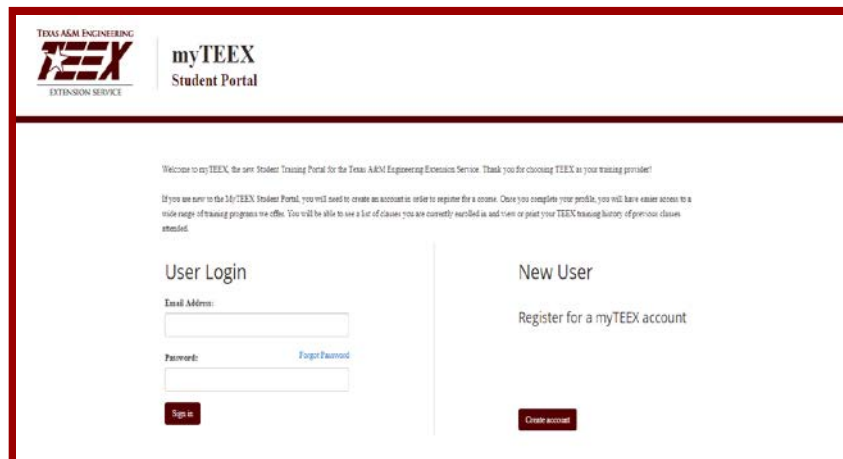


TEEX OLR Process

Student's

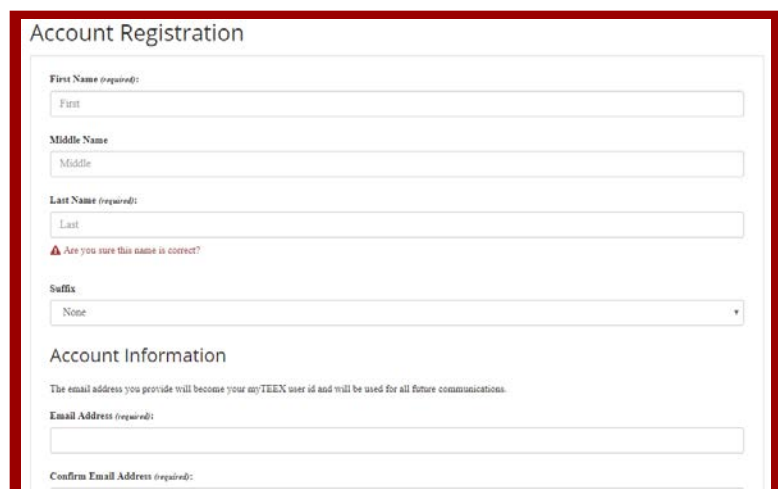
To ensure a successful online registration experience please:

1. Have your FEMA SID (Student ID Number) with you or register for one using this link:
 - a. <https://cdp.dhs.gov/femasid/register>
 - b. Once you get your FEMA SID number, please use the TEEX online registration link to complete your course registration. **In order to register for the class, you should be on this page and register as a NEW USER** (unless you have set up the myTEEX Student Portal for a previous class):
 - i. <https://my.teex.org/TeexPortal/Default.aspx>



The screenshot shows the myTEEX Student Portal interface. At the top, there are logos for "TEXAS A&M ENGINEERING TEEX EXTENSION SERVICE" and "myTEEX Student Portal". Below the logos, a welcome message states: "Welcome to myTEEX, the new Student Training Portal for the Texas A&M Engineering Extension Service. Thank you for choosing TEEX as your training provider!" It also includes a note about the 14/TEEX Student Portal and account creation. The page is divided into two main sections: "User Login" and "New User". The "User Login" section has fields for "Email Address:" and "Password:" with a "Sign in" button and a "Forgot Password" link. The "New User" section has a "Register for a myTEEX account" button.

