

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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Table of Contents

1.	INTR	ODUCTION
2.	OBTA	AINING USER ID AND LOGIN
3.	LAUN	CHING THE RES
4.	RES H	IOME PAGE 6
5.	FORM	1S MODULE
6.	SUBM	IIT AN XML FILE9
6	.1	SUBMISSION SUCCESSFULLY LOADED INTO THE RES
6	.2	SUBMISSION FAILS FIRST LEVEL OF VALIDATION
6	.3	SUBMISSION FAILS SECOND LEVEL OF VALIDATION
7.	MANA	AGE COURSE SCHEDULE INFORMATION 15
7	.1	SUBMIT A COURSE TO THE SCHEDULE
7	.2	MODIFYING AN EXISTING COURSE SCHEDULE
7	.3	DELETING AN EXISTING COURSE FROM THE SCHEDULE
8.	TRAC	CK STATUS OF AN XML 22
9.	REPO	DRTS
10.	USE	R PROFILE
1	0.1	EDIT USER PROFILE INFORMATION
1	0.2	CHANGE PASSWORD
11.	HEL	P MODULE
12.	LAU	NCHING THE RES SCHEDULE MODULE
1	2.1	USING THE BASIC SEARCH
1	2.2	USING THE ADVANCED SEARCH
1	2.3	GETTING COURSE DETAILS
13.	CRE	ATE DATA UPDATE REQUEST 39
1	3.1	ADD NEW STUDENT TO THE COURSE

14.	APPROVE DATA UPDATE REQUEST	44
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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 <u>res@dhs.gov</u> 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 <u>res@dhs.gov</u> notifying you that your account has been activated.

FEMA	The U.S Department of Homeland Securit National Preparedness Directorate ((NPD), Training and Exercise Integration Secretar	y (DHS), Federal Emergency Management Age National Integration Center (NIC), iat/Training Operations (TEI/TO)	ncy (FEMA),	
Login > Register for a New User Account				
Register for a New User Account				
* Fields displayed in bold * are requir	ed and must be completed.			
User ID: *		Check availability		
* Please use the following combinati	on to create an UserID: last name_first name	(e.g. Smith_John).		
Last Name: *		First Name: *		
Default Password: *		Email: *		
* Password must be between 8-12 cl least one special character (!@,#, \$	varacters in length and consist of at least one , %, ^, *, (,)).	uppercase letter, one lowercase letter, at l	east one numeric (0-9) character, and at	
User Role: *	Please select a User Role	•		
Security Question: *	Please select a Security Question		•	
Answer: *				
Security Question: *	Please select a Security Question		•	
Answer: *				
Comments/Notes:			×	
Submit Reset				

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.



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).

Home Logout Help Course Schedules The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (IVPD), National Integration Center (IVIC), Training and Exercise Integration Secretariat/Training Operations (TE/TO)									
Forms Submissions Status	Reports User Profile Admin								
Welcome to the Registration Please use the navigation above to get	and Evaluation System (RES) t started	Login S	Successful						
The DHS/FEIMA Training and Exercise Integration (TEI) Secretariat 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 t	lest								
Download Forms	Data Submissions	Track Status Of An XML	View Reports						
This module provides users an interface to download the DHS standard forms:	This module provides users the ability to manage course information and Submit XML files to the RES.	This module provides users the ability to view and track the status of their uploaded XML files.	This module provides users a reporting interface to view system generated reports.						
* Batch Header form	* Submit Course Schedules								
Registration form Level I Evaluation form	* Upload XML forms								

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.



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 PAPERWORK BURDEN DISCLOSURE NOTICE OMB Control Number: 1660-NEW Expiration Date: 00/00/0000 PEMA Form 064-0-6 Expiration Date: 00/00/0000 PEMA Form 064-0-6 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 collections of 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.									
	BATCH HEADER FORM								
Fields displayed in bold * are Part 1: Course Inform	e required and must be completed. Please print characters in CAPITAL LETTERS only using BLACK ink. nation								
Training Provider ID*									
Training Provider Point o	f Contact								
Last Name*									
First Name*									
Phone*									
Email Address*									
Course Name*									
Course Catalog Number	Start Date* / End Date* / End Date* / /								
Start Time* Convert start and end time into 2400 hrs time	End Time* Contact Hours*								
City*									
State*	ZIP Code*								
Number of Students*	Average Pre Test Score								
Training Method* Bubble in ONE item that represe Resident Mobile	ents the method by which training is being delivered. Indirect								

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.

FEMA The U.S. Departm National Prepare Training and Exe Forms Submissions Status Reports User	ent of Homeland Security (DHS), Federal Emergency Management dness Directorate (NPD), National Integration Center (NIC), cise Integration Secretaniat/Training Operations (TE/TO) Profile Admin Admin	Horne Logout Help Course Schedules Agency (FEMA).
Welcome to the Registration and Evaluation Please use the navigation above to get started	System (RES) Login	a Successful
The DH9/FEMA Training and Exercise Integration (TEI) Secretari training evaluations to enhance its ability to manage the quality The RES is a dedicated system to efficiently receive the following * Student Registration information * Level One: Post course evaluation * Level Two: Pre-and-post performance test Download Forms This module provides users an interface to download the DHS standard forms * Registration form * Level I Evaluation form	at has recognized the need for a comprehensive, centralized di Its sponsored courses and provide performance reporting. information from all training providers: Sions das users the course information les to the RES. e Schedules ms	atabase of training participant numbers and View Reports This module provides users a reporting interface to view system generated reports.

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.

Home Logout Help Course Schedu 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 (TEL/TO)	les
Forms Sudmissions Status Reports User Profile Admin	
Submit an XML file Submit an XML file This module provides training providers the ability to select and submit XML files to be uploaded into the RES. Please select a file to submit	
File: Browse	
Submit	

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

(FEM	A	The U.S Departm National Prepare Training and Exer	ent of Homeland Sec dness Directorate (N cise Integration Secr	curity (DHS), Feo PD), National In etariat/Training	Jeral Emergency Ma tegration Center (N Operations (TEI/TC	Home anagement Agency IIC), D)	Logout (FEMA),	Help Cours	se Schedules		
FC	orms <u>Sut</u>	omissions	Status R	eports User I	Profile Admin								
Hom S Tr PI	n <u>e > Submissi</u> Submit an 1 his module pro lease select a	on > Submit XI XML file ovides training file to submit:	IL File	bility to select and	submit XML files to	be uploaded i	into the RES.						
	File: Submit	C:\Docum	ents and Setti	ngs\User\Deskto)/FEMA\submis	Browse							

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

 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.

