

**AHIMT Applicant Guide**

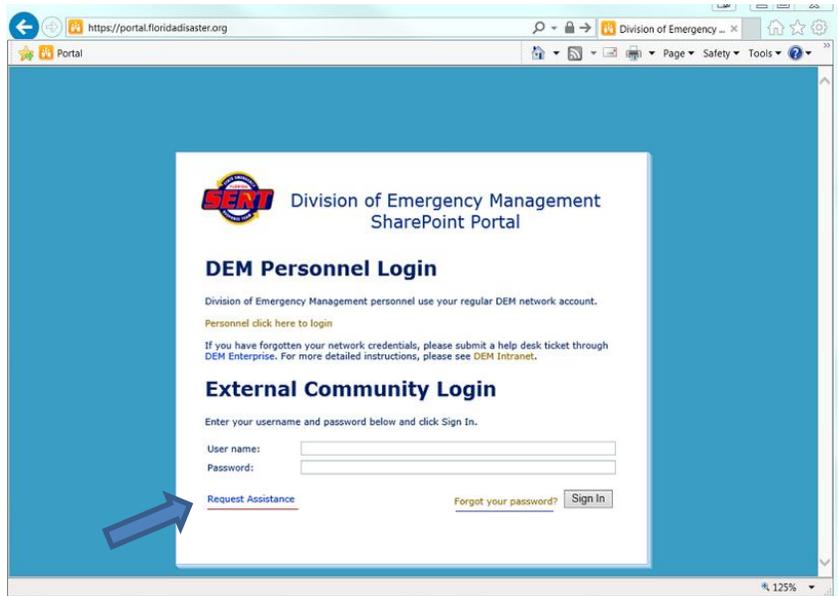
**SIGNING INTO SHAREPOINT SITE**

Go to <https://portal.floridadisaster.org>

Sign in under **External Community login** entering the credentials provided for the Share Point site, select **Sign In**.

To request credentials or assistance, select **Request Assistance** in the lower left hand corner.

Once your credentials have been provided to you, if you forget your password, select **Forgot your password?** in the lower right hand corner.



**REQUESTING CREDENTIALS OR ASSISTANCE**

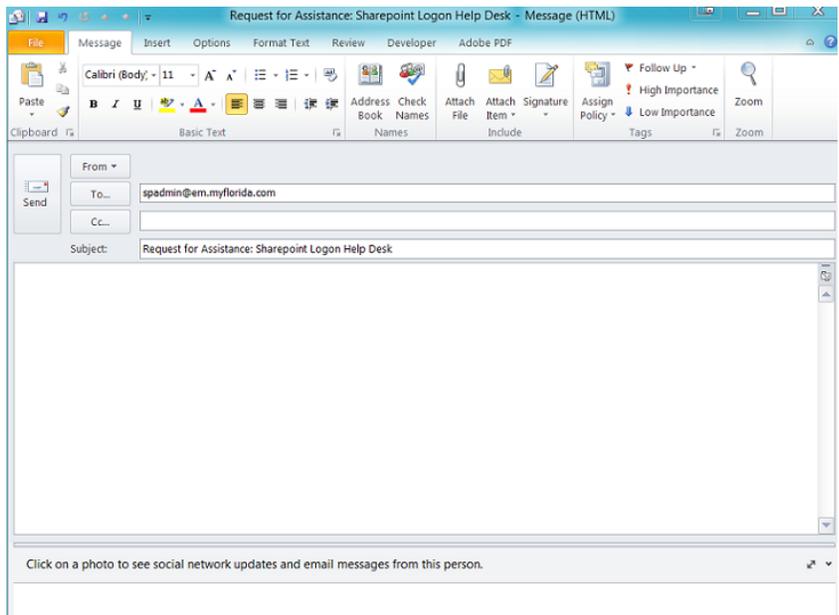
Select **Request Assistance** in the lower left-hand corner.

A new email window will open.

In that email, please explain your need, eg: “I need assistance obtaining AHIMT Committee member credentials” or “I need assistance obtaining a Share Point account username to apply for an AHIMT credentialing position”.

Also include in your email:

