide performance reporting.

The RES is a dedicated system to efficiently receive the following information from all training providers:

- Student Registration information
- Level One: Post course evaluation
- Level Two: Pre-and-post performance test

2. OBTAINING USER ID AND LOGIN

The following section describes how to obtain a user login to the RES application.

1. Launch the RES by navigating to <https://www.firstrespondertraining.gov/res>
2. The RES Login screen appears (see Figure 3-1).
3. Select the “Register for a New Account” link below the Login button.
4. The Request Account page appears (see Figure 2-1).
5. Fill in all the fields, select your security questions, and add any additional comments or notes then click Submit.
6. You will receive an email from res@dhs.gov that confirms that your request has been received.
7. Close your browser.
8. The RES Help Desk will verify the account information and, if approved, activate your account.
9. You will receive an email from res@dhs.gov notifying you that your account has been activated.

The screenshot shows the FEMA Request Account page. At the top, there is the FEMA logo and the text: "The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEI/TO)". Below this, the page title is "Register for a New User Account". A note states: "Fields displayed in bold * are required and must be completed." The form includes the following fields: "User ID: *" with a "Check availability" button; "Last Name: *" and "First Name: *"; "Default Password: *" and "Email: *"; "User Role: *" with a dropdown menu; "Security Question: *" with a dropdown menu; "Answer: *" (text input); "Security Question: *" with a dropdown menu; "Answer: *" (text input); and "Comments/Notes: *" (text area). At the bottom left, there are "Submit" and "Reset" buttons.

Figure 2-1: RES Request Account Page

3. LAUNCHING THE RES

The following section describes how to initiate the RES application.

1. Launch the RES by navigating to <https://www.firstrespondertraining.gov/res>
2. The RES Login screen appears (see Figure 2-1).
3. Enter the appropriate User Name and Password and click Login to enter the website.



FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
National Preparedness Directorate (NPD), National Integration Center (NIC),
Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Login

UserID:

Password:

Note: Password is case sensitive

[Forgot Password?](#) | [Register for a New Account](#)

* **Warning.** This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Figure 3-1: RES Login Page
Note: The Password is case sensitive

4. RES HOME PAGE

Once the user successfully logs into the RES, the Home Page is displayed. (see Figure 4-1).



Figure 4-1: RES Home Page

The RES Home Page serves as the entry point into the RES. It provides information about each module so the user can become familiar with the functionality available in the system and on each screen. From the RES home page, the user can access all of the system's modules using the RES toolbar, which is displayed at all times.

5. FORMS MODULE

The Forms module provides users with an interface to download the DHS standard Batch Header, Registration, and Level 1 Evaluation forms. The right side of the screen also includes detailed instructions to submit forms to the scanning contractor, Quality Associates, Inc. (QAI).

1. The forms module can be accessed by clicking on the Forms box or the Forms tab on the RES toolbar.



Figure 5-1: RES Home Page (Select Forms Module)

2. The Forms Module is displayed.

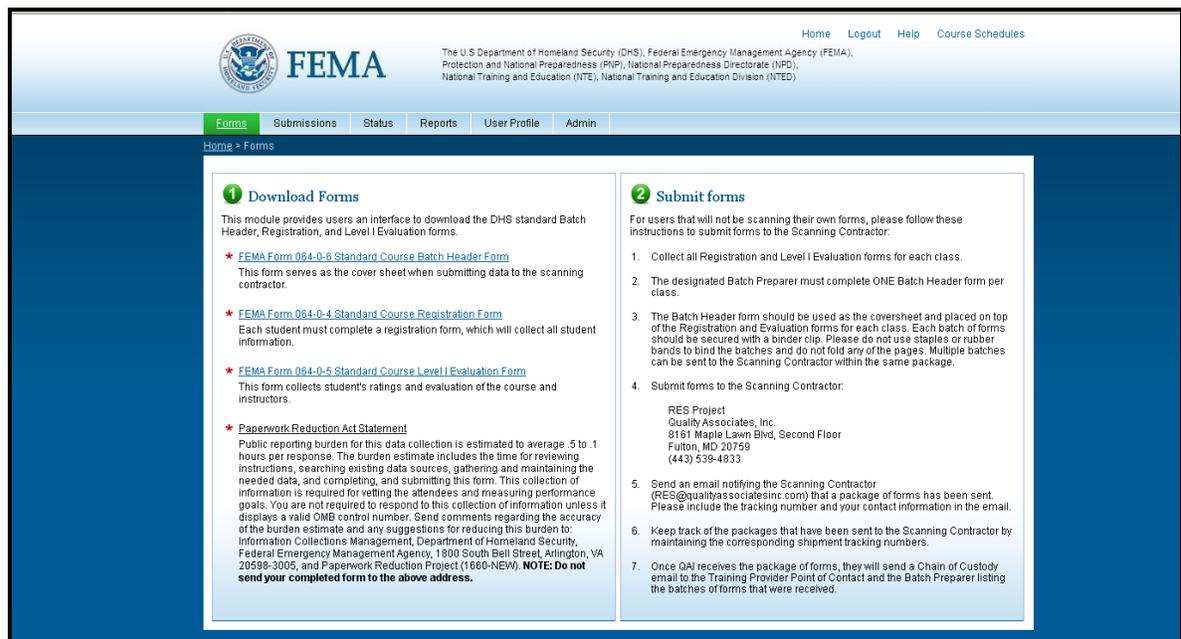


Figure 5-2: RES Forms Module

3. The standard DHS forms can be downloaded by clicking on the links in the “Step 1 Download Forms” section located on the left side of the screen.
4. The forms can either be printed and filled out entirely by hand or certain sections can be filled out before printing. The entire Batch Header form can be filled out on screen as well as Part 1 of the Registration form and Evaluation form. (See Figure 5-3)

DHS/FEMA/PNP/NPD/NTE National Training and Education Division (NTED)	PAPERWORK BURDEN DISCLOSURE NOTICE FEMA Form 064-0-6	OMB Control Number: 1660-NEW Expiration Date: 00/00/0000																																																																												
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, and submitting this form. This collection of information is required and mandatory to measure performance goals. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, and Paperwork Reduction Project (1660-NEW). NOTE: Do not send your completed form to the above address.																																																																														
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Figure 5-3: Fillable Batch Header Form

5. The instructions to submit the forms to the scanning contractor are displayed in “Step 2 Submit forms” section located on the right side of the screen.
6. To navigate back to the Home Page or any other module click on the tabs on the RES toolbar or the Breadcrumbs. See Figure 5-4 below for details.

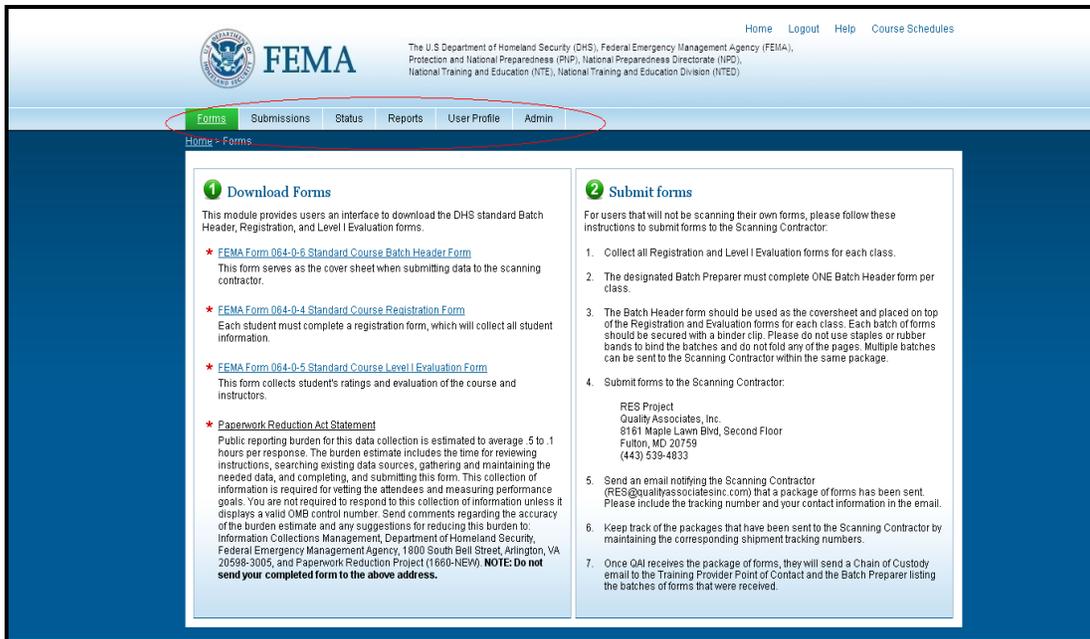


Figure 5-4: RES Forms Module (Navigate to Other Modules)

6. SUBMIT AN XML FILE

This module provides users with an interface to select and submit XML files to be uploaded into the RES.

1. The XML module can be accessed by clicking on the “Data Submissions” box on the RES homepage or the Submissions tab on the RES toolbar.

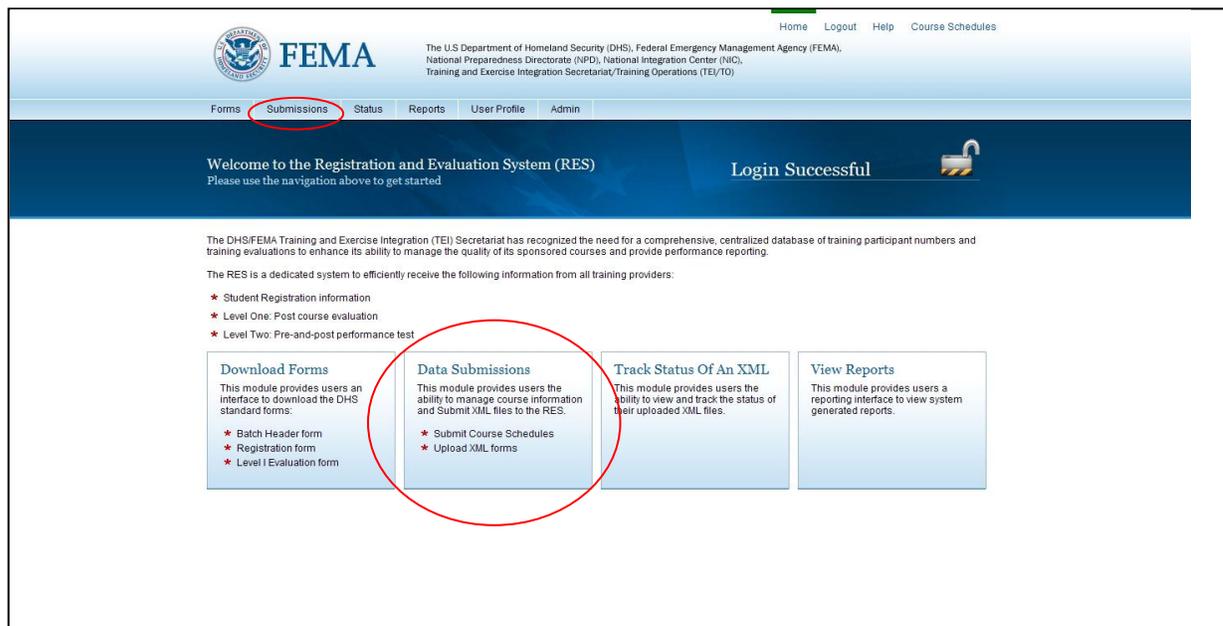


Figure 6-1: RES Home Page (Select XML Submission Module)

2. The Submissions module is Displayed. Click on the Submit an XML File link.

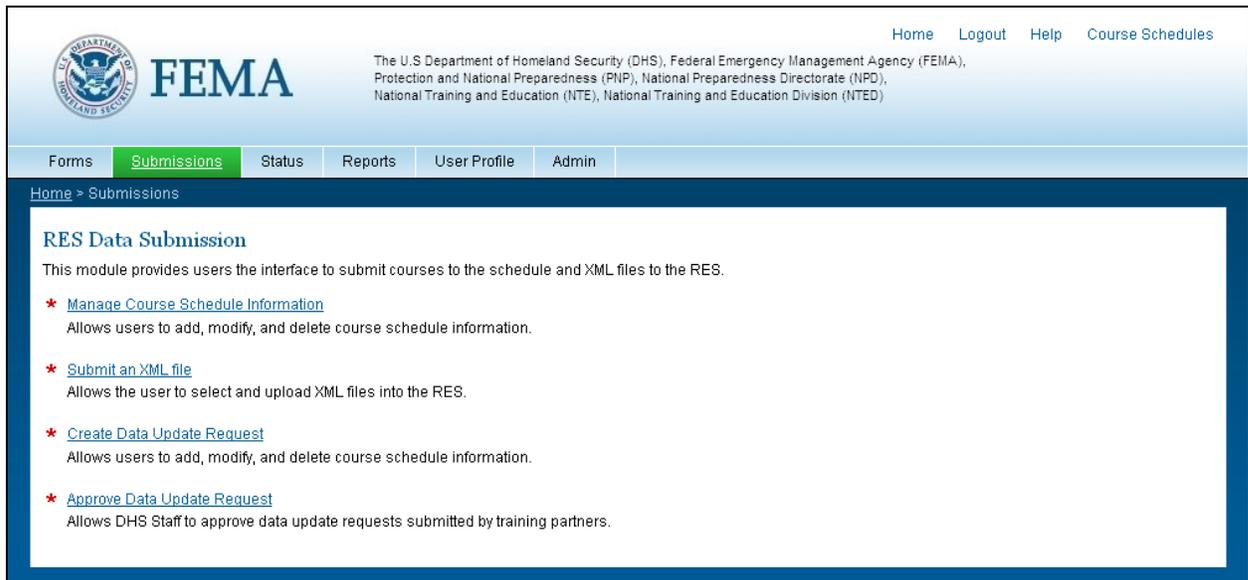


Figure 6-2: RES Submission Module

3. The XML Submission Module is Displayed.

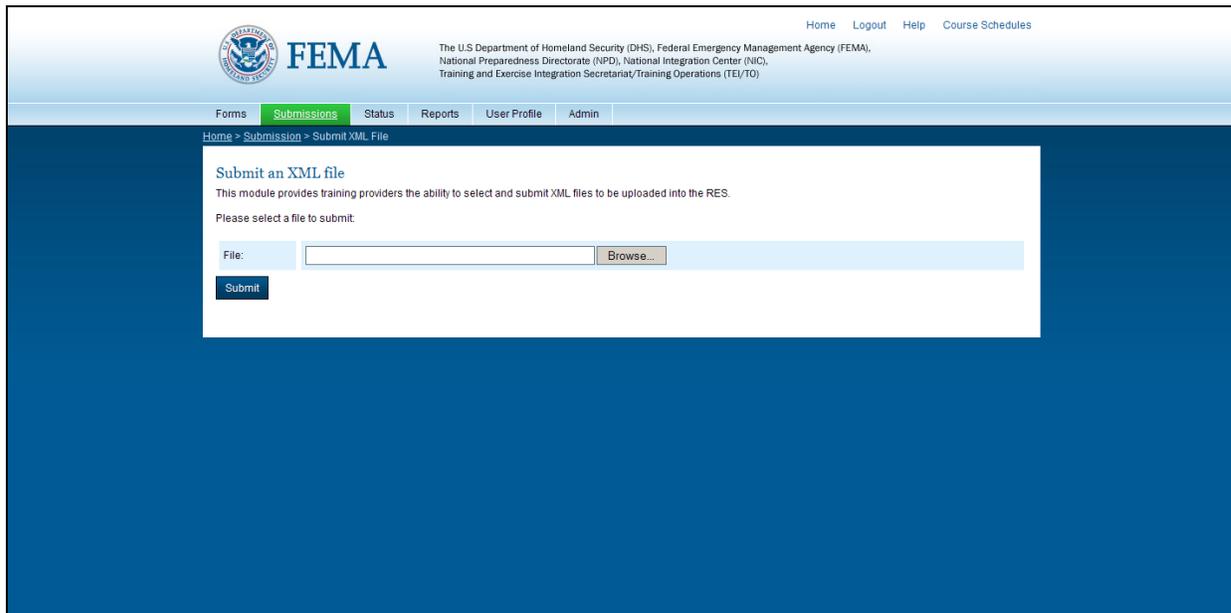


Figure 6-3: RES XML Submission Module

4. The user can submit an XML File by either typing in the name and location of the file or clicking the Browse button.
5. The Browse function allows the user to navigate to the XML file. Click on the appropriate XML file to select the file to upload. Click on the Open button.