Home Logout Help Course Schedules The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (IVPD), National Integration Center (IVIC), Taining and Exercise Integration Securitation (TEVTO)								
Enrore Submissions Status Benorte LicerProfile Admin								
Vinits Willies Subsistion Falled View Open Frome Aurilian								
Submission Failed Submission Failed * The following file cannot be processed by the RES because it does not follow the approved DHS file naming convention. Please rename the file. File Name : LSU_AWR-129-W_11032009_03.xml Click <u>here</u> to upload another file								

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.

c_RES Staging_ACEP_PER-263_03172008_001.log - Notepad	_ 🗆 🗙
<u>File Edit Format View H</u> elp	
Error in line 7: Attribute "trainingtype" is not declared for element "class". Error in line 7: Attribute "trainingcategory" is not declared for element "class". Error in line 17: Attribute "trainingtype" is not declared for element "class". Error in line 17: Attribute "trainingcategory" is not declared for element "class". Error in line 17: Attribute "trainingcategory" is not declared for element "class". Error in line 17: Attribute value for "trainingmethod" is #REQUIRED. Total number of classes:2 	×
T	

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.

FEN bmissions ilons > View/II Course to purse to the s Informat	TA The US Department Historial Propur Training and Exer Status Reports User Modify Course Schedule the Schedule	ent of Homeland Security dness Directorate (NPD), N class Integration Secretaria Profile Admin	(DHS), Federal Emergenc lational Integration Cente tt/Training Operations (TE	y Management Agency rr (NIC), 1/TO)	(FEMA),		
L LLV <u>ibmissions</u> <u>ions</u> > View/h Course to purse to the s Informat	Attain Reports User Status Reports User Modify Course Schedule the Schedule chedule (lick here.	aness urrectorate (NPD), N	vational integration Cente	rr (viic), (/TO)			_
ibmissions sions > View/ Course to ourse to the s	Status Reports User Modify Course Schedule the Schedule schedule <u>lick here.</u>	Profile Admin					_
Course to ourse to the s	Modify Course Schedule						
Course to ourse to the s	the Schedule schedule tick <u>here</u> .						E.
ourse to the s	schedule tlick <u>here</u> .						
Informat							
Informat							
Antertainer	tion						
ows training (providers the ability to view and moo	lify submitted course sch	nedules. Please fill in th	e form below to narro	w course schedule r	esults.	
log Number:	Please Select	-	Show Web-Based Cou	rses:			
	11/20/2009	127	To Date:		12/20/2009		
	<u>.</u>					. —	
teset							
ourse numbe	er for course schedule details. To vie	w the entire list of results	, please click <u>here</u> to ex	port to Excel.			
	-11 /4						
i, displaying a	Course Catalog Number	Start Date	End Date	Start Time	¢ City	State	4
Delete	AWR-117	2009-11-20	2009-11-20	08:00 AM	Bethesda	MD	
Delete	AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD	
Delete	AWR-110-W	N/A	N/A	N/A	N/A	N/A	
		Colored Inc.					
Delete	AWR-128-W	N/A	N/A	N/A	N/A	N/A	
	eset displaying <u>Delete</u> <u>Delete</u>	constanting providers the ability to view and movide stanting providers the ability to view and movide stanting of the second stanti	constraining providers the ability to view and modify submitted course of org Number:	org Number: Please Select Show Web-Based Cou [1120/2009 [ii] To Date: Show Web-Based Cou [1120/2009 [ii] To Date: Ceate Uurse number for course schedule details. To view the entire list of results, please click here to ex displaying all items: Course Catalog Number Show Number Course Catalog Number Show Number Course Catalog Number Start Date Course Catalog Number Start Date Course Catalog Number Start Date Course Catalog Number Show Number Delete AVIR-1112 2009-11-20 Delete AVIR-110-V NIA NIA NIA NIA NIA NIA NIA NIA NIA NIA NIA NIA Show Number Show Number	Owner stating to view and modify submittee course schedules. Prease link in the form below to hard og Number: Please Select Show Web-Based Courses: Introduction Introduction Introduction Introduction Introduction Introduction To Date: Center Course catalog Number Start Date Introduction Output: Course catalog Number Start Date End Date Start Time Delate AWR-112 2009-11-20 08:00 AM Delate AWR-110 2009-11-20 08:00 AM Delate AWR-1102 2009-11-21 2009-11-25 12:34 PM Delate AWR-110-W N/A N/A N/A	conservation providers the soling to view and moonly submitted course schedules. Prease in in the form below to harrow course schedule of the soling of	each and the adding to wave and moonly submitted course is theoreties. Heads in it in the form below to hardwork ourse is checular results. In the form of the adding to wave and moonly submitted course is theoreties. Heads in it in the form below to hardwork ourse is checular results. In the form of the adding to wave and moonly submitted course is the ourse. In the form of the adding to wave and moonly submitted course is the ourse. In the ourse adding to wave and moonly submitted course is the ourse. In the ourse ourse adding to wave and moonly submitted course is the ourse. In the ourse ourse adding to wave and moonly submitted course is the ourse. In the ourse ourse adding to wave and the ourse of the ourse ourse is the ourse ourse adding to adding the ourse ourse ourse ourse adding to adding the ourse ourse ourse ourse ourse ourse ourse ourse adding the ourse ours

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

4. 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.

Home Logout Help Course Schedules Image: Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Scretariat/Training Operations (TE/TO) Image: Course Schedules Forms Submissions Status Reports User Profile Admin									
Home > Submissions > Add a New Course to the Schedule									
Add a New Course to th This module provides the user th	e Schedule e ability to add a course to the schedule.								
Course Catalog Number: *	AWR-000	Course Name:	Seaport Security for Port Employees A						
Course Description:	The Seaport Security for Por employees at a seaport or se facility personnel without s	t Employees co aport facility ecurity duties	vurse is for all non-security . The course will inform all . of						
Start Date: *	11/20/2009	End Date: *	11/20/2009						
Start Time:* (Must be in the form HH:MM)	09:00 AM _	City: *	Rockville						
State: *	Maryland	Zip Code: *	12345						
Training Method: *	Resident 💌	Course Length:	8 Hours						
Contact Info:*	training_provider_x@mail.com	1	ia. V						
Submit Reset * Fields displayed in bold * are	required and must be completed.								

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.

S FEM	The U.S Department of Homela	nd Security (DHS), Fe	Home Logout Help Course Schedules teral Emergency Management Agency (FEMA).
I LIVI	National Preparedness Director Training and Exercise Integration	ate (NPD), National Ir n Secretariat/Training	tegration Center (NIC), Operations (TE//TO)
Forms <u>Submissions</u> S Home > Submissions > Add a New	tatus Reports User Profile A	imin	
Add a New Course to the This module provides the user the	s Schedule a ability to add a course to the schedule.		
Course Catalog Number: *	AWR-000	Course Name:	Seaport Security for Fort Employees
Course Description:	The Seaport Security for Por employees at a seaport or se facility personnel without s	t Employees c aport facilit ecurity dutie	y. The course will inform all v
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	9	A V
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.