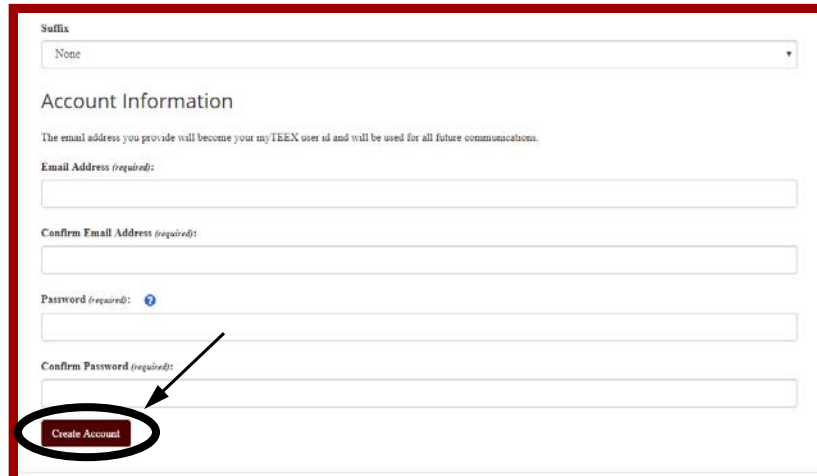
2. Once you click on “**Create Account**” it should take you to the Account Registration page. From there you will have to Fill out the form. ***NOTE that the email you enter will be where the verification code is sent and will be what you use to log-in with. It is preferred that you use a personal email account. A work email may block the verification email sent.**



The screenshot shows the "Account Registration" form. It includes fields for "First Name (required)", "Middle Name", and "Last Name (required)". Below these is a warning icon and the text "Are you sure this name is correct?". There is a "Suffix" dropdown menu with "None" selected. The "Account Information" section includes a note: "The email address you provide will become your myTEEX user id and will be used for all future communications." It has fields for "Email Address (required)" and "Confirm Email Address (required)".

TEEX OLR Process

3. Once you have entered your email and created a password hit **"Create Account"** at the bottom of your page.



Suffix
None

Account Information

The email address you provide will become your myTEEX user id and will be used for all future communications.

Email Address (required):

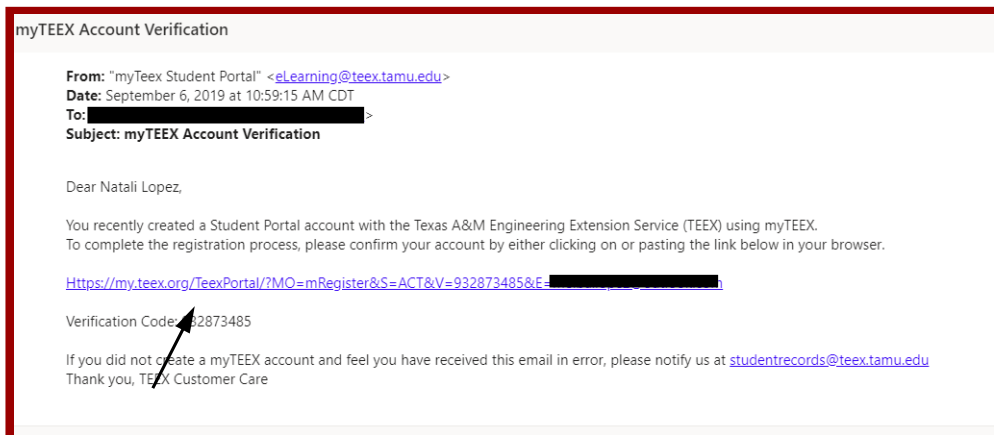
Confirm Email Address (required):

Password (required):

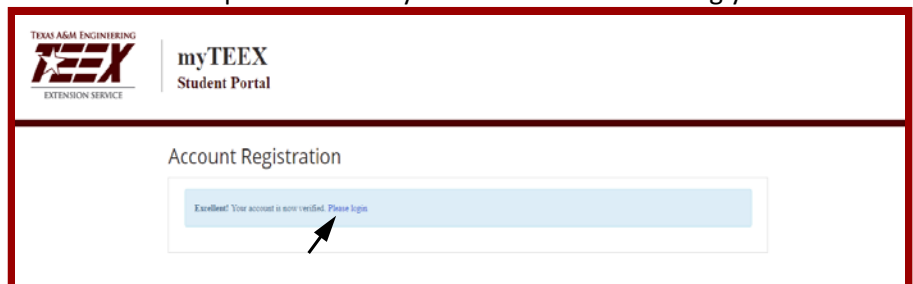
Confirm Password (required):