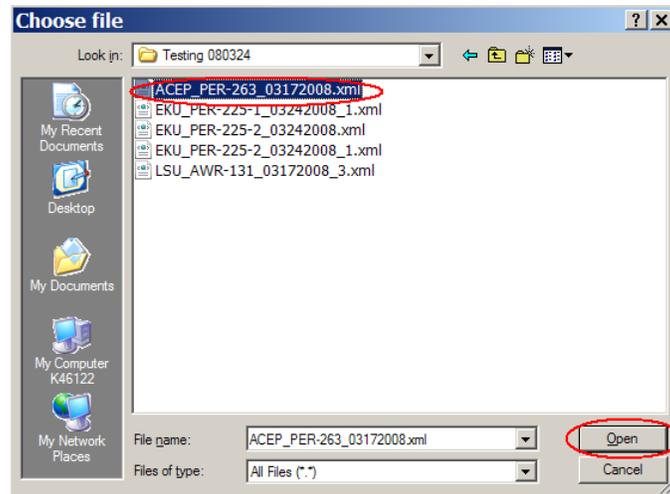


Figure 6-4: Navigate to XML file

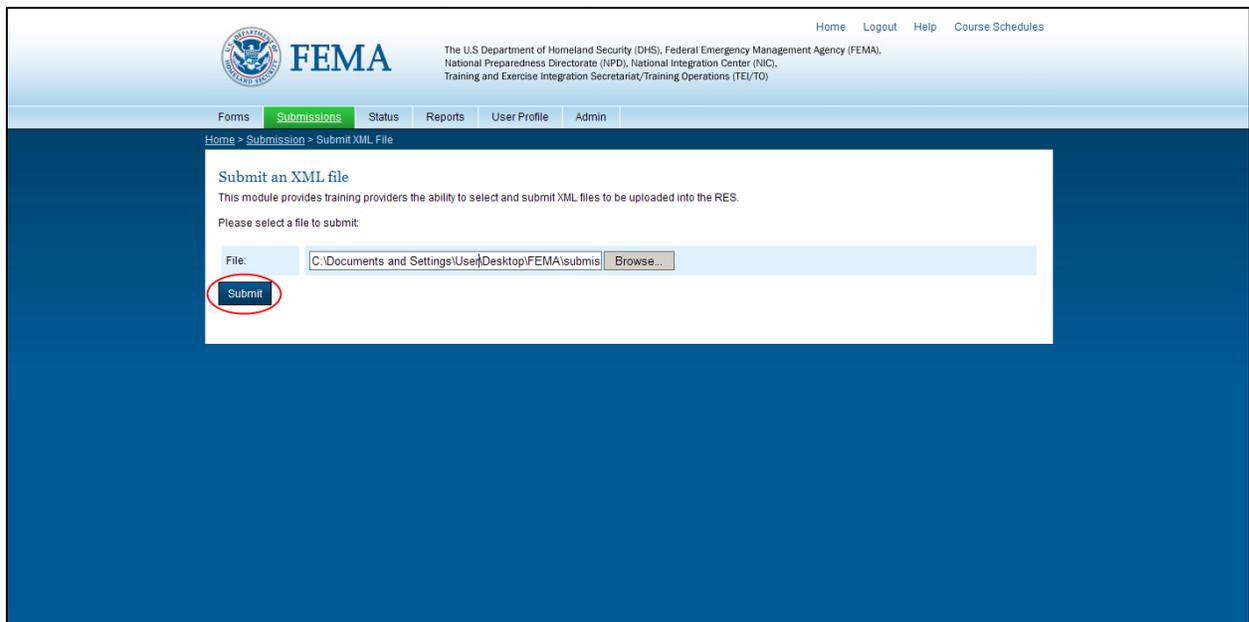


Figure 6-5: Submit the XML File

6. The name and path is entered into the file text box. Click the Submit button to load the XML file into the RES database.
7. The Submission Received screen will be displayed (See Figure 6-6) if the XML file passes the first level of Validation, which includes:
 - Pass virus scan
 - Valid file name
 - File has never been submitted before

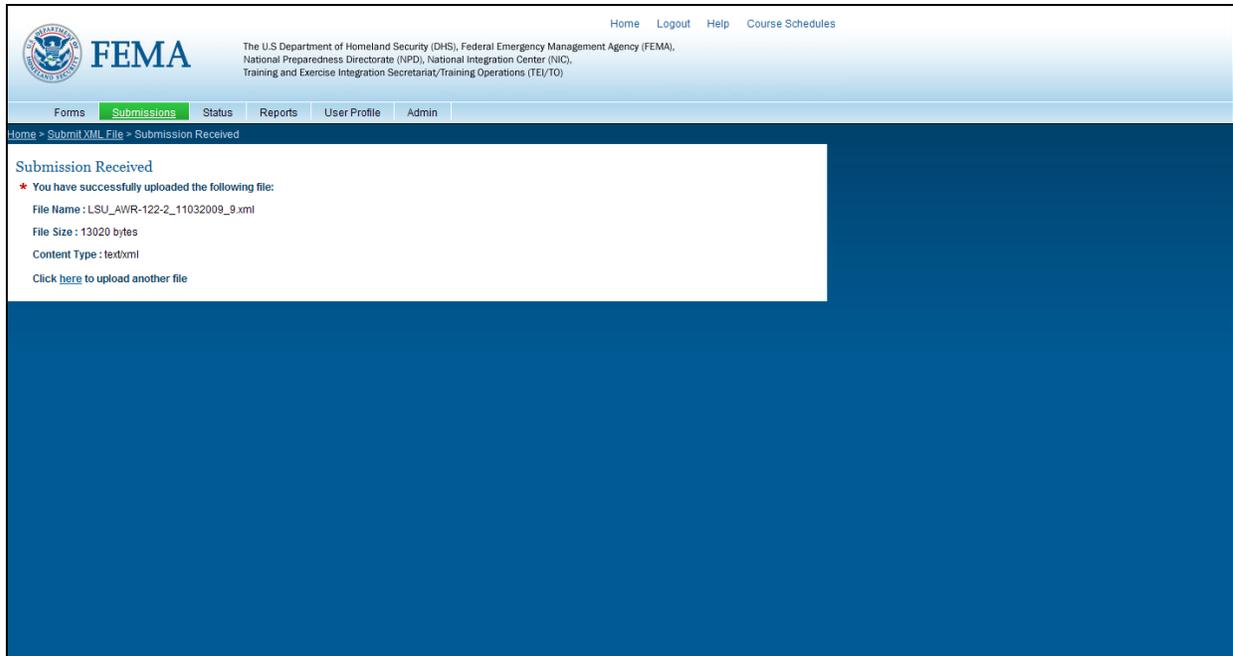


Figure 6-6: XML Submission Received

6.1 SUBMISSION SUCCESSFULLY LOADED INTO THE RES

1. If the XML submission passes the second level of validation, it is successfully loaded into the RES database. The Training Provider POC and the user who submitted the XML file will receive an email notification that the submission was loaded successfully.

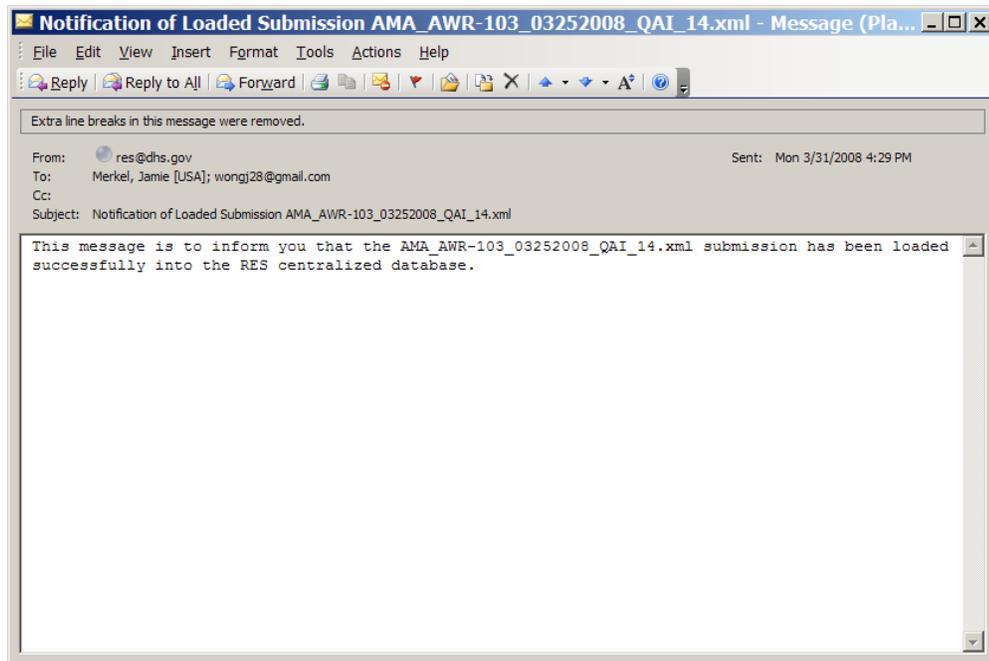


Figure 6-7: XML File Successfully Loaded into the RES

6.2 SUBMISSION FAILS FIRST LEVEL OF VALIDATION

1. The Submission Failed screen (See Figure 6-8) will be displayed if the XML submission fails the first level of validation. Details as to why the submission failed the first validation will be provided on screen. For example, in Figure 6-8, the file does not follow the DHS file naming convention.

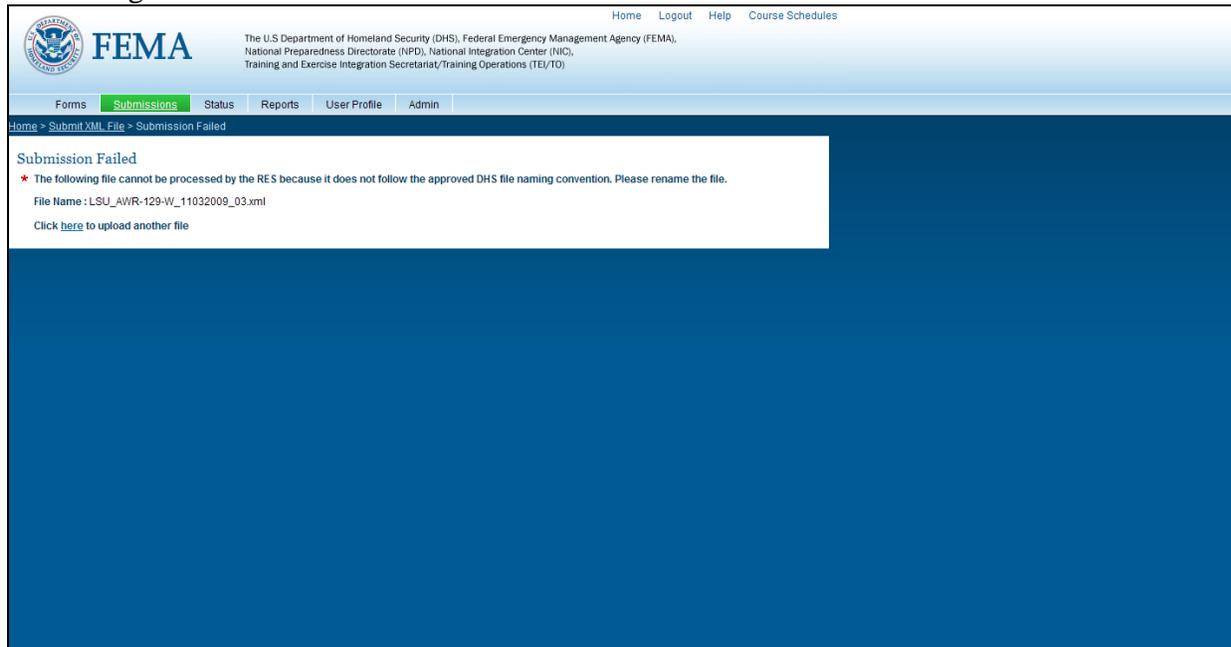


Figure 6-8: XML File Failed Loading into the RES

2. To upload another file, click on the link, “Click here to upload another file.”

6.3 SUBMISSION FAILS SECOND LEVEL OF VALIDATION

1. If the XML submission fails the second level of validation, the user who submitted the XML file will receive an email notification that the submission failed loading.

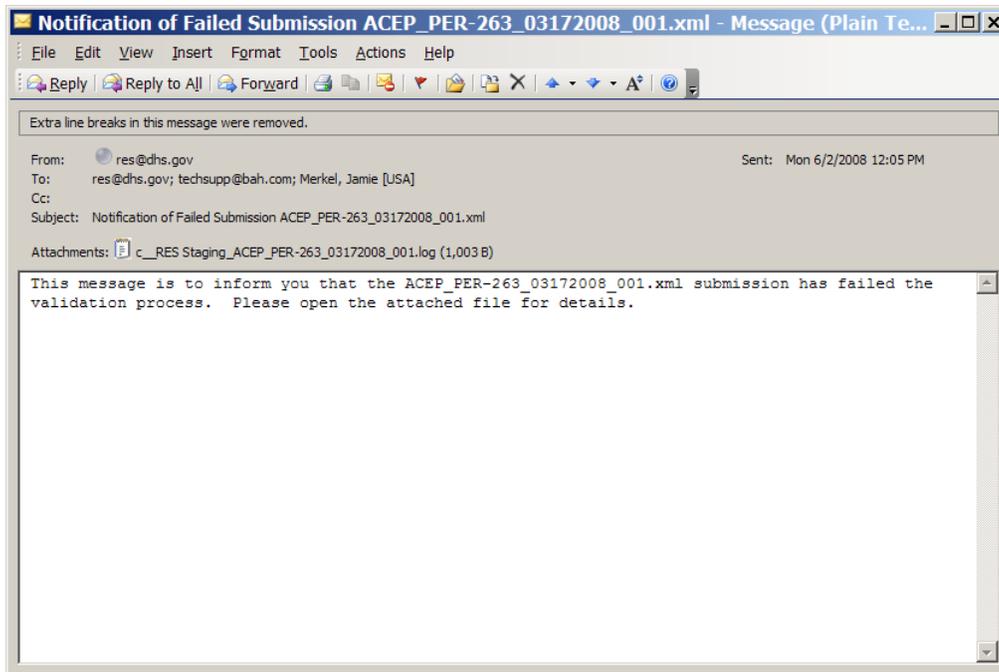


Figure 6-9: XML File Failed to load into the RES

2. A log file will be attached to the failed submission notification email detailing the errors that caused the submission to fail to load into the RES.