FEM.	Home Logout Help CourseSchedules A 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 (TEV/TO) Status Reports User Profile Admin	
Confirm Course Additio		
This module provides the user th	e 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 staft. Other courses in the Seaport Security Common labor, Responders, Facility Security Officers, and Pot and Facility Alamagement. Seaport Security to remotive satisfies US Coast Guard and MARAD requirements for Manthme Security Awareness. The course is the Security carbon security security 20-40 minutes.	
Course Length:	8 Hours	
Start Date: *	11/20/2009	
End Date: *	11/20/2009	
Start Time: *	09:00 AM	
City: *	Rodwille	
State: *	MD	
Zip Code: *	24523	
Training Method: *	Mobile	
Contact Info: *	training_provider_xyz@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 The US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (IPPD), National Integration Center (INC), Training and Security Integration Science (IPPD) atus Reports User Profile Admin
Home > Submissions > Add New Co	purse Schedule
Confirm Course Addition This module provides the user the	to Schedule 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_xyz@mail.com
Submit Edit	
* Fields displayed in bold * are r	equired and must be completed.

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

6. 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.



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 (<u>res@dhs.gov</u>) 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 be 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.

Cuber	Bubmissions	Status Reports User	Profile Admin					
	ssions > view	a the Selectedule						
To add a new	course to the	schedule click <u>here</u> .						
Schedulin	g Informa	ition	dify submitted course so	hedules. Please fill in th	ne form below to narr	ow course schedule	results	
	and the distance	pronotice and cosity to new and me		1000000. 1 10000 Millin U	10 1011 0 010W (0 Hall		recente.	
Course Ca	alog Number	Please Select	-	Show Web-Based Cou	urses:			
From Date		11/20/2009		To Date:		12/20/2009		
From Date	Reset	11/20/2009		To Date:		12/20/2009		
From Date	Reset	h1/20/2009	ew the entire list of result	To Date:	voort to Excel	12/20/2009		
From Date Submit * Click on a	Reset course numb	1/20/2009	w the entire list of result	To Date: s, please click <u>here</u> to e.	xport to Excel.	12/20/2009		
From Date Submit * Click on a 5 items fou	Reset course numb	h 1/20/2009 Her for course schedule details. To vi all items.	w the entire list of result	To Date: s, please click <u>here</u> to e	xport to Excel.	12/20/2009		
From Date Submit Click on a 5 items fou	Reset course numb	[11/20/2009 er for course schedule details. To vi all items. Course Catalog Number	ew the entire list of result	To Date: s, please click <u>here</u> to e.	sport to Excel.	12/20/2009	State	-
From Date Submit Click on a 5 items fou	Reset course numb	(11/20/2009 er for course schedule details. To vi a all Items. Course Catalog Number AWR-11Z	ew the entire list of result Start Date 2009-11-20	To Date: a, please click <u>here</u> to ex- End Date 2009-11-20	Start Time 08:00 AM	2 City Bethesda	State MD	-
From Date Submit * Click on a 5 items fou Modify	Reset course numb	I 11/20/2009 I 11/20/2009 I I 11/20/2009 I I I Items. Course Catalog Number AWR-117 AWR-100	ew the entire list of result Start Date 2009-11-20 2009-11-21	To Date: a, please click <u>here</u> to ex- End Date 2009-11-20 2009-11-25	Start Time 08:00 AM 12:34 PM	12/20/2009 City Bethesda rockville	State Indexes	-
From Date: Submit * Click on a 5 items fou Modify Hodify	Reset course numb nd, displaying Delete Delete	I 11/20/2009 I 11/20/200 I 11/20/200 I 11/200 I	ew the entire list of result Start Date 2009-11-20 2009-11-21 N/A	To Date: a, please click <u>here</u> to ex- e End Date 2009-11-20 2009-11-25 N/A	Start Time 08:00 AM 12:34 PM N/A	22/20/2009 City Bethesda rockville NiA	State MD MD N/A	-
From Date Submit * Click on a 5 items fou Modify Modify Modify	Reset	[11/20/2009 er for course schedule details. To vir all Items. Course Catalog Number AVIS-117 AVIS-110.10 AVIS-110.40 AVIS-128.40	ew the entire list of result Start Date 2009-11-20 2009-11-21 N/A N/A	To Date: a, please click <u>here</u> to e. End Date 2009-11-20 2099-11-25 N/A N/A	Start Time 08:00 AM 12:34 PM N/A	City Bethesda rockville N/A	State MD MD 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.

FEM	The U.S Department of Homela National Preparedness Director Training and Exercise Integratio	nd Security (DHS), Fed ate (NPD), National Int n Secretariat/Training	Home Logout Help Course S rail Emergency Management Agency (FEMA), gration Center (NIC), perations (FE/T0)	ichedules
Forms <u>Submissions</u>	Status Reports User Profile A	dmin		
Home > Submissions > Modify C Modify Course Schedu This module provides the user	ourse Schedule le the ability to modify their submitted courses or	the schedule.		
Course Catalog Number: *	AWR-117	Course Name:	Preparing Communities for Agroterrorism	
Course Description:			×.	
Start Date: *	11/20/2009	End Date: *	11/20/2009	
Start Time: * (Must be in the form HH:MM)	08:00 AM 💌	City: *	Bethesda	
State: *	Maryland	Zip Code: *	20852	
Training Method: *	Mobile	Course Length:		
Contact Info: *	CONTACT XXX		A 7	
Modify Back				
* Fields displayed in bold * a	re 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".

Home Logout Help Course Schedules 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 Secretaria/Training Operations (TE/TO)	
Forms Stutimissions Status Reports User Profile Admin	
Home > Submissions > Add New Course Scriebule Modify Course This module provides the user the ability to modify their submitted courses on the schedule. * Course has been updated in the schedule.	
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.

(j	😵 FEN	TA The U.S Department o National Preparedness Training and Exercise	f Homeland Security (5 Directorate (NPD), N ntegration Secretaria	DHS), Federal Emergency M lational Integration Center (t/Training Operations (TEL/	Home Management Agency NIC), FO)	e Logout Help r (FEMA),	Course Schedules	
For	ms <u>Submissions</u>	Status Reports User Profil	e Admin					
Home	> <u>Submissions</u> > View/N	Iodify Course Schedule						
Ado To a	d a New Course to dd a new course to the s	the Schedule chedule click <u>here</u> .						
Sch	neduling Informat module allows training (ion providers the ability to view and modify si	ubmitted course sch	edules. Please fill in the	form below to name	ow course schedule r	esults.	
C	ourse Catalog Number:	Please Select	-	Show Web-Based Cours	es:			
Fr	rom Date:	11/20/2009		To Date:		12/20/2009] 📼	
ន * (រូរ្	ubmit Reset Click on a course numbe	r for course schedule details. To view the III items.	entire list of results	please click <u>here</u> to exp	ort to Excel.			
	\frown	Course Catalog Number	Start Date	End Date	Start Time	¢ City	⇔ State ⇔	
<u>8</u>	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-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	
			1			1		

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.