- Name,**
- Email Address**
- contact phone number.**

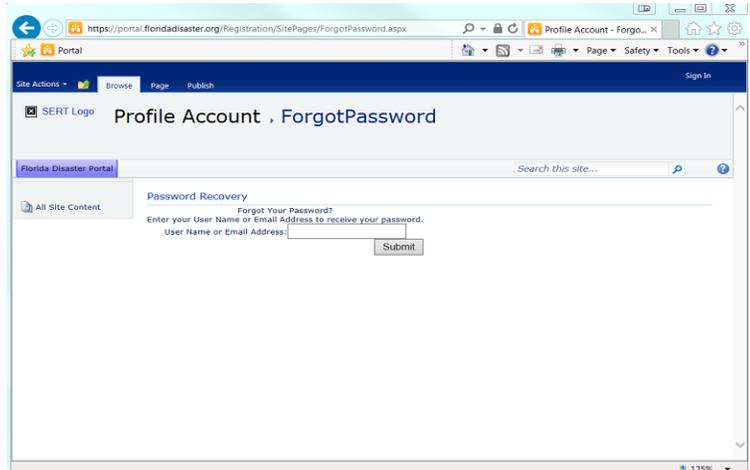


Once you have requested credentials, a SharePoint Administrator will forward your request to Operations for approval. When approval has been provided, a SharePoint Administrator will email your credentials. When you receive your credentials, please change your password to something unique and memorable following the guidelines provided. For non-credential related issue, please explain in your email.

**FORGOTTEN PASSWORD**

If you forgot your password, please select **Forgot your password?** to reset it.

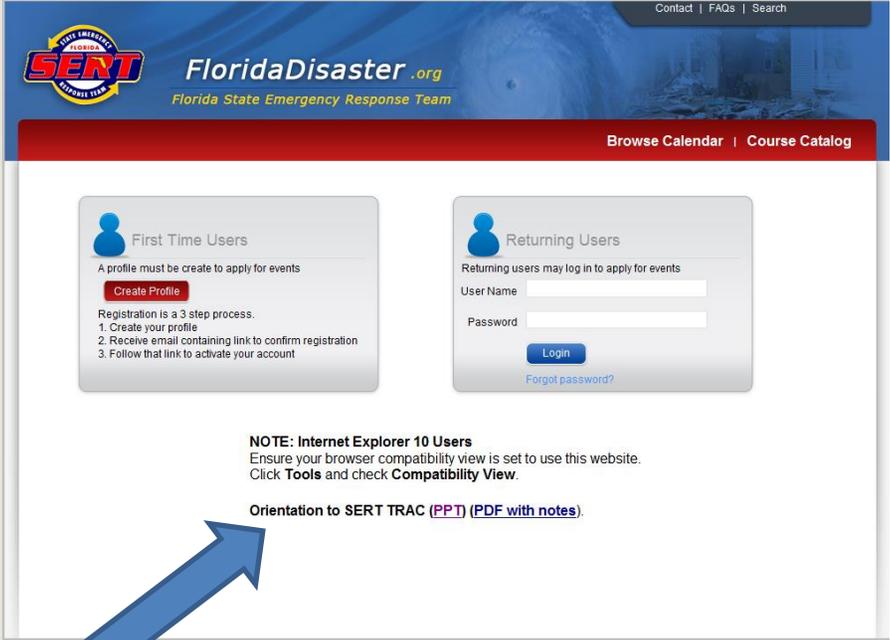
Answer the questions following the prompt to reset your password.



## SUBMITTING YOUR APPLICATION

Before you begin the application process, make sure that all of your training and certifications are uploaded in the [SERT TRAC](#) system and have been approved by the State Training Office.

See screen to the right.



The screenshot shows the FloridaDisaster.org website. At the top, there is a navigation bar with 'Contact | FAQs | Search' and 'Browse Calendar | Course Catalog'. Below this, there are two main sections for user registration:

- First Time Users:** A profile must be created to apply for events. A red 'Create Profile' button is visible. Below it, a registration process is outlined: 1. Create your profile, 2. Receive email containing link to confirm registration, 3. Follow that link to activate your account.
- Returning Users:** Returning users may log in to apply for events. It includes input fields for 'User Name' and 'Password', a blue 'Login' button, and a 'Forgot password?' link.

Below the registration sections, there is a note for Internet Explorer 10 users: 'NOTE: Internet Explorer 10 Users: Ensure your browser compatibility view is set to use this website. Click **Tools** and check **Compatibility View**.' Below the note is a link: 'Orientation to SERT TRAC (PPT) (PDF with notes)'. A large blue arrow points from the bottom left towards this link.

The history of the system and instructions for using this system are on the bottom of the page in either a power point or pdf format.

Approval of your application will be dependent on the certifications that are loaded in this system. So it is very important that you check SERT TRAC to make sure that it is up to date before submitting your application.

You are now ready to proceed with submitting your application.