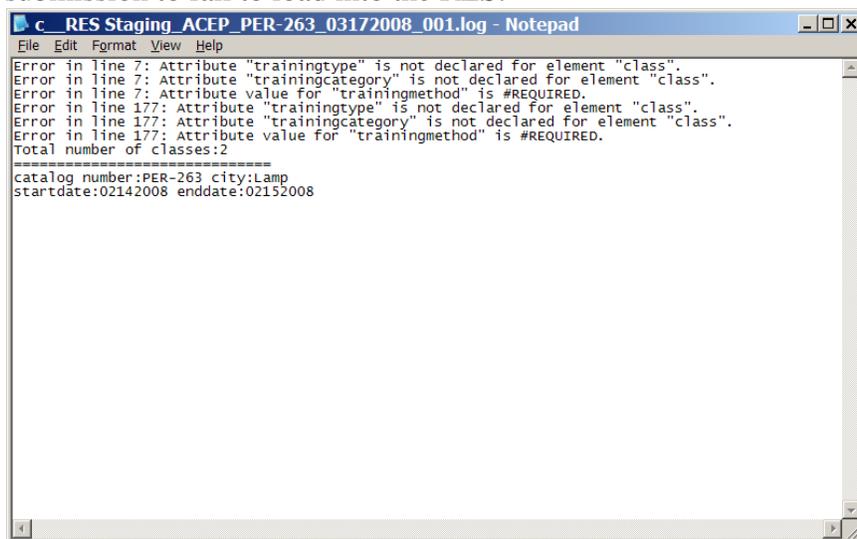


Figure 6-10: Failed XML Error Log

2. At this time, the user can make the changes to the XML file. The file must be renamed before it is resubmitted either by changing the date of submission or adding a sequence number to the end of the file name.

7. MANAGE COURSE SCHEDULE INFORMATION

7.1 SUBMIT A COURSE TO THE SCHEDULE

This module provides the user the ability to add a course to the schedule which the public can view and search.

1. The XML module can be accessed by clicking on the “Data Submissions” box on the RES homepage or the Submissions tab on the RES toolbar. See Figure 6-1.
2. The Submissions module is Displayed. Click on the Manage Course Schedule Information link.

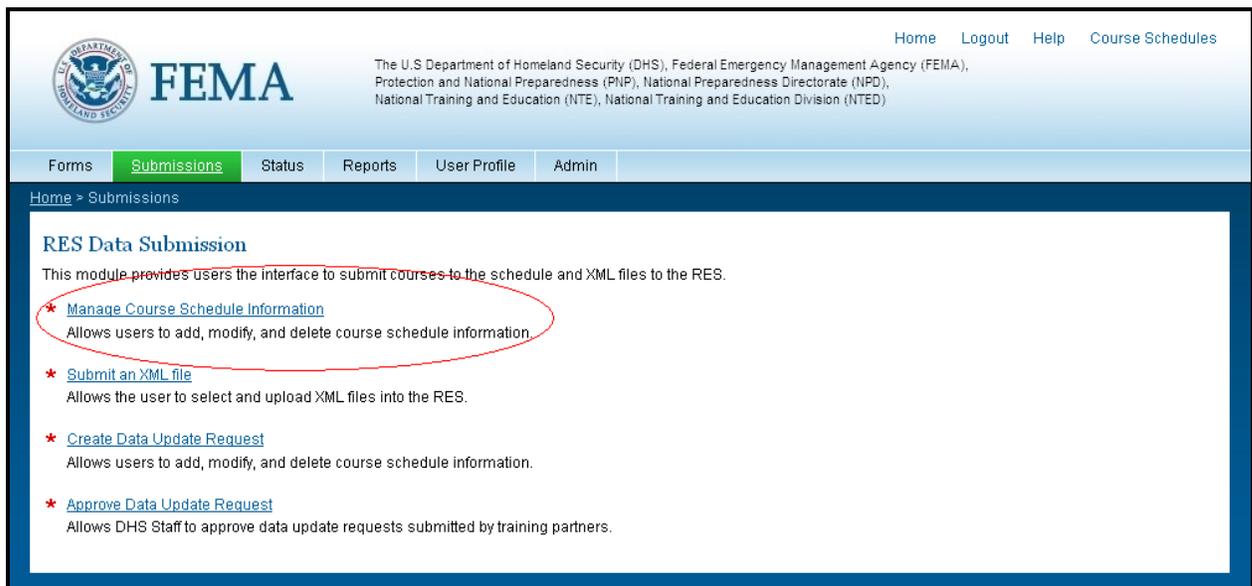


Figure 7-1: RES Submissions Screen

3. The Manage Course schedule module is Displayed. Click on the Add a New Course to the Schedule link.

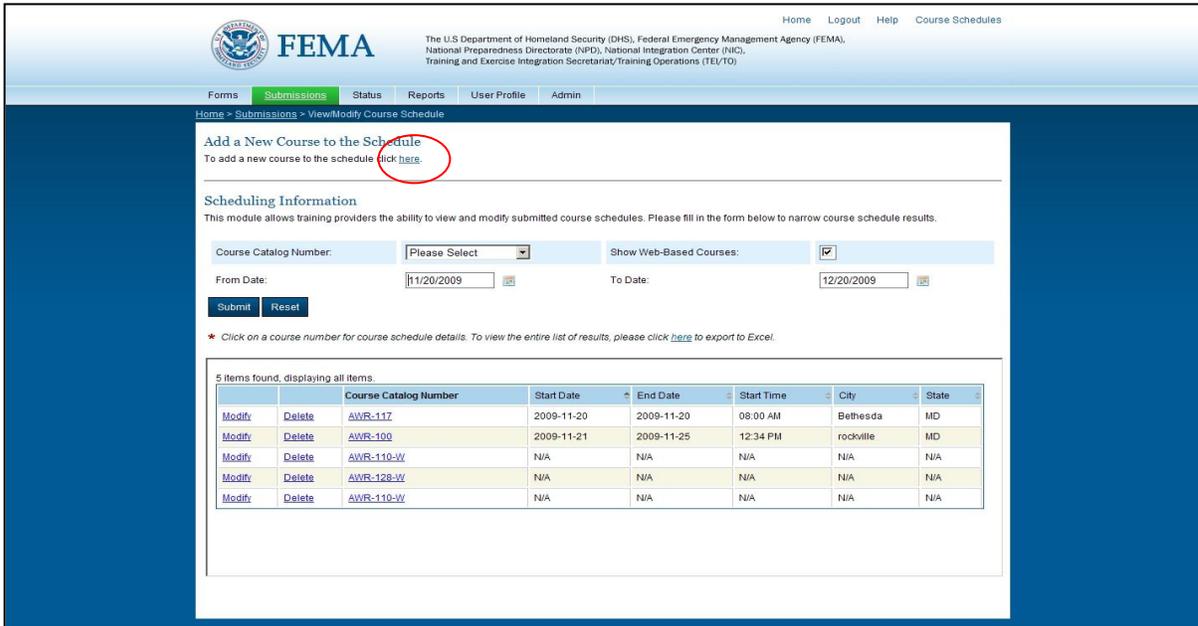


Figure 7-2: RES Manage Course Schedules Screen (Add New Course link)

- The Add a New Course module will display. Start by selecting the Course Catalog number. Selecting a new course catalog will auto-populate the course name, description, and length. Fill out all the required fields and click Submit.

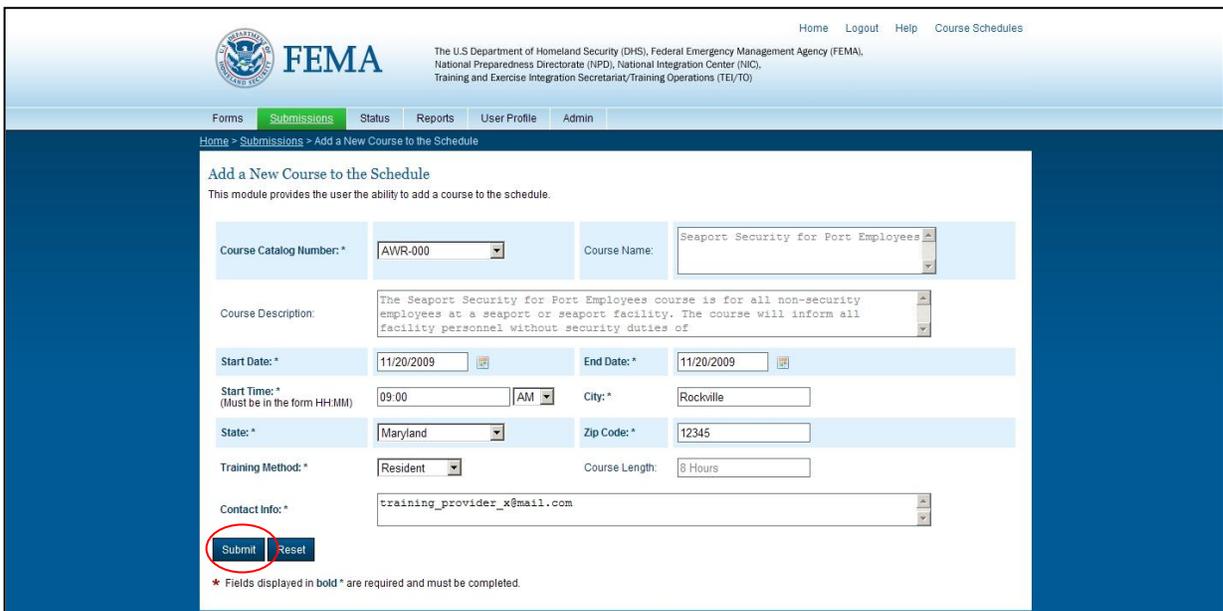


Figure 7-3: Add a New Course Schedule Screen (Resident and Mobile)

Note: The course catalog number is based on the courses your institution currently offers.

Home > Submissions > Add a New Course to the Schedule

Add a New Course to the Schedule

This module provides the user the ability to add a course to the schedule.

Course Catalog Number: *	AWR-000	Course Name:	Seaport Security for Port Employees
Course Description:	The Seaport Security for Port Employees course is for all non-security employees at a seaport or seaport facility. The course will inform all facility personnel without security duties of		
Start Date: *	N/A	End Date: *	N/A
Start Time: * (Must be in the form HH:MM)	N/A AM	City: *	N/A
State: *		Zip Code: *	N/A
Training Method: *	Web-Based	Course Length:	8 Hours
Contact Info: *	training_provider_x@mail.com		

Submit **Reset**

* Fields displayed in bold * are required and must be completed.

Figure 7-4: Add a New Course Schedule Screen (Web-Based)

Note: Web-Based courses do not require dates, times, or locations.

5. Review the course information and confirm by clicking the Submit button.

Home > Submissions > Add New Course Schedule

Confirm Course Addition to Schedule

This module provides the user the ability to add a course to the schedule.

Course Catalog Number: *	AWR-000
Course Name:	Seaport Security for Port Employees
Course Description:	The Seaport Security for Port Employees course is for all non-security employees at a seaport or seaport facility. The course will inform all facility personnel without security duties of potential threats to security, the security organization of a port facility, relevant provisions of the Facility Security Plan, the meaning and consequence of MARSEC Levels, and how to report potential threats to security, in compliance with the Code of Federal Regulations, Title 33, Part 105.215. The target audience includes union and non-union labor, construction, trucking, railroad, warehousing, and seaport administrative staff. Other courses in the Seaport Security curriculum are available specifically for Security Officers, Security Officer Supervisors, Law Enforcement Officers, Law Enforcement Supervisors, First Responders, Facility Security Officers, and Port and Facility Management. Seaport Security for Port Employees satisfies US Coast Guard and MARAD requirements for Maritime Security Awareness. The course is comprised of 23 discrete lessons, each lasting 20-40 minutes.
Course Length:	8 Hours
Start Date: *	11/20/2009
End Date: *	11/20/2009
Start Time: *	09:00 AM
City: *	Rockville
State: *	MD
Zip Code: *	24523
Training Method: *	Mobile
Contact Info: *	training_provider_yyz@mail.com

Submit **Edit**

* Fields displayed in bold * are required and must be completed.

Figure 7-5: Confirm Course Addition (Mobile and Resident)

Home Logout Help Course Schedules

Forms Submissions Status Reports User Profile Admin

Home > Submissions > Add New Course Schedule

Confirm Course Addition to Schedule

This module provides the user the ability to add a course to the schedule.

Course Catalog Number: * AWR-110-W

Course Name: WMD/Terrorism Awareness for Emergency Responders, Web-Based

Course Description:

Course Length:

Training Method: * Web-Based

Contact Info: * training_provider_xrz@mail.com

Submit **Edit**

* Fields displayed in bold * are required and must be completed.

Figure 7-6: Confirm Course Addition (Web-Based)

- The Course Added screen will be displayed. If the course is successfully added you will receive a “Course has been added to the schedule” message on the screen.

Home Logout Help Course Schedules

Forms Submissions Status Reports User Profile Admin

Home > Submissions > Add New Course Schedule

Add a New Course to the Schedule

This module provides the user the ability to add a course to the schedule.

* Course has been added to the schedule.

[Submit another course to the Schedule](#)

Figure 7-7: Course Added Screen

Please note: If the course is unsuccessfully added you will receive a message “Course has NOT been added to the schedule” on the screen. Please contact the Help Desk (res@dhs.gov) if you receive this message.

7.2 MODIFYING AN EXISTING COURSE SCHEDULE

This module demonstrates how to modify an existing course in the schedule.

1. Navigate to the Manage Course Schedule Information screen as shown in step 2 of 7.1.
2. To modify a course, you must first locate the course in the result list. By default all courses you have entered in the specified date range will show up on the results list. You can search by any combination of course catalog number and date. The search options are described below.
 - a. You can narrow the list by selecting a course catalog number. This will narrow the search results to the particular course catalog number.
 - b. Also by default all web-based courses will display in the result list. To hide web-based courses from the result list simply uncheck the “Show Web-Based Courses” checkbox.
 - c. Finally you can narrow the result list by selecting the From and To dates. Simply click on the calendar box and click the dates you want, or you can enter them manually.
3. Once you find the course you want to modify simply click the “Modify” link next to the course catalog number.

