



SERT TRAC – USER ACCOUNT CREATION

ACCOUNT CREATION IN 4 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 get yourself started with the registration of your account. Soon you'll be able to view course catalogs, browse scheduled trainings throughout the state and register for courses in only a few clicks of your mouse.

NAVIGATE TO FLORIDADISASTER.ORG

Navigate to Floridadisaster.org and select the Training and Exercise tab found under the "About the Division" banner and the Response Dropdown option. After reviewing the page, click the link to create a "SERT TRAC profile."

CREATE YOUR PROFILE IN SERT TRAC

After following the "SERT TRAC profile" link, complete the required fields and submit your registration application.

NOTE: You are only required to make a single SERT TRAC profile. If you change employers, email addresses or your information changes for any reason, you can amend your current information and maintain your existing profile.

New profile creation is not required or recommended.

CONFIRM YOU REGISTRATION THROUGH YOUR EMAIL

Navigate to the email account utilized in your account creation and find the registration confirmation email in your inbox. Read the email and follow the link within it to confirm your email address.

LOGIN USING YOUR CHOSEN CREDENTIALS

Following the link back to SERT TRAC, you will now be prompted to login into the SERT TRAC system. Utilize the login credentials you specified during your account creation.

DETAILED STEP-BY-STEP INSTRUCTIONS

A Step-by-Step guide to the User Account Registration 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.

Each user should only ever need a single SERT TRAC Account. Job changes, retirements, promotions, etc. do not require a user to create a new profile. User information can be changed to match new contact or employment information.