



Learning Management System (LMS) HELP

FEMA INDEPENDENT STUDY (IS) COURSES

- **ENROLLMENT FOR FEMA INDEPENDENT STUDY (IS) COURSES**

1. Obtain a FEMA Student Identification Number (SID) by clicking [here](https://cdp.dhs.gov/femasid). (https://cdp.dhs.gov/femasid)
2. Go to the [FEMA Emergency Management Institute training web page](https://training.fema.gov/is/crslist.aspx) (https://training.fema.gov/is/crslist.aspx), select the course you wish to take. Choose the course and begin.
3. Once you have completed the course and final exam, download and save the certificate of completion emailed to you from FEMA.
4. If you are enrolled in a Learning Path with multiple IS courses, it is convenient to rename the certificates with the course name and create your own folder to store the certificates for later uploads to the Learning Path.

- **UPLOADING FEMA IS CERTIFICATES TO A LEARNING PATH**

To credit FEMA IS courses to a learning path, you must upload your FEMA certificate to that learning path.

1. After login, click on the *My Learning Paths* tab of the navigation bar.
2. Choose the Learning Path associated with the IS certificate you wish to upload.
3. Click on the *FEMA Independent Study* tab.
4. Click on the *Open* button under the course for the certificate you wish to upload.
5. An upload box will appear; click the *Choose File* button. Browse your files and select the certificate file you wish to upload.
6. The name of the file will appear next to the *Browse* button.
7. Click the *Submit Documentation* button to upload the file to your record.
8. The *My External Courses* page will appear. Click the *Completed* tab in the upper left corner.
9. The course name should appear in the *Completed* listing with a *Completed* date of when you added the file.
10. To view your certificate, choose the *Review* button.

HELP

FOR FURTHER ASSISTANCE WITH THE LMS:

Please call (651) 201-7441 or contact [LMS Technical Support](#).