The screenshot shows the FEMA Manage Course Schedule Information Module. The page header includes the FEMA logo and navigation links: Home, Logout, Help, Course Schedules. The main content area has a navigation bar with links: Forms, Submissions, Status, Reports, User Profile, Admin. Below this is a breadcrumb trail: Home > Submissions > View/Modify Course Schedule. The page title is "Add a New Course to the Schedule" with a link to "Add a new course to the schedule click here." The "Scheduling Information" section explains that the module allows training providers to view and modify submitted course schedules. The search form includes a "Course Catalog Number" dropdown menu (set to "Please Select"), a "Show Web-Based Courses" checkbox (checked), and "From Date" and "To Date" fields (both set to 11/20/2009). Below the form are "Submit" and "Reset" buttons. A note states: "Click on a course number for course schedule details. To view the entire list of results, please click here to export to Excel." The table below shows 5 items found, displaying all items. The table has columns for Course Catalog Number, Start Date, End Date, Start Time, City, and State. The first row is highlighted in yellow and has a red circle around the "Modify" link.

		Course Catalog Number	Start Date	End Date	Start Time	City	State
Modify	Delete	AWR-117	2009-11-20	2009-11-20	08:00 AM	Bethesda	MD
Modify	Delete	AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD
Modify	Delete	AWR-110-W	N/A	N/A	N/A	N/A	N/A
Modify	Delete	AWR-128-W	N/A	N/A	N/A	N/A	N/A
Modify	Delete	AWR-110-W	N/A	N/A	N/A	N/A	N/A

Figure 7-8: Manage Course Schedule Information Module (Modify Course link)

4. This will bring up the Modify Course Schedule screen. This is similar to the Add a New Course screen, but the course information will be pre-populated with the current information.

The screenshot shows the 'Modify Course Schedule' form in the FEMA system. The form is titled 'Modify Course Schedule' and includes a sub-header: 'This module provides the user the ability to modify their submitted courses on the schedule.' The form contains several input fields, many of which are marked with an asterisk to indicate they are required. The fields are: Course Catalog Number (AWR-117), Course Name (Preparing Communities for Agroterrorism), Course Description (empty), Start Date (11/20/2009), End Date (11/20/2009), Start Time (08:00 AM), City (Bethesda), State (Maryland), Zip Code (20852), Training Method (Mobile), Course Length (empty), and Contact Info (contact XXX). There are 'Modify' and 'Back' buttons at the bottom left. A note at the bottom states: '* Fields displayed in bold * are required and must be completed.'

Figure 7-9: Modify Course Schedule (Modify Course module)

5. Update the fields that need to be changed and click Modify. You will follow the same process as the Add a New Course screen from here. (See Section 7.1)
6. Review the course information and confirm the course update by clicking Submit.
7. The Course Modified screen will Display. If the course is successfully updated you will receive a message “Course has been updated in the schedule”.

The screenshot shows the 'Course Modified' screen in the FEMA system. The screen is titled 'Modify Course' and includes a sub-header: 'This module provides the user the ability to modify their submitted courses on the schedule.' Below the sub-header, there is a message: '* Course has been updated in the schedule.' and a link: [Submit another course to the Schedule](#).

Figure 7-10: Course Modified Screen

Please note: If the course is unsuccessfully modified you will receive the message “Course has NOT been updated in the schedule” on the screen. Please contact the Help Desk (res@dhs.gov) if you receive this message.

7.3 DELETING AN EXISTING COURSE FROM THE SCHEDULE

This module demonstrates how to delete a course from the schedule.

1. Navigate to the Manage Course Schedule Information screen as shown in step 2 of 7.1.
 - a. To delete a course, you must first locate the course in the result list. (See Section 7.2 for how to search and locate a course)
2. Once you find the course you want to delete simply click the “Delete” link next to the course catalog number.

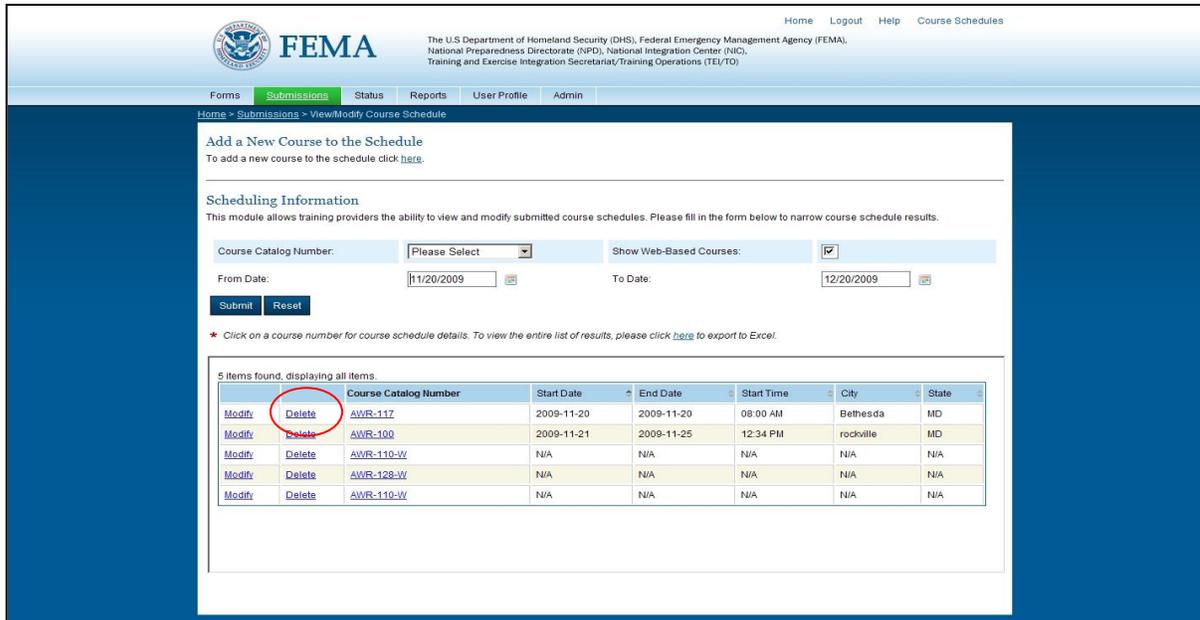


Figure 7-11: Manage Course Schedule Information Module (Delete link)

3. You will then be prompted if you want to delete the course from the schedule.

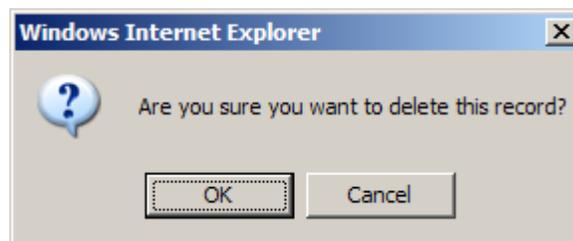


Figure 7-12: Course deletion prompt

4. If you click Cancel you will be returned to the page. If you click OK, the Course Deleted from the Schedule Page will appear.

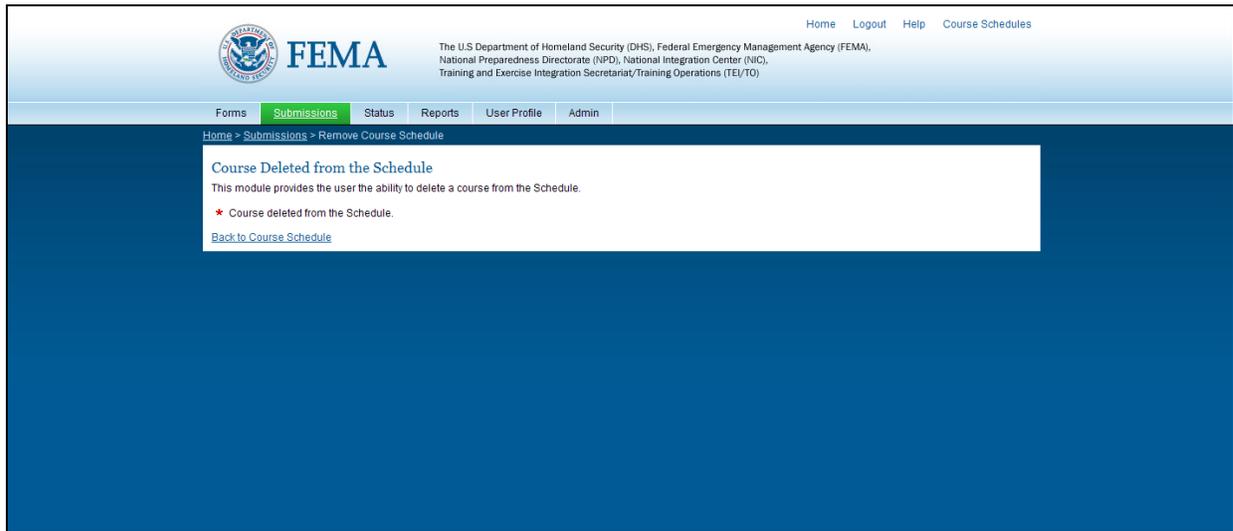


Figure 7-13: Course Deleted from the Schedule screen

5. You will receive a message saying “Course deleted from the Schedule” on the screen. Click on the Back to Course Schedule link to return to the Manage Course Schedule screen.

8. TRACK STATUS OF AN XML

The Status module provides users the ability to view and track the status of their uploaded XML files. Each Training Provider will only have access to view their own data, but will be able to track the XML files that were uploaded by the scanning contractor, QAI.

1. The status module can be accessed by clicking on the “Track Status of an XML” box or on the Status tab on the RES toolbar.

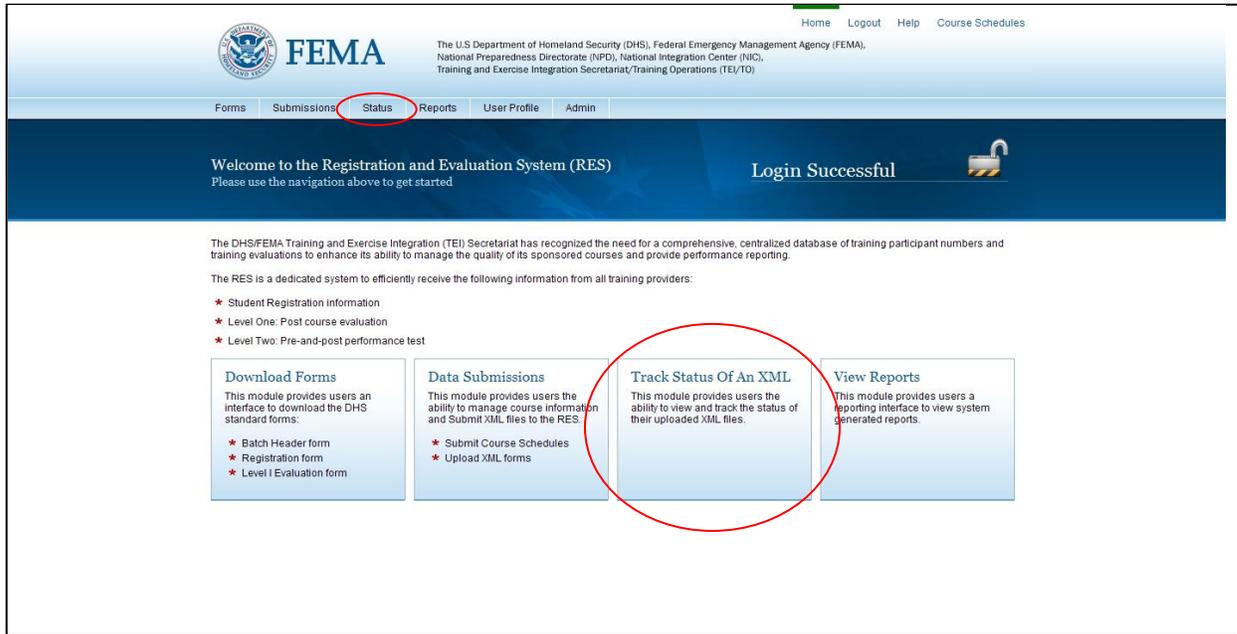


Figure 8-1: RES Home Page (Select Status Module)

3. The Status Screen is displayed.

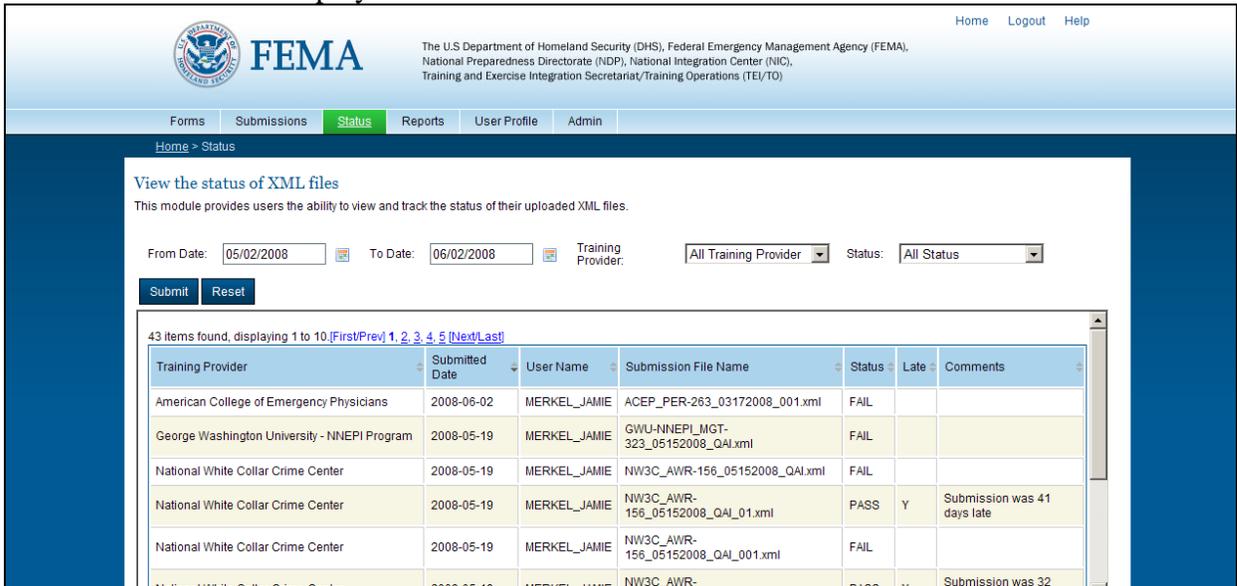


Figure 8-2: RES Status Module

- By default, the status screen will display data from the previous month. The date parameters can be changed to access data from different periods of time. The status (Pass, Fail, etc.) filter can also be changed to only display certain data.
- The data can be sorted ascending or descending by clicking on the headers of the data columns.

9. REPORTS

This module provides users a reporting interface to view system generated reports.