The U.S Department of Homeland Security (DHS), Federal Emergency Managemer National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEI/T0)	Home Logout Help Course Schedules nt Agency (FEMA),
Forms <u>Submissions</u> Status Reports User Profile Admin	
Home > Submissions > Remove Course Schedule	
Course Deleted from the Schedule	
This module provides the user the ability to delete a course from the Schedule.	
* Course deleted from the Schedule.	
Backto Course Schedule	

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.

FEMA	The U.S Department of Homeland Security (DHS), Federal Er National Preparedness Directorate (NPD), National Integratio Training and Exercise Integration Secretariat/Training Opera	Home Logout Help Course Schedule: mergency Management Agency (FEMA), on Center (NIC), tions (TEI/TO)	3
Forms Submissions Status	Reports User Profile Admin		
Welcome to the Registratio Please use the navigation above to	n and Evaluation System (RES) get started	Login Successful	
The DHS/FEMA Training and Exercise In training evaluations to enhance its abilit	tegration (TEI) Secretariat has recognized the need for a compre y to manage the quality of its sponsored courses and provide per	chensive, centralized database of training participant numbers and rformance reporting.	
The RES is a dedicated system to efficie	intly receive the following information from all training providers:		
* Student Registration information			
* Level One: Post course evaluation			
* Level Two: Pre-and-post performance	ie test		
Download Forms	Data Submissions Track Stat	tus Of An XML View Reports	
This module provides users an interface to download the DHS standard forms;	This module provides users the ability to manage course information ability to view a and Submit XML files to the RES.	This module provides users a and track the status of JML files. denerated reports.	
* Batch Header form	* Submit Course Schedules		
* Registration form	* Upload XML forms		
* Level I Evaluation form	X		
L			
Figure 8	3-1: RES Home Page (Select S	tatus Module)	

3. The Status Screen is displayed.

	FEMA	The U.S Departmer National Preparedn Training and Exercis	nt of Homeland Secu less Directorate (NDI se Integration Secret	rity (DHS), Federal Emergency Management A P), National Integration Center (NIC), ariat/Training Operations (TEI/TO)	gency (FEM	IA),	Home Logout H	elp
	Forms Submissions <u>Status</u> Rep	orts User Pr	ofile Admin					
U T I	Home + Status Fiew the status of XML files his module provides users the ability to view and tract From Date: 05/02/2008 To Date: Submit Reset	k the status of thei	ir uploaded XML file	os. All Training Provider 💌	Status:	All St	atus 💌	
	43 items found, displaying 1 to 10.[First/Prev] 1, 2, 3. Training Provider	4, 5 [Next/Last] Submitted Date	User Name 🔶	Submission File Name	Status ¢	Late \$	Comments	¢
	American College of Emergency Physicians	2008-06-02	MERKEL_JAMIE	ACEP_PER-263_03172008_001.xml	FAIL			
	George Washington University - NNEPI Program	2008-05-19	MERKEL_JAMIE	GWU-NNEPI_MGT- 323_05152008_QALxml	FAIL			
	National White Collar Crime Center	2008-05-19	MERKEL_JAMIE	NW3C_AWR-156_05152008_QAI.xml	FAIL			
	National White Collar Crime Center	2008-05-19	MERKEL_JAMIE	NW3C_AWR- 156_05152008_QAI_01.xml	PASS	Y	Submission was 41 days late	
	National White Collar Crime Center	2008-05-19	MERKEL_JAMIE	NW3C_AWR- 156_05152008_QAI_001.xml	FAIL			

Figure 8-2: RES Status Module

- 4. 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.
- 5. 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.

FEMA	The U.S Department of Homeland Securit National Preparedness Directorate (NPD) Training and Exercise Integration Secreta	Hon ty (DHS), Federal Emergency Management Agen , National Integration Center (NIC), riat/Training Operations (TEI/TO)	me Logout Help Course Schedu noy (FEMA),	les
Forms Submissions Status	Reports User Profile Admin			
Welcome to the Registration a Please use the navigation above to get	and Evaluation System (RES) ^{started}	Login S	uccessful	
The DHS/FEMA Training and Exercise Integrating evaluations to enhance its ability to The RES is a dedicated system to efficiently * Student Registration information * Level One: Post course evaluation * Level Two: Pre-and-post performance te Download Forms This module provides users an interface to download the DHS standard forms. * Batch Header form * Registration form * Level I Evaluation form	ration (TEI) Secretariat has recognized the r manage the quality of its sponsored course v receive the following information from all tr est Data Submissions This module provides users the ability to manage course information and Submit ML files to the RES. * Submit Course Schedules * Upload XML forms	need for a comprehensive, centralized datab es and provide performance reporting. aining providers: Track Status Of An XML This module provides users the ability to view and track the status of their uploaded XML files.	vase of training participant numbers and View Reports This module provides users a reporting interface to view system generated reports.	

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.

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NDP), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TE(/TO)	Home Logout Help	
Forms Submissions Status Reports User Profile Admin		
Home > User Profile Information		
User Profile Information		
this moune provides users an interface to earl and update their account information. * Edit User Profile Information		
Allows users to edit and update their contact information.		
Chance Your Password Allows users to change their current password.		
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.

The US Department of Homeland Security (DHS), Foderal Emergency Management Agency (FEMA), National Preparedness Directorate (NDP), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TE/T0)	Home	Logout	Help
Forms Submissions Status Reports User Profile Admin			
Home > User Profile Information User Profile Information This module provides users an interface to edit and update their account information. * Edit User Profile Information Allows users to edit and Update their contact information. * Change Your Password Allows users to change their current password.			

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.

FEMA	The U.S Department of Homeland Secur National Preparedness Directorate (NPD Training and Exercise Integration Secret	Ho ity (DHS), Federal Emergency Management Age), National Integration Center (NIC), nriat/Training Operations (TEL/TO)	ome Logout Help Course Schedules ency (FEMA),	
Forms Submissions Status	Reports User Profile Admin			
Home > User Profile Information > Edit Use	r Profile Information			
Edit User Profile Information This module provides users an interface t	o 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 spous	e/significant other?	•	
Security Answer: *	TEST			
Submit Reset				
* Fields displayed in bold * are required	and must be completed.			

Figure 10-3: Edit User Profile Information

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

FEMA	The U.S Department of Homeland Secur National Preparedness Directorate (NPD Training and Exercise Integration Secret	H ity (DHS), Federal Emergency Management Ag), National Integration Center (NIC), ariat/Training Operations (TEL/TO)	ome Logout Help CourseSchedules angy(FEMA),
Forms Submissions Status	Reports <u>User Profile</u> 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 spous	e/significant other?	
Security Answer: *	TEST		
Submit Reset			
 Fields displayed in bold * are required 	and must be completed.		