Create Account

4. Go to your email account (the one that you created your TEEX Student Account with) and you should see an email from "myTeex Student Portal". If you do not see that email – check your junk inbox. It should look like this:



- a. Click on the link shown above. Once clicked, it should take you to a new internet window where it tells you: **"Your Account is now verified. Please Login"**
- i. Click on "Please Login" - It will take you back to the login page. From there you will login with the email and password that you entered when creating your account:



TEXAS A&M ENGINEERING
TEEX
EXTENSION SERVICE

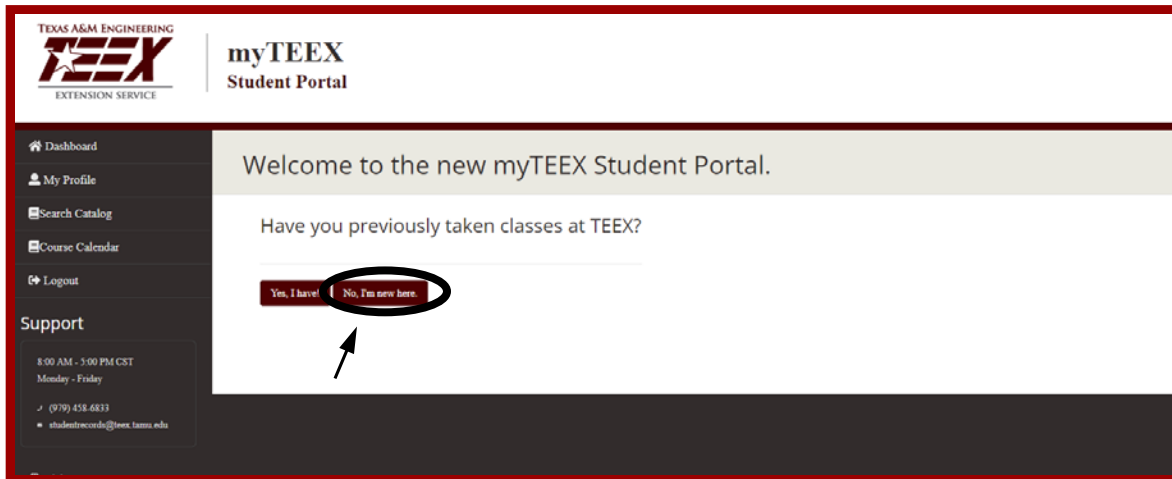
myTEEX
Student Portal

Account Registration

Excellent! Your account is now verified. Please login

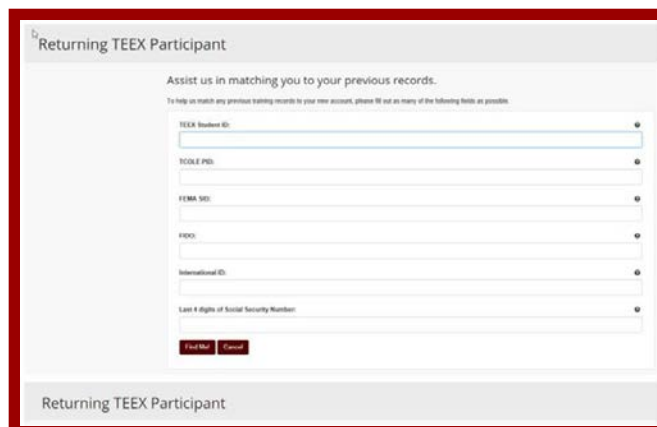
TEEX OLR Process

5. Next, you will have to answer one question. “Have you previously taken classes at TEEX?”



The screenshot shows the myTEEX Student Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Search Catalog, Course Calendar, Logout, and a Support section with contact information. The main content area has a header with the TEEX logo and 'myTEEX Student Portal'. Below the header, a message says 'Welcome to the new myTEEX Student Portal.' followed by the question 'Have you previously taken classes at TEEX?'. Two buttons are presented: 'Yes, I have!' and 'No, I'm new here.'. The 'No, I'm new here.' button is circled in red, and a black arrow points to it from below.