1. The Report module can be accessed by clicking on the “View Reports” box or on the Reports tab on the RES toolbar.

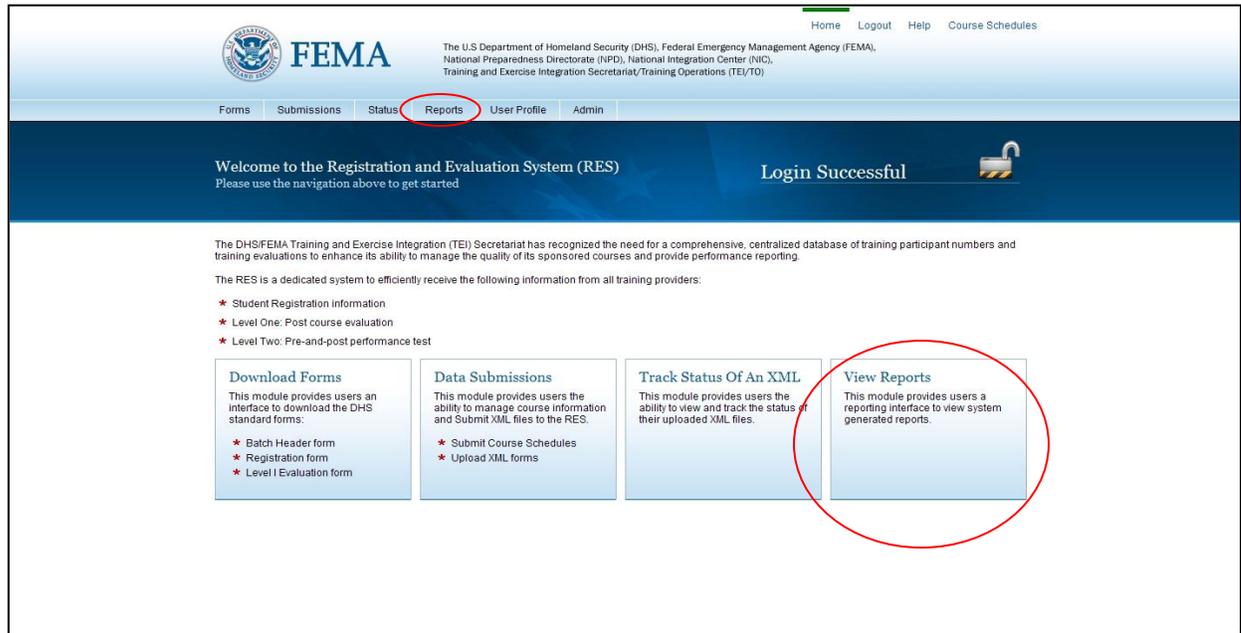


Figure 9-1: RES Home Page (View Reports Module)

10. USER PROFILE

The User Profile module provides users with an interface to edit and update their account information, including contact information. The user profile module also allows users to change their password.

1. The User Profile module can be accessed by clicking on the User Profile tab on the RES toolbar.
2. The User Profile Information Module is displayed.

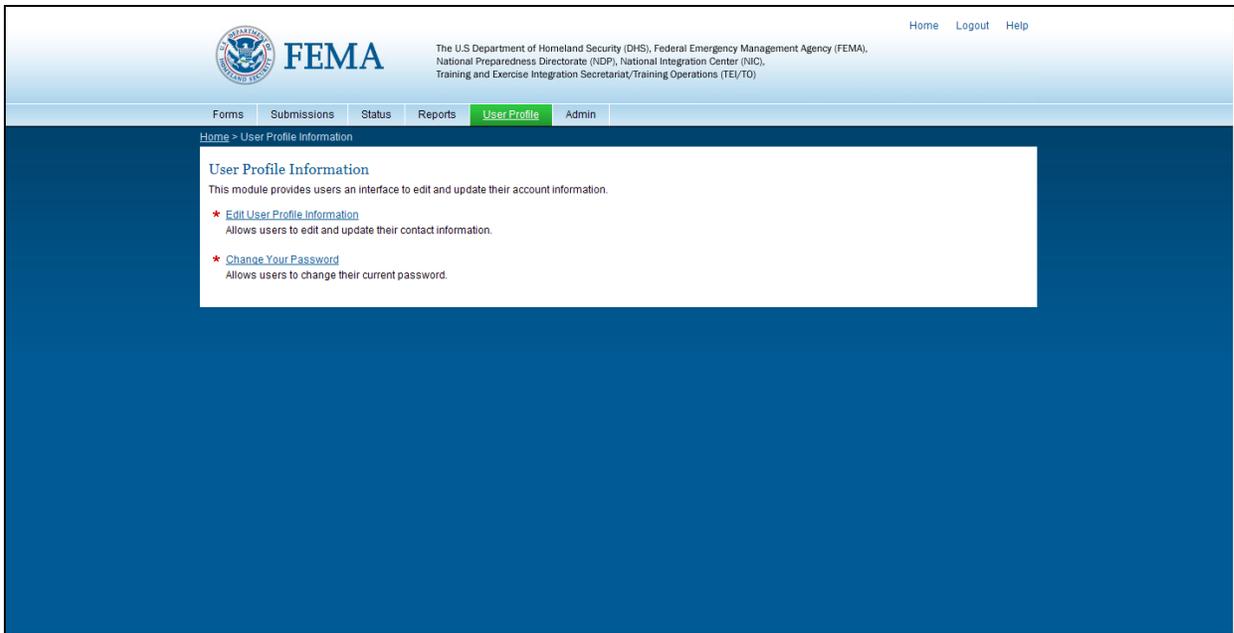


Figure 10-1: RES User Profile

10.1 EDIT USER PROFILE INFORMATION

1. The user can edit their user profile and contact information by clicking on the “Edit User Profile Information” link.

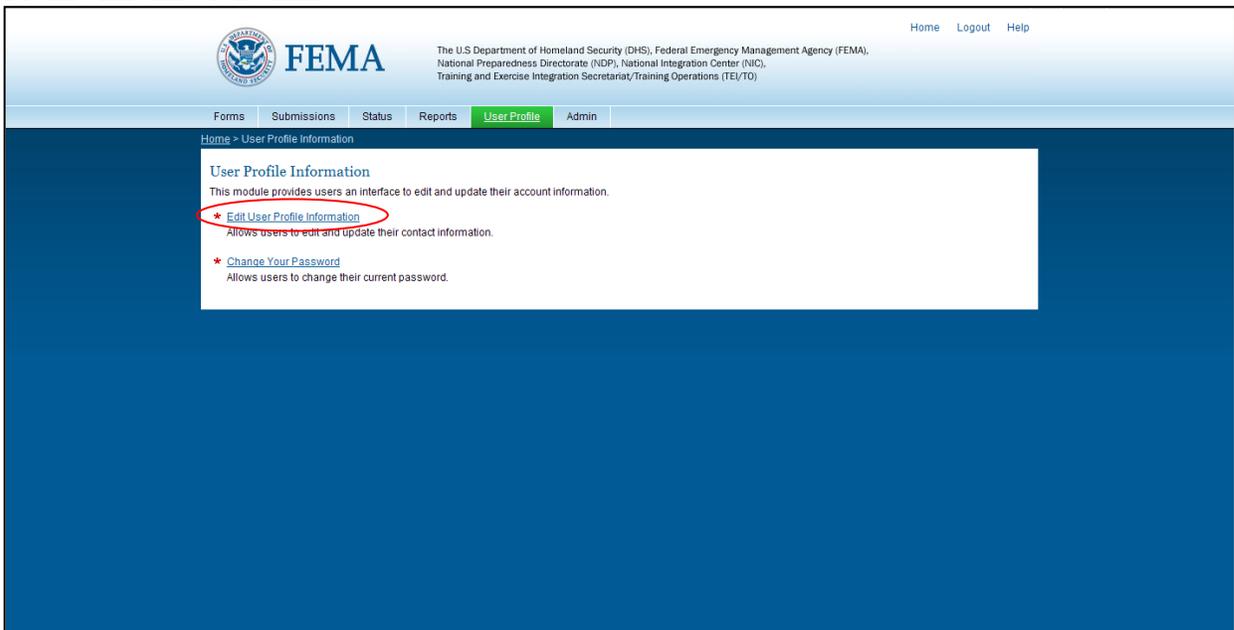


Figure 10-2: Select Edit User Profile

6. The system displays the existing user profile information and allows the user the ability to update any of the fields.

Home Logout Help Course Schedules

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
National Preparedness Directorate (NPD), National Integration Center (NIC),
Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Forms Submissions Status Reports **User Profile** Admin

Home > User Profile Information > Edit User Profile Information

Edit User Profile Information

This module provides users an interface to edit and update their account information.

Please provide your contact information:

User ID:	HABIT_ALEXANDER	Email Address: *	HABIT_ALEXANDER@BA
User Role:	ADMINISTRATOR	Work Title:	
Training Provider:		Work Address 1:	
First Name: *	ALEXANDER	Work Address 2:	
Middle Initial:		Work City:	
Last Name: *	HABIT	Work State:	
Phone Number: (10 digits only)		Work Zip Code: (5 digits only)	
Security Question: *	What was your childhood nickname?		
Security Answer: *	TEST		
Security Question: *	In what city did you meet your spouse/significant other?		
Security Answer: *	TEST		

Submit **Reset**

* Fields displayed in bold * are required and must be completed.

Figure 10-3: Edit User Profile Information

- After all changes have been made to the user profile information, select the Submit button.

Home Logout Help Course Schedules

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
National Preparedness Directorate (NPD), National Integration Center (NIC),
Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Forms Submissions Status Reports **User Profile** Admin

Home > User Profile Information > Edit User Profile Information

Edit User Profile Information

This module provides users an interface to edit and update their account information.

Please provide your contact information:

User ID:	HABIT_ALEXANDER	Email Address: *	HABIT_ALEXANDER@BA
User Role:	ADMINISTRATOR	Work Title:	SENIOR CONSULTANT
Training Provider:		Work Address 1:	1101 WOOTTON PKWY
First Name: *	ALEXANDER	Work Address 2:	
Middle Initial:		Work City:	ROCKVILLE
Last Name: *	HABIT	Work State:	Maryland
Phone Number: (10 digits only)	3405551234	Work Zip Code: (5 digits only)	13829
Security Question: *	What was your childhood nickname?		
Security Answer: *	TEST		
Security Question: *	In what city did you meet your spouse/significant other?		
Security Answer: *	TEST		

Submit **Reset**

* Fields displayed in bold * are required and must be completed.

Figure 10-4: Submit User Profile Information

- The "Confirm User Profile Information" screen is displayed. Review the information before clicking the Confirm button.

Home Logout Help Course Schedules

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
National Preparedness Directorate (NPD), National Integration Center (NIC),
Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Forms Submissions Status Reports **User Profile** Admin

Home > User Profile Information > Edit User Profile Information > Confirm User Profile Information

Confirm User Profile Information

This module provides users an interface to edit and update their account information.

Please confirm user profile information:

User ID:	HABIT_ALEXANDER	Email Address: *	HABIT_ALEXANDER@BAH.COM
User Role:	ADMINISTRATOR	Work Title:	SENIOR CONSULTANT
Training Provider:	TEI	Work Address 1:	1101 WOOTTON PKWY
First Name: *	ALEXANDER	Work Address 2:	
Middle Initial:		Work City:	ROCKVILLE
Last Name: *	HABIT	Work State:	MD
Phone Number:	3405551234	Work Zip Code:	13829
Security Question: *	What was your childhood nickname?		
Security Answer: *	TEST		
Security Question: *	In what city did you meet your spouse/significant other?		
Security Answer: *	TEST		

Confirm **Edit**

* Fields displayed in bold * are required and must be completed.

Figure 10-5: Confirm User Profile Information

- The screen below is displayed, which lets the user know that their user profile information was saved to the RES database.

Home Logout Help

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
National Preparedness Directorate (NPD), National Integration Center (NIC),
Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Forms Submissions Status Reports **User Profile** Admin

Home > User Profile Information > Edit User Profile Information > User Profile Information Saved

User Profile Information Saved

This module provides users an interface to edit and update their account information.

* Your information has been saved.

Figure 10-6: User Profile Updated

10.2 CHANGE PASSWORD

- The user can change their current password by clicking on the “Change Your Password” link.

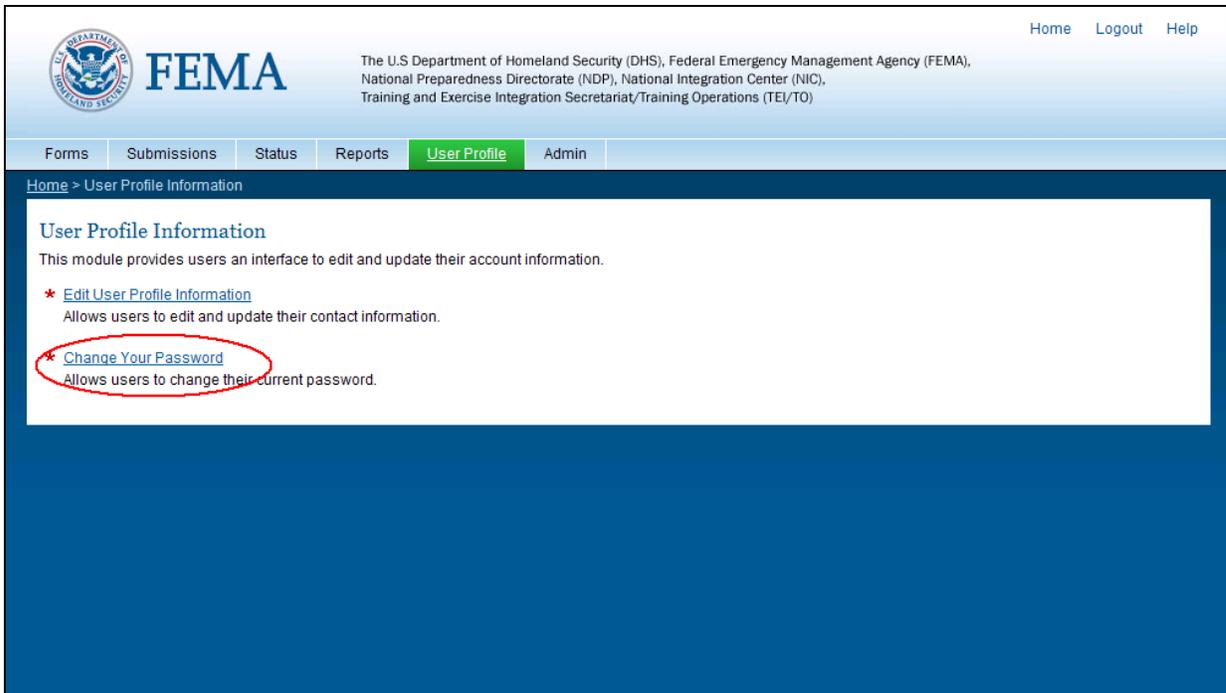


Figure 10-7: Select Change Your Password

10. The system displays the “Change Your Password” screen and allows the user to change their password.
11. The user must enter their current password, the new password (twice to confirm), and click the Submit button.