Figure 10-4: Submit User Profile Information

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

FEMA	The U.S Department of Homeland Se National Preparedness Directorate (Training and Exercise Integration Sec	curity (DHS), Federal Emergency Managen IPD), National Integration Center (NIC), retariat/Training Operations (TEI/TO)	Home Logout Help Course Schedules nent Agency (FEMA),
Forms Submissions Status	Reports <u>User Profile</u> Admin		
Home > User Profile Information > Edit Us	ser Profile Information > Confirm User Profi	le Information	
Confirm User Profile Informa This module provides users an interface	ation a to edit and update their account information	on.	
Please confirm user profile information	4		
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			
 Fields displayed in bold * are require 	ed and must be completed.		

Figure 10-5: Confirm User Profile Information

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

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorizate (NDP), National Integration Center (NIC), Training and Exercise Integration Security (Center (INC),	Home	Logout	Help
Forms Submissions Status Reports User Profile Admin Home > User Profile Information > Edit User Profile Information > User Profile Information > User Profile Information > User Profile Name Name			
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

1. 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.

FEMA	Home Logout Help The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NDP), National Integration Center (NIC), Training and Exercise Integration Secretariat/Training Operations (TEL/TO)
Forms Submissions Sta	tus Reports <u>User Profile</u> Admin
Home > User Profile Information > Ch Change your password Your new password must be betwee least one special character (!,@,#, \$	ange Password en 8-12 characters in length and consist of at least one uppercase letter, one lowercase letter, at least one numeric (0-9) character, and at ; %, ^, *, (,))
Current Password: *	•••••
New Password: *	••••••
Confirm New Password: *	••••••
Submit Reset Fields displayed in bold * are red	quired and must be completed.
	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.

FEMA Forms Submissions Status	The U.S Department of Homeland Securi National Preparedness Directorate (NPD) Training and Exercise Integration Secreta Reports User Profile Admin	Hc ty (DHS), Federal Emergency Management Age National Integration Center (NIC), riat/Training Operations (TEI/TO)	ome Logout Help Course Schedule	es
Welcome to the Registratio Please use the navigation above to	n and Evaluation System (RES) get started	Login S	Successful	
The DHS/FEMA Training and Exercise in training evaluations to enhance its abilit The RES is a dedicated system to effici * Student Registration information * Level One. Post course evaluation * Level Two: Pre-and-post performant	tegration (TEI) Secretariat has recognized the to manage the quality of its sponsored course inity receive the following information from all tr se test	need for a comprehensive, centralized data es and provide performance reporting. aining providers:	base of training participant numbers and	
Download Forms This module provides users an interface to download the DHS standard forms:	Data Submissions This module provides users the ability to manage course information and SubmiXUL files to the RES. * Submit Course Schedules * Upload XML forms	Track Status Of An XML This module provides users the ability to view and track the status of their uploaded XML files.	View Reports This module provides users a reporting interface to view system generated reports.	

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

FEMA	The U.S Department of Homeland Securi National Preparedness Directorate (NPD Training and Exercise Integration Secreta S Reports User Profile Admin	Hc ty (DHS), Federal Emergency Management Age N. National Integration Center (NIC), riat/Training Operations (TEI/TO)	ime Logout Helf Course Schedule	>
Welcome to the Registrat Please use the navigation above	on and Evaluation System (RES) o get started	Login S	Successful	
The DHS/FEMA Training and Exercis: training evaluations to enhance its at The RES is a dedicated system to eff Student Registration information Łevel One: Post course evaluation Łevel Two: Pre-and-post perform:	Integration (TEI) Secretariat has recognized the hity to manage the quality of its sponsored cours: ciently receive the following information from all t nce test	need for a comprehensive, centralized data es and provide performance reporting. raining providers:	base of training participant numbers and	
Download Forms This module provides users an interface to download the DHS standard forms: * Batch Header form * Registration form * Level Evaluation form	Data Submissions This module provides users the ability to manage course information and Submit XM. files to the RES. * Submit Course Schedules * Upload XML forms	Track Status Of An XML This module provides users the ability to view and track the status of their uploaded XML files.	View Reports This module provides users a reporting interface to view system generated reports.	

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

2. The Course Schedule Module Basic Search is Displayed.

Trai	ional Preparedness Directorat ning and Exercise Integration	te (NPD), National Integration Secretariat/Training Operation	n Center (NIC), ons (TEI/TO)	(PEWA),		
Search Course Schedules						
Course Schedule Search for upcoming DHS/FEMA Training Courses i	n your area. Please fill in the	e form below to narrow cou	urse schedule results.			
✤ Please note course schedules are subject to characteristic	inge.					
Course Catalog Number:		•	State:	•		
From Date:	11/21/2009	-	To Date: 12/21/2	009 📼		
Show Web-Based Courses:	v					
Submit Reset Advanced Search						- 1
 Click on a course number for course schedule of 	letails. To view the entire list	of results, please click her	e to export to Excel.			
2 itome found dienlaving all itome						
Course Catalog Number	Start Date 💠	End Date	Start Time	¢ City ¢	State	¢
	0000 44 04	2009-11-25	19-24 PM	se ele álle	MD	
AWR-100	2009-11-21	2003-11-23	12.34110	TOCKVIIIE	mD .	
AWR-100 AWR-110-W	2009-11-21 N/A	N/A	N/A	WEB	WEB	
AWR-100 AWR-110-W AWR-128-W	N/A	N/A N/A	N/A N/A	WEB WEB	WEB WEB	
AWR-100 AWR-110-W AWR-129-W	N/A N/A	NA NA	N/A N/A	WEB WEB	WEB	
AWR-100 AWR-110-W AWR-128-W	NIA NIA	N/A N/A	N/A N/A	WEB WEB	WEB	

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)

ourse Schedule	na Courses in your area. Please fi	III in the form below to parr	w course schedule result		
Please note course schedules are	subject to change.				
Course Catalog Number:			State:		-
From Date:	11/21/2009] 🖻	To Date: 12	/21/2009	
Show Web-Based Courses:					
3 items found, displaying all items.	Start Date	♠ End Date	Start Time	⇔ Citv	State
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD
AMD 110 M	N/A	N/A	N/A	WEB	WEB
AVIR-110-VV					

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

File Dowr	nload	×
Do you	u want to open or save this file?	
	Name: createExcel_course_schedule.xls Type: Microsoft Excel Worksheet, 1.31KB From: 156.80.129.31	
	Open Save Cancel	
IM Al <u>w</u> a	ays ask before opening this type of file	
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

Figure 12-4: Open Excel File prompt

5. 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 webbased 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)

Course Schedule					
Search for upcoming DHS/FEMA Trainin	ng Courses in your area. Please fill i	n the form below to narro	w course schedule res	sults.	
* Please note course schedules are s	ubject to change.	_			
Course Catalog Number:	AWR-128-W		State:		
From Date:	11/21/2009		To Date:	12/21/2009	
Show Web-Based Courses:					
Submit Reset Advanced Sea	rch				
 Click on a course number for course 	e schedule details. To view the entire	e list of results, please clic.	k here to export to Exc	el.	