- a. You will click on **“No, I’m new here”**.
- b. If you **HAVE** taken a Teex class before you will hit the button **“Yes, I have!”**
 - i. It will take you to a page that let’s you put in your Teex student ID and any identifiers to locate your records. After filling out the information, please hit the **“Find Me!”** button at the bottom and then proceed to obtain your previous TEEX Port Account information.



The screenshot shows a form titled 'Returning TEEX Participant'. The form asks the user to assist in matching them to their previous records by filling out several fields: TEEX Student ID, TCOLE PID, FCMA SID, FID, International ID, and Last 4 digits of Social Security Number. Each field has a small circular icon to its right. At the bottom of the form are two buttons: 'Find Me!' and 'Cancel'. The form is set against a light gray background with a white border.

TEEX OLR Process

- c. The next page should be the class that you are trying to sign up for. Click on the button **“Continue”**.

Welcome to the new myTEEX Student Portal.

Pending Registrations

CLASS	TITLE	START DATE	END DATE	HOURS	PRICE	
NE PER320 0220	Personal Protective Measures for Biological Events	10/05/2019	10/05/2019	8	\$0.00	Cancel Continue

- d. Then there will be a “Class Information” page. It will give you the class ID, the course name, date/time, location, etc. Click **“Continue”**

Class Information

Class ID:	NE-PER320-220
Course Name:	Personal Protective Measures f
Delivery Method:	FaceToFace
Date/Time:	10/05/2019 - 10/05/2019
Location:	Putnam Co.Bureau of Emerg. Svc 112 Old Route 6 Carmel New York 10512
Division:	National Emergency Response and Recovery Training Center
Course Length:	8 Hours
Continuing Education Units:	0.8 Hours
Price:	\$0.00 per participant

- e. There will be a box that pops up after you hit Continue. If you are registering just *yourself* please click on **“Just me”**.

Who are you registering?

TEEX OLR Process

- f. There will be a page that comes up that says “Class Fees and Options” this lets you know the cost of the class. Hit “Continue”.

Class Registration

1. Class Information 2. Participant Information 3. Payment and Billing Information

Class Fees and Options

Description	Quantity	Total (Each)
Personal Protective Measures for Biological Events (NLE-PER320)	1	\$0.00 (\$0.00)
Total:		\$0.00

Continue

6. Then you will fill out the registration form for the class.

- a. Make sure you select your student discipline and level of Government.

DHS/FEMA Required Information

Student Discipline: (required) Other

Please enter the other Discipline: (required)

Level of Government: (required) Other

Years in Current Position:

FEMA SID:

- b. Next is your Participant Information. Make sure to have the accurate information.
- *NOTE: The email you provide needs to be the same email you created your portal account with.**
- i. Enter your complete Agency or Organization name. No acronyms. If you are not representing an agency or organization, please select: **Unemployed, Self-Employed, or Retired.**

- c. After you are done filling out the registration form – at the bottom of the page, hit “Continue”.

Contact Information (1 of 3 required):

Phone:

Alternate Phone:

Fax:

Continue

TEEX OLR Process

7. You will see a new page, “**Order Details**”, this give you the description of the class, the total, and Payment Options. Check the box that says “**By Checking this box, I accept the Participant Policies including...**” then hit “**Finish**”.

1. Class Information Completed 2. Participant Information 3. Payment and Billing Information

Order Details

Description	Quantity	Total (Seach)
Personal Protective Measures for Biological Events (NE-PER320)	1	\$0.00 (0.00)
Total:		\$0.00

Payment Options

☒ By Checking this box, I accept the Participant Policies including, but not limited to, Transfer, Cancellation, and Release of Liability. (required)

Finish

8. A CONFIRMATION page will load and it will have all the class information the date, you're Teex ID number, the POC contact information, etc. Please “print” this page for your records. You should also receive a confirmation email as well. Close out the page and you are now signed up for the class!