Figure 10-8: Change Password

2. The “Password Saved” screen is displayed.

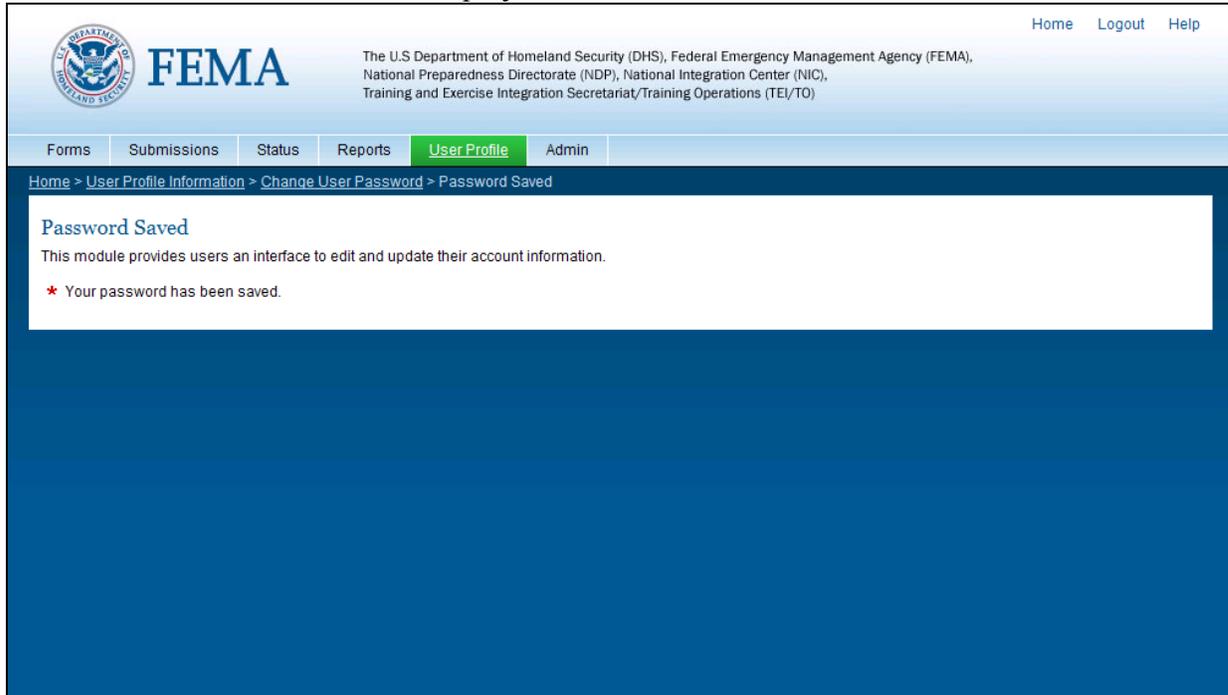


Figure 10-9: New Password Saved

11. HELP MODULE

The Help module provides answers to frequently asked questions (FAQs), RES user guides, job aids, and user support contact information.

1. The Help module can be accessed by clicking on the Help link in the top right corner of the RES screen.

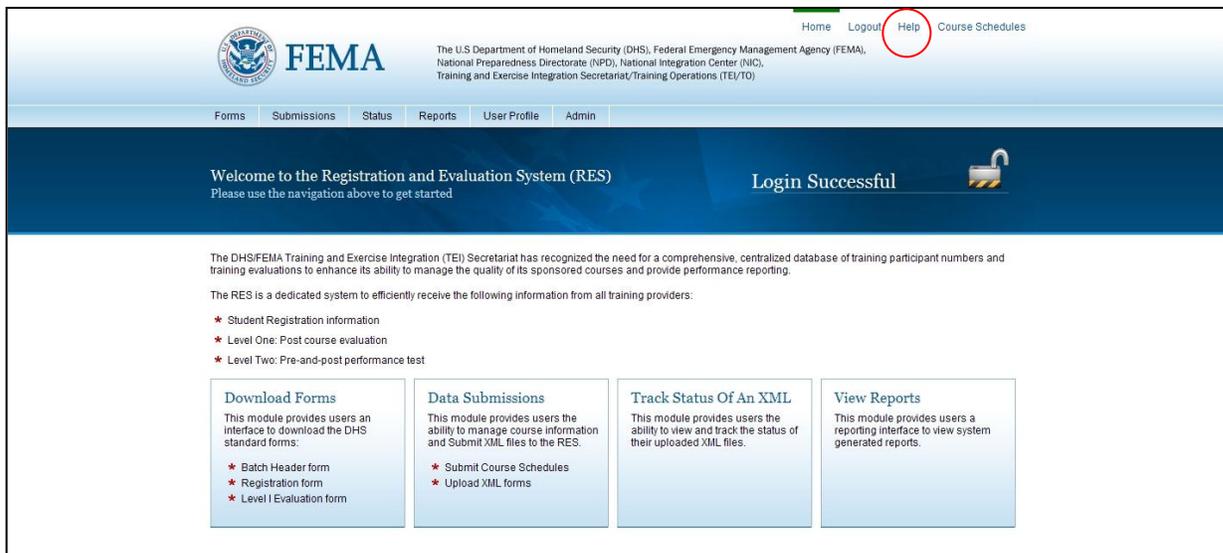


Figure 11-1: RES Home Page (Select Help)

2. The Help module is displayed.

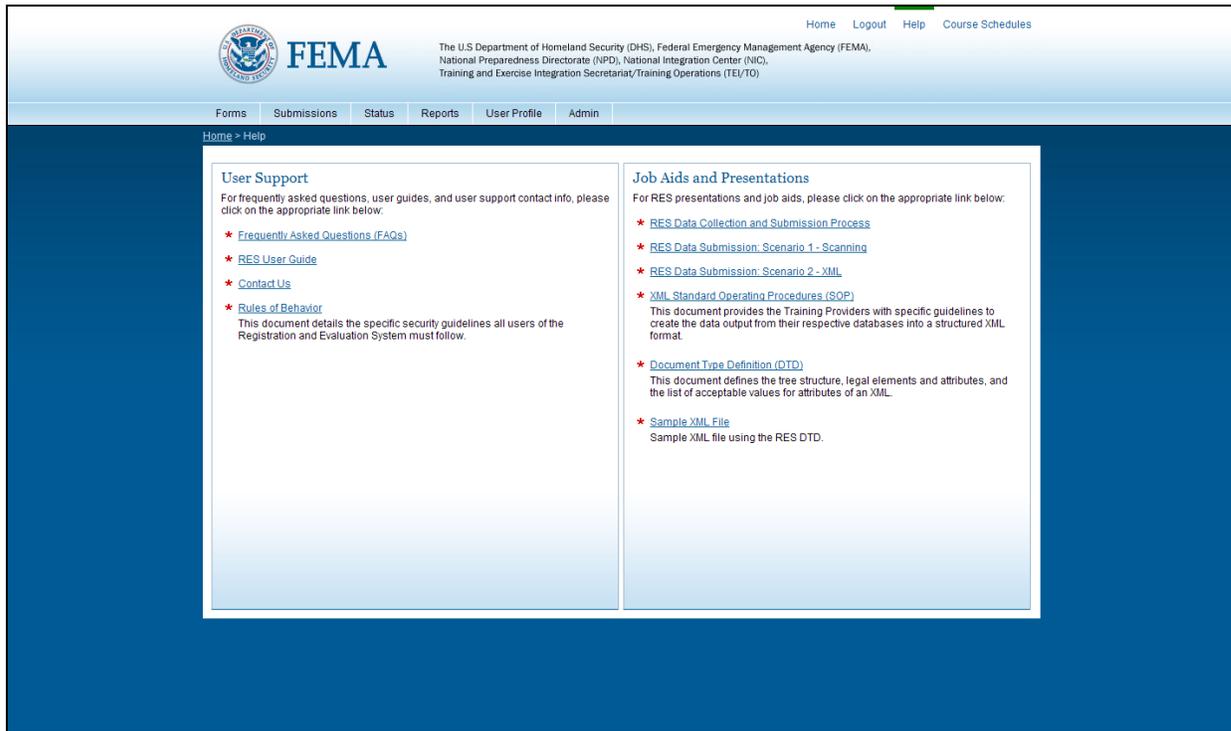


Figure 11-2: Help Module

3. Click on the links to access User Guides, Job Aids, and User Support Contact information.

12. LAUNCHING THE RES SCHEDULE MODULE

The following section describes how to initiate the RES Schedule application. The RES Schedule module allows the public to search and view all courses uploaded by the training providers.

1. Launch the RES by navigating to <https://www.firstrespondertraining.gov/schedule>. Or you can access the Schedule application by clicking the Course Schedule link in the top right corner of the RES application.



Figure 12-1: RES Home Screen (Course Schedules link)

2. The Course Schedule Module Basic Search is Displayed.

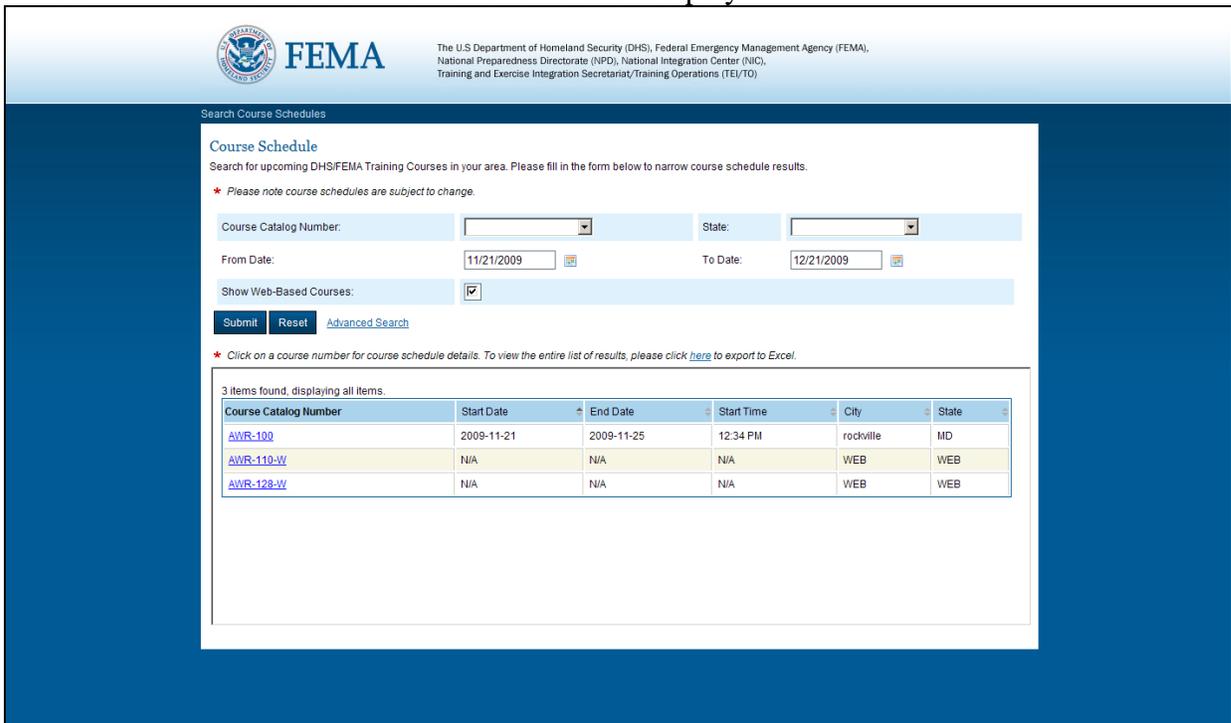


Figure 12-2: Course Schedule Module (Basic Search)

3. By default all courses within the date will range will show in the results table, including all the web-based courses. You can export the list of results by clicking on the link right above the table. (See Figure 12-3)

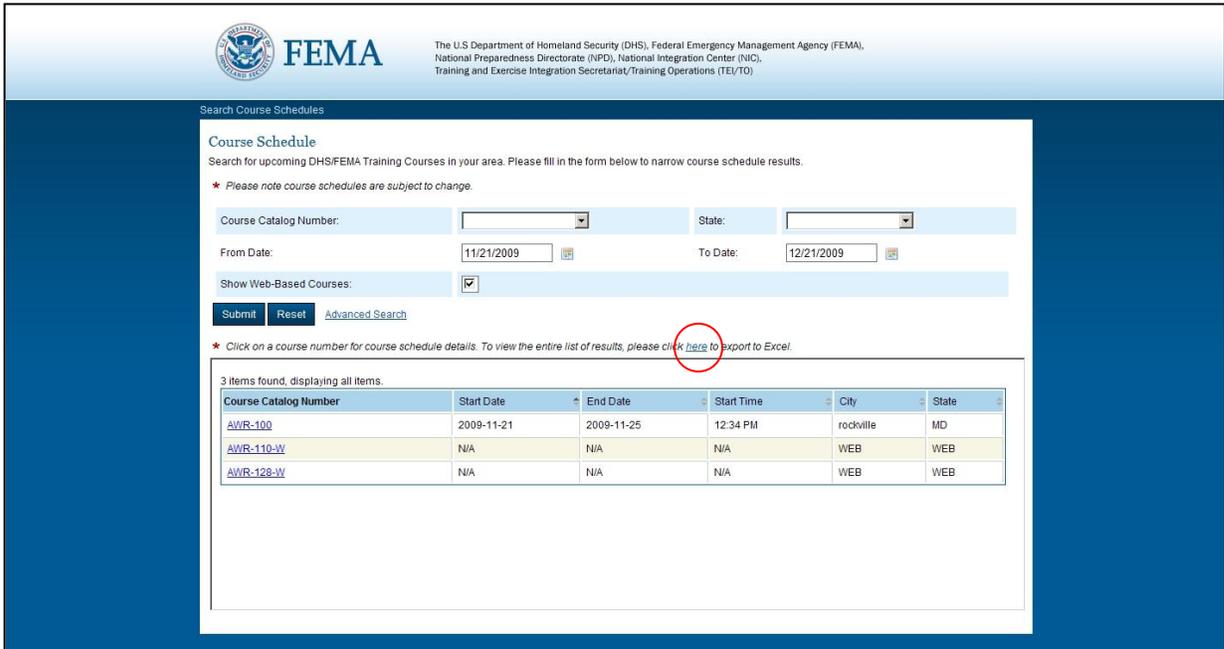


Figure 12-3: Course Schedule Module (Export to Excel link)

- You will then be prompted to open an Excel file. Click the Open button.

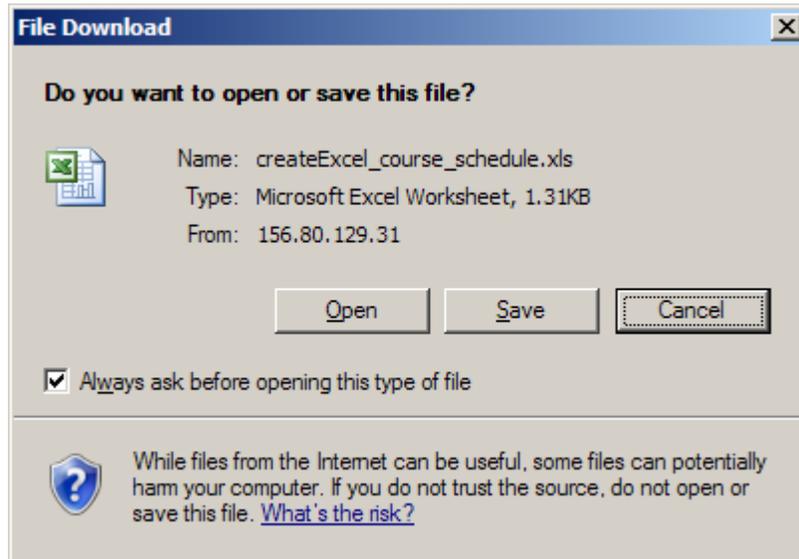


Figure 12-4: Open Excel File prompt

- This will open an Excel file on your local computer with the results so you can format and print the results.