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 webbased courses from the result list simply uncheck the "Show Web-Based Courses" checkbox. (See Figure 12-6)

FEMA	The U.S Department of He National Preparedness Di Training and Exercise Inte	omeland Security (DHS), Feder rectorate (NPD), National Inte gration Secretariat/Training O	al Emergency Managemer gration Center (NIC), perations (TEI/TO)	nt Agency (FEMA),		
Search Course Schedules						-
Course Schedule						
Search for upcoming DHS/FEMA Trainin	Courses in your area. Please	fill in the form below to narro	w course schedule resu	ilts.		
 Please note course schedules are su 	bject to change.					
Course Catalog Number:			State:	•]	
From Date:	11/21/2009		To Date:	12/21/2009		
Show Web-Based Courses:						
Submit Reset Advanced Sear	±					
 Click on a course number for course 	schedule details. To view the er	ntire list of results, please cli	k <u>here</u> to export to Exce	I.		
				22		
Course Catalog Number	Start Date	* End Date	 Start Time 	City	A State #	
AWR-100	2009-11-21	2009-11-25	12:34 PM	rockville	MD	
CHILLING CHILLING	2000 1121	2000 1120	12.341 11			

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 Figure 12-7)

FEMA	The U.S Department of He National Preparedness Di	omeland Security (DHS), Feder rectorate (NPD), National Inte	ral Emergency Management A gration Center (NIC),	Agency (FEMA),		
AND SEC	training and Exercise inte	gration Secretariat/Training O	perations (TEI/TO)			
Search Course Schedules						
Course Schedule						
Search for upcoming DHS/FEMA Training	Courses in your area. Please	fill in the form below to narro	w course schedule results	l		
* Please note course schedules are su	bject to change.					
Course Catalog Number		*	State:	andand	-	
ordioo oddiog ridiniodi.		-	oluto.	aryianu		- H.
From Date:	11/21/2009		To Date: 12	/21/2009		
Show Web-Based Courses:	N					
Submit Reset Advanced Seam	<u>h</u>					
 Click on a course number for course 	schedule details. To view the er	tire list of results, please cli	ck here to export to Excel.			
			and a support to Encor.		\frown	-
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	
A1A/D 100 14/	N/A	N/A	NIA	10/60	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 be selecting the From and To dates. Simply click on the calendar box and click the dates you want, or you can enter them manually.

EMA	The U.S Department of Ho National Preparedness Di Training and Exercise Inter	meland Security (DHS), Federa ectorate (NPD), National Integ gration Secretariat/Training Op	I Emergency Management A ation Center (NIC), erations (TEI/TO)	Agency (FEMA),		
Search Course Schedules						
Course Schedule Search for upcoming DHS/FEMA Trainin * Please note course schedules are su	g Courses in your area. Please f ubject to change.	II in the form below to narrov	v course schedule results	i.		
Course Catalog Number:		-	State: M	aryland	3	
From Date:	11/21/2009] 🖬	To Date: 11	/25/2009		
Show Web-Based Courses:						
Submit Reset Advanced Sear	<u>ch</u>					
* Click on a course number for course	schedule details. To view the en	tire 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	

Figure 12-8: Basic 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. If you do not know the Course Catalog number, or the Basic search isn't detailed enough you can use the Advance Search link.

FEIVIA	National Preparedness Direc Training and Exercise Integra	ctorate (NPD), National Inte ation Secretariat/Training O	gration Center (NIC), perations (TEI/TO)		
arch Course Schedules					
Course Schedule Search for upcoming DHS/FEMA Trainin * Please note course schedules are su	g Courses in your area. Please fill ibject to change.	in the form below to narro	w course schedule results	3.	
Course Catalog Number:		×	State:	laryland	•
From Date:	11/21/2009	IF	To Date: 11	1/25/2009	
Show Web-Based Courses:					
Submit Reset Advanced Sear	schedule details. To view the entir	e list of results, please clie	k <u>here</u> to export to Excel.		
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
2000 E010 A 07 A 00		10000	100000	100000	10000

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 webbased 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)

FEMA	The U.S Department of Homela National Preparedness Directo Training and Exercise Integratio	und Security (DHS), Federal E rate (NPD), National Integrat on Secretariat/Training Opera	imergency Management Age ion Center (NIC), ations (TEI/TO)	ncy (FEMA),		
Search Course Schedules Course Schedule Search for upcoming DHS/FEMA Training Cou * Please note course schedules are subject	rrses in your area. Please fill in to change.	the form below to narrow c	ourse schedule results.			
Performance Level:	formance		Keyword:			
From Date: 11/2	21/2009		To Date:	12/21/2009		
City and State:		•	C Zip Code:			
Show Web-Based Courses:						
Submit Reset Basic Search						
* Click on a course number for course sche	dule details. To view the entire I	ist of results, please click <u>h</u>	ere to export to Excel.			
2 items found, displaying all items.						
Course Catalog Number	Start Date	End Date 4	Start Time 💠	City	State	
PER-265	2009-11-21	2009-11-21	08:00 AM	Chicago	L	
PER-200	2009-11-23	2009-11-23	09:00 AM	San Diego	CA	

Figure 12-10: Advanced Search (Performance Level)

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

FEMA	The U.S Department of I National Preparedness I Training and Exercise Int	Homeland Security (DHS), Fe Directorate (NPD), National Ir legration Secretariat/Training	deral Emergency Managemen tegration Center (NIC), Operations (TEI/TO)	nt Agency (FEMA),	
Search Course Schedules					
Course Schedule Search for upcoming DHS/FEMA Trainin * Please note course schedules are su	g Courses in your area. Please ubject to change.	e fill in the form below to na	rrow course schedule resu	ults.	
Performance Level:			Keyword		
From Date:	11/21/2009		To Date:	12/21/2009	F
City and State:		<u>×</u>	C Zip C	Code:	
Show Web-Based Courses: Submit Reset Basic Search * Click on a course number for course 3 items found, displaying all items.	schedule details. To view the e	ontire list of results, please	click <u>here</u> to export to Exce	ł.	
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)

	FEMA	ne U.S Department of Homelar ational Preparedness Director aining and Exercise Integration	nd Security (DHS), Federal Emerger ate (NPD), National Integration Cen n Secretariat/Training Operations (ncy Management Agency ter (NIC), TEI/TO)	(FEMA),		
S	earch Course Schedules					1	
	Course Schedule Search for upcoming DHS/FEMA Training Course: * Please note course schedules are subject to c	s in your area. Please fill in ti hange.	he form below to narrow course	schedule results.			
	Performance Level:	•		Keyword:			
	From Date: 11/24/2	009		To Date:	12/24/2009		
	Cit) and State: Rockvill	e Maryla	and	C Zip Code:			
	Show Web-Based Courses:						
	Submit Reset Basic Search * Click on a course number for course schedule	details. To view the entire lis	st of results, please click <u>here</u> to	export to Excel.			
	One item found.						
	Course Catalog Number	Start Date :	🕈 End Date 🗢 Sta	art 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.

