Learning Management System (LMS) HELP

TRAINING AND REGISTRATION TRACKING (TRT) RECORDS AND CERTIFICATES

TRT records were not compatible with the LMS and could not be transferred. Former TRT users who are now enrolled in a Learning Path will get credit for applicable courses taken prior to April 1, 2016 by contacting **LMS Technical Support.**

Learners who had a TRT account should download and save their course transcript, registration history, and any certificates that may be needed for future reference. **The TRT will remain accessible until October 3, 2016. After this date the records will no longer be accessible and the system will not have technical support.**

FEMA Independent Study (IS) certificates were not stored in the TRT, but IS courses are listed in the individual's TRT transcript. To obtain a copy of a FEMA IS transcript, visit the FEMA IS Frequently Asked Questions page (https://training.fema.gov/is/isfaq.aspx).

To download and save a copy of your TRT transcript and training registration history:

1. Sign into the TRT   (https://app.dps.mn.gov/HSEM_Training/LoginID.asp)
2. Go to Participant History
3. Choose Training Transcript
4. Save or print transcript
5. Repeat process for saving or printing Training Registration History

To save or print certificates from any courses recorded in the TRT that you may need for your own records:

1. Sign into the TRT (https://app.dps.mn.gov/HSEM_Training/LoginID.asp)
2. Go to Participant History
3. Choose Print Certificates
4. Save or print certificates listed

HELP
FOR FURTHER ASSISTANCE WITH THE LMS: Please call (651) 201-7441 or contact **LMS Technical Support**