12.1 USING THE BASIC SEARCH

The basic search screen allows the user to search for upcoming courses based on a Course Catalog Number, State, or date range. The search also include a filter for Web-Based courses.

1. By default all courses in the next month will show up on the results list including all web-based courses. The results can be narrowed by specifying search parameters. You can search by any combination of course catalog number, date, or State. The search options are described below.

a. You can narrow the list by selecting a course catalog number. This will narrow the search results to the particular course catalog number. (See Figure 12-5)

The screenshot shows the FEMA Course Schedule search interface. The search parameters are: Course Catalog Number: AWR-128-W (circled in red), State: (empty), From Date: 11/21/2009, To Date: 12/21/2009, and Show Web-Based Courses: checked. The results table shows one item found:

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-128-W	N/A	N/A	N/A	WEB	WEB

Figure 12-5: Basic Search (Search by Course Catalog Number)

b. Also by default all web-based courses will display in the result list. To hide web-based courses from the result list simply uncheck the “Show Web-Based Courses” checkbox. (See Figure 12-6)

The screenshot shows the FEMA Course Schedule search interface with the search parameters: Course Catalog Number: (empty), State: (empty), From Date: 11/21/2009, To Date: 12/21/2009, and Show Web-Based Courses: unchecked (checkbox circled in red). The results table shows one item found:

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD

Figure 12-6: Basic Search (Filter Web-Based Courses)

- c. Search results can also be narrowed by State. You can select a state or U.S. territory from the drop down and click Submit to narrow the results to a particular state or territory. (See Figure12-7)

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Search Course Schedules

Course Schedule
Search for upcoming DHS/FEMA Training Courses in your area. Please fill in the form below to narrow course schedule results.
* Please note course schedules are subject to change.

Course Catalog Number: State:

From Date: To Date:

Show Web-Based Courses:

[Advanced Search](#)

* Click on a course number for course schedule details. To view the entire list of results, please click [here](#) to export to Excel.

3 items found, displaying all items.

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD
AWR-110-W	N/A	N/A	N/A	WEB	WEB
AWR-128-W	N/A	N/A	N/A	WEB	WEB

Figure 12-7: Basic Search (Search by State)

Note: Web-Based classes do not specify a state so they will always show by default.

- d. Finally you can narrow the result list by selecting the From and To dates. Simply click on the calendar box and click the dates you want, or you can enter them manually.

FEMA
The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEI/TO)

Search Course Schedules

Course Schedule
Search for upcoming DHS/FEMA Training Courses in your area. Please fill in the form below to narrow course schedule results.
* Please note course schedules are subject to change.

Course Catalog Number: State:

From Date: To Date:

Show Web-Based Courses:

[Advanced Search](#)

* Click on a course number for course schedule details. To view the entire list of results, please click [here](#) to export to Excel.

3 items found, displaying all items.

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD
AWR-110-W	N/A	N/A	N/A	WEB	WEB
AWR-128-W	N/A	N/A	N/A	WEB	WEB

Figure 12-8: Basic Search (Search by Date)

Note: Web-Based classes do not specify a date so they will always show by default.

- The search parameters can be combined to narrow search results, or they can be left blank and display everything.
- If you do not know the Course Catalog number, or the Basic search isn't detailed enough you can use the Advance Search link.

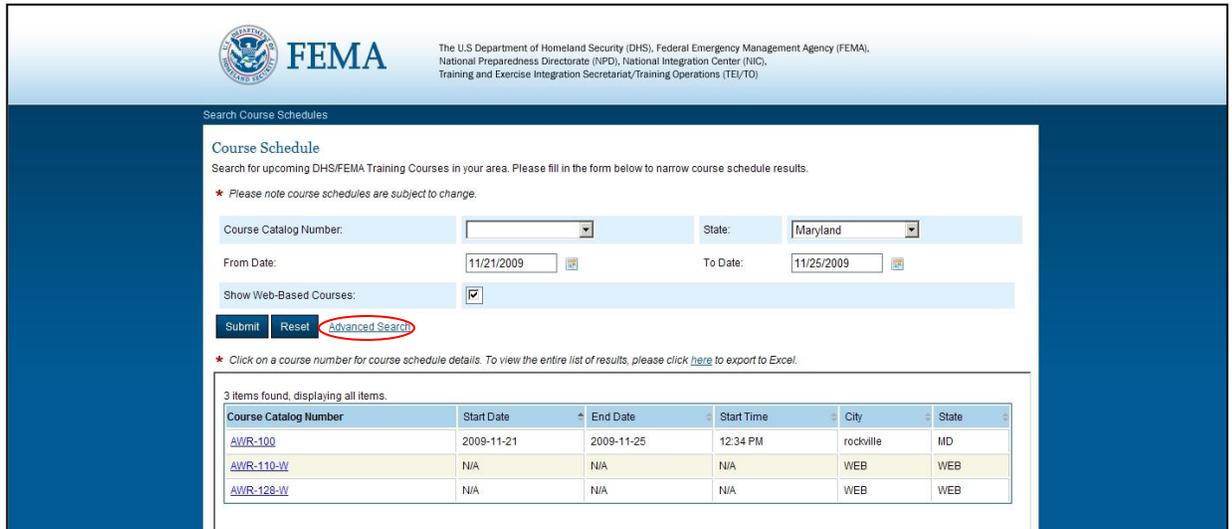


Figure 12-9: Advanced Search Link

12.2 USING THE ADVANCED SEARCH

The advanced search screen allows the user to search for upcoming courses based on any combination of performance level, keyword, date range, city and state or zip code. The search also include a filter for Web-Based courses.

1. By default all courses in the next month will show up on the results list including all web-based courses. The results can be narrowed by specifying search parameters. The search options are described below.
 - a. You can narrow the list by selecting a performance level (Awareness = AWR, Performance = PER, and Management = MGT). This will narrow the search results to the particular performance level. (See Figure 12-10)

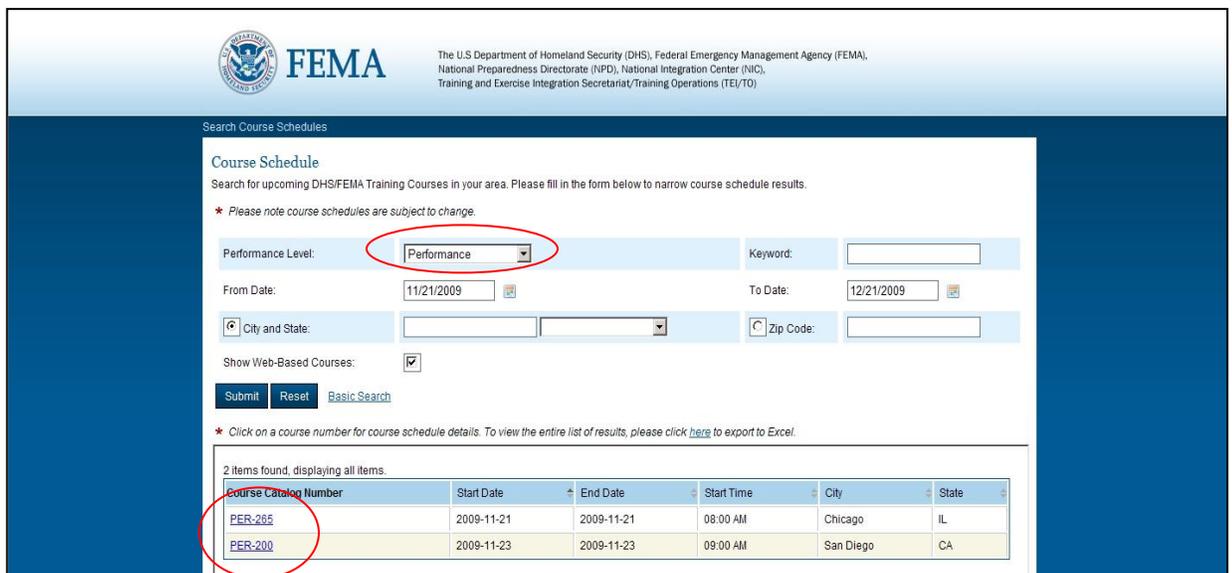


Figure 12-10: Advanced Search (Performance Level)

- b. Also by default all web-based courses will display in the result list. To hide web-based courses from the result list simply uncheck the “Show Web-Based Courses” checkbox. (See Figure 12-6)

The screenshot shows the FEMA Course Schedule search page. The 'Show Web-Based Courses' checkbox is unchecked and circled in red. Below the search filters, there is a table with 3 items found. The table has columns for Course Catalog Number, Start Date, End Date, Start Time, City, and State.

Course Catalog Number	Start Date	End Date	Start Time	City	State
PER-265	2009-11-21	2009-11-21	08:00 AM	Chicago	IL
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD
PER-200	2009-11-23	2009-11-23	09:00 AM	San Diego	CA

Figure 12-11: Advanced Search (Filter Web-Based Courses)

- c. Search results can also be narrowed by City and/or State. First select the City and State radio button, then enter the city name you want to search on followed by the state from the dropdown next to it. City and state are not required, so you can search by either a city, or a state, or both. (See Figure 12-7)

The screenshot shows the FEMA Course Schedule search page with the 'City and State' radio button selected and circled in red. The 'City' dropdown is set to 'Rockville' and the 'State' dropdown is set to 'Maryland', both also circled in red. Below the search filters, there is a table with 1 item found. The table has columns for Course Catalog Number, Start Date, End Date, Start Time, City, and State.

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-000	2009-11-25	2009-11-27	09:00 AM	Rockville	MD

Figure 12-12: Advanced Search (Search by City and/or State)

Note: Web-Based classes do not specify a state so they will always show by default.

- d. If city and state is too broad, you can search on a specific zip code instead. Start by selecting the zip code radio button (this will clear the city and state fields), then enter the zip code you want to search on. This field is an exact match search, and does not search surrounding areas.

The screenshot shows the FEMA Course Schedule search interface. The search criteria are as follows:

- Performance Level: [Dropdown menu]
- Keyword: [Text input field]
- From Date: 11/24/2009
- To Date: 11/27/2009
- City and State: [Dropdown menu]
- Zip Code: 35257
- Show Web-Based Courses:

Buttons: Submit, Reset, Basic Search

Message: No items found.

Figure 12-13: Advanced Search (Search by Zip Code)

- e. Finally you can narrow the result list by selecting the From and To dates. Simply click on the calendar box and click the dates you want, or you can enter them manually.

The screenshot shows the FEMA Course Schedule search interface with the following search criteria:

- Performance Level: [Dropdown menu]
- Keyword: [Text input field]
- From Date: 11/24/2009
- To Date: 11/27/2009
- City and State: [Dropdown menu]
- Zip Code: [Text input field]
- Show Web-Based Courses:

Buttons: Submit, Reset, Basic Search

Message: One item found.

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-000	2009-11-25	2009-11-27	09:00 AM	Rockville	MD

Figure 12-14: Advanced Search (Search by Date)

Note: Web-Based classes do not specify a date so they will always show by default.

2. The search parameters can be combined to narrow search results, or they can be left blank and display everything.
3. To return to the basic search, click the Basic Search link.

The screenshot shows the FEMA Course Schedule search interface. At the top, the FEMA logo and name are displayed, along with the agency's full name: "The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEI/TO)".

The main section is titled "Search Course Schedules" and "Course Schedule". It includes instructions: "Search for upcoming DHS/FEMA Training Courses in your area. Please fill in the form below to narrow course schedule results." and a note: "* Please note course schedules are subject to change."

The search form contains the following fields:

- Performance Level: A dropdown menu.
- Keyword: A text input field.
- From Date: A date input field with a calendar icon, set to 11/24/2009.
- To Date: A date input field with a calendar icon, set to 11/27/2009.
- City and State: A dropdown menu for City and a dropdown menu for State.
- Zip Code: A text input field.
- Show Web-Based Courses: A checkbox, which is currently unchecked.

At the bottom of the form are three buttons: "Submit", "Reset", and "Basic Search". The "Basic Search" button is circled in red.

Below the form, there is a note: "* Click on a course number for course schedule details. To view the entire list of results, please click [here](#) to export to Excel." and a message: "No items found."

Figure 12-15: Basic Search Link

12.3 GETTING COURSE DETAILS

This module describes how to get the course details including contact information for the course.

1. After locating the correct course, the course details can be viewed by clicking on the Course Catalog number in the results list.

The screenshot shows the FEMA Course Schedule search results page. The search form is identical to the previous screenshot, but the "Show Web-Based Courses" checkbox is now checked.

Below the form, there is a note: "* Click on a course number for course schedule details. To view the entire list of results, please click [here](#) to export to Excel."

The results section displays "3 items found, displaying all items." and a table with the following data:

Course Catalog Number	Start Date	End Date	Start Time	City	State
AWR-000	2009-11-25	2009-11-27	09:00 AM	Rockville	MD
AWR-110-W	N/A	N/A	N/A	WEB	WEB
AWR-128-W	N/A	N/A	N/A	WEB	WEB

The "AWR-000" course catalog number is circled in red.

Figure 12-16: Course Details Link

2. The Course Details page will display. To return to search results click the Back to Search Results link.

Search Course Schedules > Course Details

Course Details

* For course enrollment information please reference the contact information.

Course Name:	Seaport Security for Port Employees		
Course Catalog Number:	AWR-000	Training Method:	Mobile
City:	rockville	State:	AK
Start Date:	11/07/2009	End Date:	11/07/2009
Zip Code:	20852	Start Time:	9 AM
Course Description:	The Seaport Security for Port Employees course is for all non-security employees at a seaport or seaport facility. The course will inform all facility personnel without security duties of potential threats to security, the security organization of a port facility, relevant provisions of the Facility Security Plan, the meaning and consequence of MARSEC Levels, and how to report potential threats to security, in compliance with the Code of Federal Regulations, Title 33, Part 105.215. The target audience includes union and non-union labor, construction, trucking, railroad, warehousing, and seaport administrative staff. Other courses in the Seaport Security curriculum are available specifically for Security Officers, Security Officer Supervisors, Law Enforcement Officers, Law Enforcement Supervisors, First Responders, Facility Security Officers, and Port and Facility Management. Seaport Security for Port Employees satisfies US Coast Guard and MARAD requirements for Maritime Security Awareness. The course is comprised of 23 discrete lessons, each lasting 20-40 minutes.		
Contact Info:	test	Course Length:	8.23
Training Provider:	Arizona State University		

[Back to Search Results](#)

Figure 12-17: Course Details Page

13. CREATE DATA UPDATE REQUEST

This module provides training providers the ability to modify previously submitted data.