	FEMA	The U.S Department of Homeland Security (DHS), Federal Emerg National Preparedness Directorate (NPD), National Integration Ca Training and Exercise Integration Secretaria/Training Operations	ency Management Agency (FEMA), anter (NIC), (TEI/TO)	
s	earch Course Schedules Course Schedule Search for upcoming DHS/FEMA Train * Please note course schedules are	ing Courses in your area. Please fill in the form below to narrow course uutiject to change.	a schedule results.	
	Performance Level: From Date: C City and State: Show Web-Based Courses: Submit Reset Basic Search * Click on a course number for course No items found.		Keyword: 11/27/2005 To Date: 11/27/2005 (@ 2)) Code: 35257 2 export to Excel. 2 export to Excel.	

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

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

FFMA	The U.S Department of Hor	neland Security (DHS), Federal En	ergency Management Agen	cy (FEMA),	
T LIVIA	Training and Exercise Integ	ation Secretariat/Training Operat	ions (TEI/TO)		
Search Course Schedules					
Course Schedule					
Search for upcoming DHS/FEMA Training	Courses in your area. Please fil	in the form below to narrow co	urse schedule results.		
 Please note course schedules are sub, 	ect to change.				
Performance Level:			Keyword:		
From Date:	1/24/2009		To Date:	11/27/2009	
City and State:			C Zip Code:		
Show Web-Based Courses:]				
Submit Reset Basic Search					
 Click on a course number for course s 	chedule details. To view the enti	re list of results, please click <u>he</u>	re to export to Excel.		
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.

FEMA	The U.S Department of Homeland Security (DHS), Federal National Preparedness Directorate (NPD), National Integra Training and Exercise Integration Secretariat/Training Oper	Emergency Management Agency tion Center (NIC), ations (TEI/TO)	(FEMA),	
Search Course Schedules Course Schedule Search for upcoming DHS/FEMA Traini * Please note course schedules are s	ng Courses in your area. Please fill in the form below to narrow ubject to change	course schedule results.		
Performance Level:		Keyword:		
From Date:	11/24/2009	To Date:	11/27/2009	
Show Web-Based Courses Submit Reset Basic Search				
* Click on a course number for cours No items found.	e schedule details. To view the entire list of results, please click <u>i</u>	here to export to Excel.		

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.

FEMA	The U.S Department of H National Preparedness D Training and Exercise Inte	omeland Security (DHS), Fede irectorate (NPD), National Inte gration Secretariat/Training C	ral Emergency Management Ag gration Center (NIC), iperations (TEI/TO)	jency (FEMA),		
Search Course Schedules						
Course Schedule Search for upcoming DHS/FEMA Training * Please note course schedules are su	g Courses in your area. Please ibject to change.	fill in the form below to narr	ow course schedule results.			
Performance Level:			Keyword:			
From Date:	11/24/2009		To Date:	11/27/2009		
City and State:		×	C Zip Code	n.		
Show Web-Based Courses:	N					
Submit Reset Basic Search						
* Click on a course number for course	schedule details. To view the e	ntire list of results, please cli	ck <u>here</u> to export to Excel.			
3 items found displaying all items						
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	

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.

FE FE	National Preparednee Training and Exercise	ss Directorate (NPD), National Integration Cer Integration Secretariat/Training Operations	ncy Management Agency (FEMA), iter (NIC), TEI/TO)	
Caurae Sehedula	a - Cauras Detaile			-
search course schedule:	5 × Course Details			
Course Details				
* For course enrollme	nt information please reference the contact i	ntormation.		
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 Employee: personnel without security duties of pot Security Plan, the meaning and conseq Federal Regulations, Title 33, Part 105. warehousing, and seaport administrati Security Officer Supervisors, Law Enforc Facility Nanagement. Seaport Security The course is comprised of 23 discrete	s course is for all non-security employees ential threats to security, the security orga uence of IARSEC Levels, and how to rep 215. The target audience includes union a e staff. Other courses in the Seaport Secu- rement Officers, Law Enforcement Supery or Port Employees satisfies US Coast Gu lessons, each lasting 20-40 minutes.	at a seaport or seaport facility. The course will info ization of a port facility, relevant provisions of the F or potential threats to security, in compliance with nd non-union labor, construction, trucking, railroad mity curriculum are valiable specifically for Security sors, First Responders, Facility Security Officers, a ard and MARAD requirements for Maritime Security	m all facility acility ne Code of Officers, nd Port and Awareness.
Contact Info:	test	Course Length:	8.23	
Training Provider:	Arizona State University			
Basilita Oseanh Basulta				

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.



Figure 13-18: Create Data Update Request 1

2. 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.

	FEMA	The U.S Dep Protection a National Trai	artment of Hom nd National Prep ning and Educa	eland Security (DF paredness (PNP), tion (NTE), Nationa	IS), Federal National Prep Il Training ar	Emergency Managem paredness Directorate nd Education Division (Home Logot ent Agency (FEMA), (NPD), VTED)	ut Help v	Course Sche	dules
Forms	<u>Submissions</u> Status	Reports U	ser Profile	Admin						
ime > <u>Submi</u> :	<u>ssions</u> > View/Modify Class	Details								
Schedulin This module a	g Information allows training providers the	ability to view and	modify submit	tted course sche	edules. Ple	ease fill in the form b	elow to narrow course	schedule res	ults.	
From Date:	03/31/2	009 📃 📰			To Date:		04/05/2011			
City:			State:				Zip Code:			
No of Stude	ents:		Pre Test Sc	Fest Score:		Post Test Score:				
 Click on a 1,285 items 	class number for class sch found, displaying 1 to 10.[F	edule details. rst/Prev] 1, <u>2, 3, 4, 5</u>	5, <u>6, 7, 8 (Nex</u> t	/ <u>Last</u>]						
	Course Catalog Number	Sta	rt Date	End Date		Start Time	City		State	÷
Modify	AWR-199	200	19-04-02	2009-04-0	3	1400	BEND		OR	
Modify	AWR-1KA-W	200	19-05-26	2009-05-2	6	0	CAPE CANAVERAL		FL	
Modify	AWR-122-2	200	19-06-17	2009-06-1	7	800	CHICAGO		IL	=
Modify	AWR-1KA-W	200	19-07-06	2009-07-0	6	0	CAPE CANAVERAL		FL	
Modify	AWR-1KA-W	200	19-07-06	2009-07-0	6	0	CAPE CANAVERAL		FL	
Modify	AWR-1KA-W	200	19-07-07	2009-07-0	7	0	CAPE CANAVERAL		FL	
Modify	AWR-1KA-W	200	19-07-07	2009-07-0	7	0	CAPE CANAVERAL		FL	
Modify	AWR-122-2	200	19-07-17	2009-07-1	7	800	CHICAGO		IL	
Modify	<u>AWR-149-W</u>	200	19-07-01	2009-07-2	1	0	WASHINGTON		DC	~

