SERT TRAC – COURSE ENROLLMENT

COURSE ENROLLMENT IN 3 EASY STEPS

Welcome to the SERT TRAC Training Management Platform for the State of Florida's Division of Emergency Management. Follow this quick and easy guide to locate and enroll into training courses offered in the state of Florida.

NAVIGATE TO FLORIDADISASTER.ORG

Navigate to Floridadisaster.org and log into your profile. Once logged in, select the Browse Calendar option from the banner and input either the Course Name or Course number of the course you are attempting to enroll in.

ENSURE YOU HAVE THE PROPER PREREQUISITES

Each course that has a prerequisite training requirement will have those needed trainings listed in the "Student Prerequisites" section of the Event Details. If you have already completed those prerequisites and uploaded our certificates into your SERT TRAC portal, then this section should read *"All Prerequisites have been met to attend this class."*

If you do not have the necessary certificates uploaded onto your portal, or you have yet to complete the courses required, SERT TRAC will not allow you to enroll in a training.

Certificates can be uploaded to your portal by accessing the "Certificates" tab on the SERT TRAC banner and utilizing the upload feature to add your certificates. Once your certificates are successfully uploaded and approved, they will always satisfy any prerequisite that calls for that specific certificate in the future.

> SERT TRAC employs a two-step authorization process to ensure only students with the necessary prerequisites can enroll in and attend an offered training. Please ensure all your certificates are uploaded into your portal to enroll successfully.

SUBMIT YOUR ENROLLMENT APPLICATION

Once any necessary prerequisites are uploaded into your SERT TRAC portal and approved, you may submit your application to a course. Locate the specific course you are attempting to enroll in through the "Browse Calendar" function and select the course offering that best suits your travel and scheduling capabilities. Once the event is opened, select the "apply" option at the top of the Event Description and your application will be submitted.

NOTE: Applying to a course offering does not guarantee enrollment. Your application will need to be reviewed and approved by your agency supervisor as well as the Course manager for the selected training before your application is accepted and your enrollment is complete

DETAILED STEP-BY-STEP INSTRUCTIONS

A Step-by-Step guide to the Course Enrollment process can be found HERE.

A Step-by-Step guide to the Certificate Upload process can be found HERE.

CONTACT US

If you have any questions or concerns regarding the account registration process, you can contact the Training and Curriculum Unit State Training Officer at fdem.sto@em.myflorida.com.