1. The 'Create Data Update Request' can be accessed by clicking on the "Data Submissions" box on the RES homepage or the Submissions tab on the RES toolbar.

Home Logout Help Course Schedules

The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED)

Forms **Submissions** Status Reports User Profile Admin

Home > Submissions

RES Data Submission

This module provides users the interface to submit courses to the schedule and XML files to the RES.

- * [Manage Course Schedule Information](#)
Allows users to add, modify, and delete course schedule information.
- * [Submit an XML file](#)
Allows the user to select and upload XML files into the RES.
- * [Create Data Update Request](#)
Allows users to add, modify, and delete course schedule information.
- * [Approve Data Update Request](#)
Allows DHS Staff to approve data update requests submitted by training partners.

Figure 13-18: Create Data Update Request 1

- On the 'Create Data Update Request' screen, users can search and filter results to find the class they are looking for. Users can search on from date, to date, city, state, zip code, number of students, pre-test score and post-test score.

Home > Submissions > View/Modify Class Details

Scheduling Information

This module allows training providers the ability to view and modify submitted course schedules. Please fill in the form below to narrow course schedule results.

From Date: To Date:

City: State: Zip Code:

No of Students: Pre Test Score: Post Test Score:

* Click on a class number for class schedule details.

1,285 items found, displaying 1 to 10. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

	Course Catalog Number	Start Date	End Date	Start Time	City	State
Modify	AWR-199	2009-04-02	2009-04-03	1400	BEND	OR
Modify	AWR-1KA-W	2009-05-26	2009-05-26	0	CAPE CANAVERAL	FL
Modify	AWR-122-2	2009-06-17	2009-06-17	800	CHICAGO	IL
Modify	AWR-1KA-W	2009-07-06	2009-07-06	0	CAPE CANAVERAL	FL
Modify	AWR-1KA-W	2009-07-06	2009-07-06	0	CAPE CANAVERAL	FL
Modify	AWR-1KA-W	2009-07-07	2009-07-07	0	CAPE CANAVERAL	FL
Modify	AWR-1KA-W	2009-07-07	2009-07-07	0	CAPE CANAVERAL	FL
Modify	AWR-122-2	2009-07-17	2009-07-17	800	CHICAGO	IL
Modify	AWR-149-W	2009-07-01	2009-07-21	0	WASHINGTON	DC

See Figure 13-19: Create Data Update Request- Scheduling

- If the user selects the "Modify" link, they are directed to the "Modify Course Details" page. This form allows the user to modify previously submitted data, add and remove students from a class.

Modify Course Details

This module provides the user the ability to modify their submitted courses.

Course Catalog Number: * Approver: *

Start Date: * End Date: *

Start Time: * End Time: *

City: * State: * Zip Code:

Training Method: Contact Hours:

Pre-Test Score: Post-Test Score:

32 items found, displaying 1 to 5. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [\[Next/Last\]](#)

	Last Name	First Name	Middle Initial	Agency	City	Discipline
Delete	BROWN	KAREY		RESTON FIRE DEPARTMENT	RESTON	LE
Delete	BURCHFIEL	SUSAN		RESTON FIRE DEPARTMENT	RESTON	LE
Delete	HIGGINBOTHAM	JERROLD		RESTON FIRE DEPARTMENT	RESTON	LE
Delete	STANDIFORD	KATLIN		RESTON FIRE DEPARTMENT	RESTON	OTH
Delete	HOLLAND	LILLIAN		RESTON FIRE DEPARTMENT	RESTON	LE

* Fields displayed in **bold** * are required and must be completed.

See Figure 13-20- Create Data Update Request- Modify Course Details

- The form is pre-populated with values from the database which users can update the applicable fields in the form. Start Date and End Date are validated to be in mm/dd/yyyy format. Start time and end time are validated to be integers in military time.
- The User must fill in all required fields and select a DHS Staff member as an approver.
- The users can also delete students from a class record which will auto-decrement the "Number of Students" attribute associated with a class
- If you click delete the user is prompted to confirm the deletion.



See Figure 13-21- Create Data Update Request- Delete record

13.1 ADD NEW STUDENT TO THE COURSE

This module describes how to add a new student to the course.

1. Navigate to the Create Data Update Request screen as shown in step 3 of Section 13.
2. To add new users, you must first locate the link below to add new student to the course.
3. The Add a New Student module will display. Start by entering the required fields such as Last Name, First Name, City, State, Zip Code, Country Code, and Phone Number. Fill out the required fields and click Submit.

Registration and Evaluation System (RES) - Windows Internet Explorer

Home > Submissions > Modify Course Details - Add New Student

Add New Student

This module provides the user the ability to add a new student to a course.

Last Name: *	<input type="text"/>	First Name: *	<input type="text"/>	Mode Initial:	<input type="checkbox"/>
Agency:	<input type="text"/>	Title:	<input type="text"/>		
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>	Address 3:	<input type="text"/>		
City: *	<input type="text"/>	State: *	<input type="text" value="v"/>	Zip Code: *	<input type="text"/>
Student Type:	<input data-cs="2" data-kind="parent" type="text" value="Domestic"/>	Country Code: *	<input data-cs="2" data-kind="parent" type="text" value="UNITED STATES OF"/>		
Phone Number: *	<input type="text"/>		Email:	<input type="text"/>	
Discipline:	<input type="text" value="v"/>	Government Level:	<input type="text" value="v"/>		
Student Identification Number (SID):	<input type="text"/>				

* Fields displayed in bold * are required and must be completed.

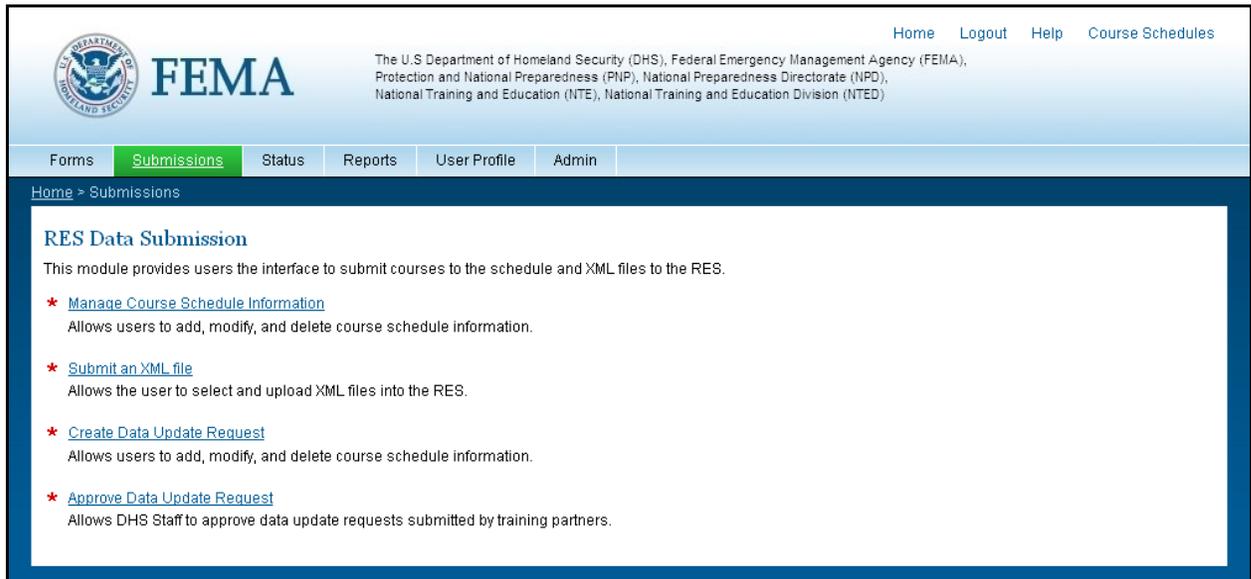
[Accessibility](#) | [Privacy Policy](#) | [FOIA](#) | [Download Plugins](#)

See Figure 13.1-22- Create Data Update Request- Add New Student

14. APPROVE DATA UPDATE REQUEST

This module describes how to approve data update request.

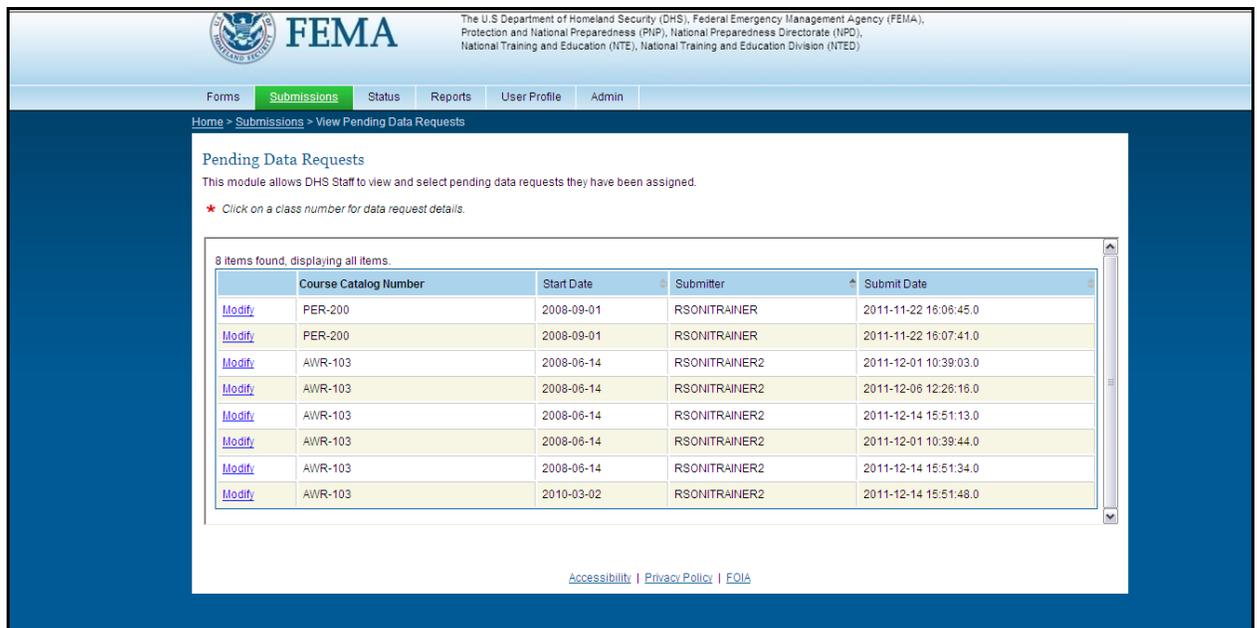
1. The 'Approve Data Update Request' can be accessed by clicking on the "Data Submissions" box on the RES homepage or the Submissions tab on the RES toolbar. (see Figure 14-23)



The screenshot shows the FEMA RES Data Submission page. At the top, there is a navigation bar with links for Home, Logout, Help, and Course Schedules. Below this is the FEMA logo and the agency's name. A secondary navigation bar contains tabs for Forms, Submissions (which is highlighted), Status, Reports, User Profile, and Admin. The main content area is titled "RES Data Submission" and includes a brief description of the module's purpose. It lists four key actions: Manage Course Schedule Information, Submit an XML file, Create Data Update Request, and Approve Data Update Request, each with a short description of its function.

See Figure 14-23- Approve Data Update Request

2. To approve data update request, you must review the pending data requests.



The screenshot displays the FEMA RES Pending Data Requests page. It features the same navigation and header as the previous page. The main content area is titled "Pending Data Requests" and provides instructions for viewing and selecting pending requests. A table lists 8 items found, displaying details for each request. The table columns are Course Catalog Number, Start Date, Submitter, and Submit Date. Each row includes a "Modify" link for further action.

	Course Catalog Number	Start Date	Submitter	Submit Date
Modify	PER-200	2008-09-01	RSONITRAINER	2011-11-22 16:06:45.0
Modify	PER-200	2008-09-01	RSONITRAINER	2011-11-22 16:07:41.0
Modify	AWR-103	2008-06-14	RSONITRAINER2	2011-12-01 10:39:03.0
Modify	AWR-103	2008-06-14	RSONITRAINER2	2011-12-06 12:26:16.0
Modify	AWR-103	2008-06-14	RSONITRAINER2	2011-12-14 15:51:13.0
Modify	AWR-103	2008-06-14	RSONITRAINER2	2011-12-01 10:39:44.0
Modify	AWR-103	2008-06-14	RSONITRAINER2	2011-12-14 15:51:34.0
Modify	AWR-103	2010-03-02	RSONITRAINER2	2011-12-14 15:51:48.0

See Figure 14-24- Pending Data Requests

- The Approve/Deny pending data request allows DHS staff to compare previous and updated class values submitted by the training provider. The pending data request contains Course Catalog Number, Submitter, and Submitted Date. The original and updated values contain: Start Date, End Date, Start Time, End Time, City, State, Zip Code, Training Method, Contact Hours, Pre-Test Score, Post-Test Score, Number of Students and Justification. (see Figure 14-25)

The screenshot shows the FEMA web application interface for the 'Approve/Deny Pending Data Request' form. The header includes the FEMA logo and navigation links for Home, Logout, Help, and Course Schedules. Below the header, there are tabs for Forms, Submissions (active), Status, Reports, User Profile, and Admin. The main content area is titled 'Approve/Deny Pending Data Request' and contains a form with the following fields:

- Course Catalog Number: PER200
- Submitter: PERCOURSEWORK
- Submitted Date: 2011-11-22 18:02:45.0
- Original Values:
 - Start Date: 2008-08-01
 - End Date: 2008-08-07
 - Start Time: 800
 - End Time: 1700
 - City: COORO
 - State: UT
 - Zip Code: 00890
 - Training Method: R
 - Contact Hours: 60
 - Pre-Test Score: 70
 - Post-Test Score: 88
 - No. Students: 4
- Updated Values:
 - Start Date: 2008-08-01
 - End Date: 2008-08-07
 - Start Time: 800
 - End Time: 1700
 - City: COORO
 - State: UT
 - Zip Code: 00890
 - Training Method: R
 - Contact Hours: 60
 - Pre-Test Score: 70
 - Post-Test Score: 88
 - No. Students: 5
- Justification: ****

At the bottom of the form, there are buttons for 'Approve', 'Deny', and 'Back'.

See Figure 14-25 Approve/Deny Pending Data Request

- Once the user approves/denies, this module allows the DHS staff to provide comments explaining results of pending data request. (see Figure 14-26)

The screenshot shows the FEMA web application interface for the 'Approve Pending Data Request' form. The header and navigation elements are identical to the previous screenshot. The main content area is titled 'Approve Pending Data Request' and contains a form with the following elements:

- Title: Approve Pending Data Request
- Description: This module allows DHS Staff to provide comments explaining results of pending data request.
- A large text input area for providing comments.
- Buttons for 'Confirm' and 'Back' at the bottom of the form.

At the bottom of the page, there are links for Accessibility, Privacy Policy, and FOIA.

See Figure 14-26- Approve Pending Data Request