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

3. 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.

orms	<u>Bubmissions</u> Sta	atus Reports	User Profile	Admin				
<u>ie</u> ≻ <u>Submi</u> :	<u>ssions</u> > Modify Cours	se Details						
lodify Co	ourse Details							
is module p	provides the user the :	ability to modify their s	ubmitted cours	es.				
Course Cat Number: *	alog AWR-19	19			Approver: *		×	
Start Date:	. 04/02/20	109			End Date: *	04/03/2009		
Start Time:	* 0800				End Time: *	1200		
City: *	BEND				State: *	Oregon	V Zip Co	ode: 97702
Training Me	thod: Reside	nt 💌			Contact Hours:	20.0		
Pre-Test Sc	ore: 42.8				Post-Test Score:	53.3		
00.11 6-	und disclassing data C	The Marcal 4, 0, 0, 4	5 0 7 M					
32 Items to	Last Name	First Name	b, <u>b, 7 (Next)Las</u> Middle	Initial	Agency		City	Discipline
<u>Delete</u>	BROWN	KAREY			RESTON FIRE DEP	ARTMENT	RESTON	LE
Delete	BURCHFIEL	SUSAN			RESTON FIRE DEP	ARTMENT	RESTON	LE
Delete	HIGGINBOTHAM	JERROLD	JERROLD		RESTON FIRE DEPARTMENT		RESTON	LE
Delete	STANDIFORD	KATLIN	KATLIN		RESTON FIRE DEPARTMENT		RESTON	отн
Delete HOLLAND		LILLIAN			RESTON FIRE DEP	ARTMENT	RESTON	LE

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

- 4. 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.
- 5. The User must fill in all required fields and select a DHS Staff member as an approver.
- 6. The users can also delete students from a class record which will auto-decrement the "Number of Students" attribute associated with a class
- 7. If you click delete the user is prompted to confirm the deletion.

Are you sure you want to delete this record?
OK Cancel

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								
Ho	ome > Submissions >	Modify Course Details - Add New Student						
	Add New Stud This module provide	lent s the user the ability to add a new student to a course.						
	Last Name: *		First Name:		Middle Initial:			
	Agency:		Title:					
	Address 1:							
	Address 2:		Address 3:					
	City: *		State: *	×	Zip Code:			
	Student Type:	Domestic 💌	Country Code: *	UNITED STATES OF				
	Phone Number: *		Email:					
	Discipline:	v	Government Level:	v				
	Student Identification Number (SID):							
	Submit Clo	se						
	* Fields displaye	d in bold " are required and must be completed.						
		Accessibility Priv	acy Policy + I	FOLA 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)

FEMA	The U.S Department of Ho Protection and National Pr National Training and Educ	tomeland Security (DHS), Federal Emergency I/ Preparedness (PNP), National Preparedness Dir ucation (NTE), National Training and Education [Home Log Management Agency (FEMA), rectorate (NPD), Division (NTED)	gout Help Course Schedules
Forms <u>Submissions</u> Sta	s Reports User Profile	Admin		
Home > Submissions				
RES Data Submission This module provides users the interview * Manage Course Schedule Information Allows users to add, modify, and * Submit an XML file Allows the user to select and up * Create Data Update Request Allows users to add, modify, and * Approve Data Update Request Allows DHS Staff to approve data	ace to submit courses to the sched ation Jelete course schedule information ad XML files into the RES. Jelete course schedule information update requests submitted by train	edule and XML files to the RES. in. in. ning partners.		

See Figure 14-23- Approve Data Update Request

The U.S Department of Homeland Security (DHS), Federal Emergency Management Agency (FEIIA), Protection and National Preparedness (PNP), National Preparedness Directorate (NPD), National Training and Education (NTE), National Training and Education Division (NTED) **FEMA** Submissions Status Reports User Profile Admin Forms ome > <u>Submissions</u> > View Pending Data Requests Pending Data Requests This module allows DHS Staff to view and select pending data requests they have been assigned Click on a class number for data request details. ~ 8 items found, displaying all items. Course Catalog Number Start Date Submitter Submit Date PER-200 2008-09-01 2011-11-22 16:06:45.0 Modify RSONITRAINER Modify PER-200 2008-09-01 RSONITRAINER 2011-11-22 16:07:41.0 AWR-103 2008-06-14 RSONITRAINER2 2011-12-01 10:39:03.0 <u>Modify</u> 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 2008-06-14 RSONITRAINER2 2011-12-01 10:39:44.0 Modify AWR-103 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 Accessibility | Privacy Policy | FOIA

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

See Figure 14-24- Pending Data Requests

3. 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)

FEMA	The U.S Department of Horneland Secur Protection and National Preparedness (F National Training and Education (NTE), N	thy (DKS), Federal Emergency Illanagement Ag PVP), National Preparedness Directorate (NPD), Iational Training and Education Division (NTED)	Home Logout Help Course Schedules may (FEMA).	
Forms <u>Submissions</u> Status	Reports User Profile Admin			
Home > Submissions > Approve/Deny Pend	ing Data Request			
Approve/Deny Pending Dat This module allows DHS Staff to compare				
Course Catalog Number:	PER-200			
Submitter:	REONTRAINER			
Submitted Date:	2011-11-22 16:06:46.0			
Original Values:		Updated Values:		
Start Date:	2008-09-01	Start Date:	2008-09-01	
End Date:	2008-09-07	End Date:	2008-09-07	
Start Time:	800	Start Time:	800	
End Time:	1700	End Time:	1700	
Oity:	CORD	City:	CORD	
State:	MD	State:	MO	
Zip Code:	20850	Zip Code:	20850	
Training Method:	R	Training Method:	R	
Contact Hours:	80	Contact Hours:	80	
Pre-Test Score:	70	Pre-Test Score:	70	
Post-Test Score:	85	Post-Test Bcore:	85	
No. Students:	4	No. Students:	5	
Justification:	****			
Approve Deny Back				

See Figure 14-25 Approve/Deny Pending Data Request

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

Ko Navigation Top	
	TEL US Department of Homeland Security (DHS), Federal Enregency Management Agency (FEMA), Protection and National Preparedness (FIP), National Preparedness Directorate (HOD), National Training and Education (HTE), National Training and Education Division (HTED)
	Forms Submission Status Reports User Profile Admin
	Home > Submissions > Approve Pending Data Request
	Approve Pending Data Request This module allows DHS Staff to provide comments explaining results of pending data request.
	Confirm Back
	Accessibility Privacy Policy EOIA

See Figure 14-26- Approve Pending Data Request