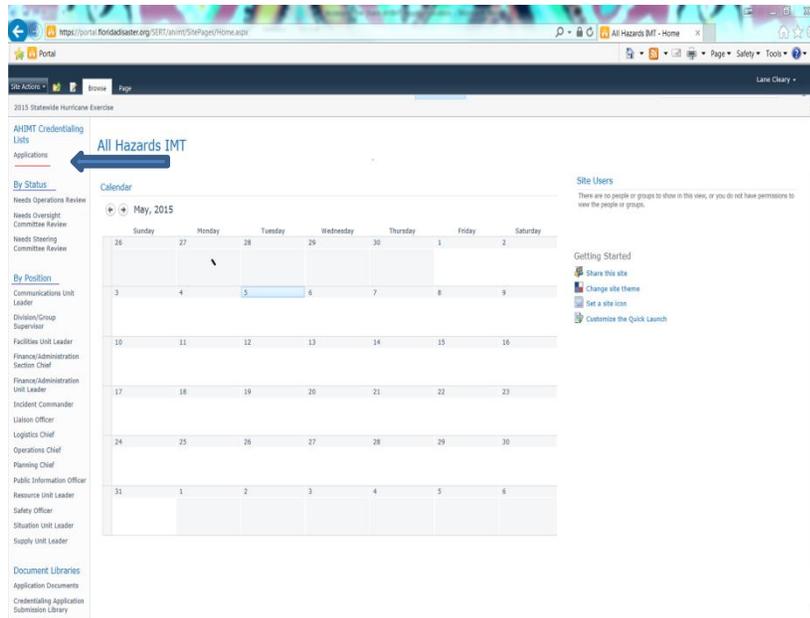
## SUBMITTING YOUR APPLICATION

Now that you are on the site, on the top menu bar, select **SERT**

Then on the menu bar to the left, select **All Hazards IMT**

You will be on the page to the right.

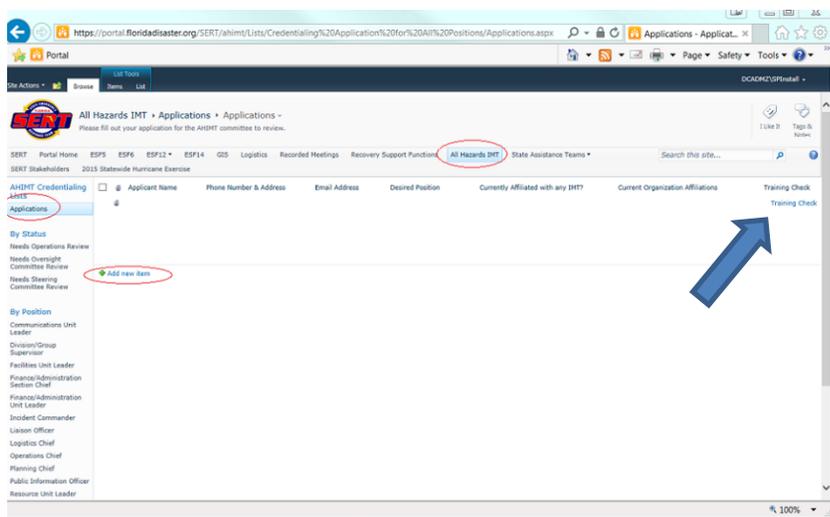
Now select **Applications** on the menu to the left of the All Hazards IMT site.



Before saving your application, you can select **Training Check** (see blue arrow to right) to make sure your training records are complete.

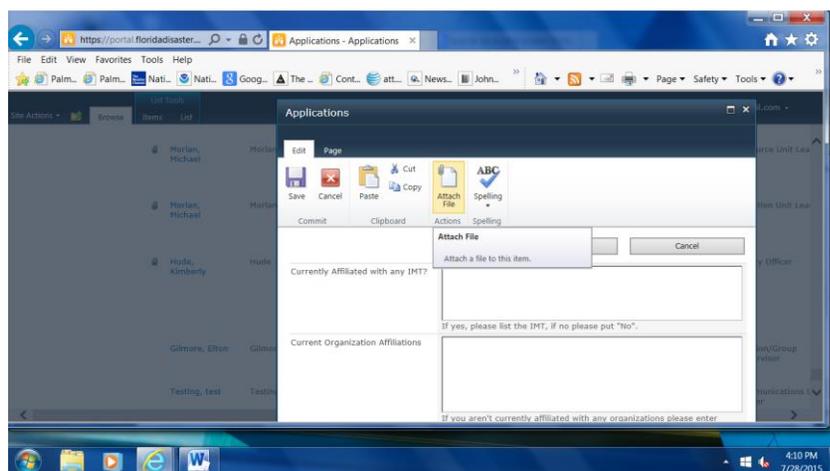
Now select **Add New Item** to begin filling out your form. Be sure to fill out all of the parameters and attach your application packet.

Your packet **MUST** include your application, Experience Documentation and all other documentation as detailed in the application process. The file size cannot be larger than **100 MB** and you **MUST** use **Internet Explorer** to upload your information. The system will not accept files from any other provider.



All documentation attached will need to comply with the naming convention: **Last\_First\_Position.pdf** (eg. **Smith\_John\_OSC.pdf**) If your file size is larger than 100 MB, then split up the information and save using 1, 2, 3, etc. (eg. **Smith\_John\_OSC1.pdf**; **Smith\_John\_OSC2.pdf**, etc) You will need to upload the files separately, but they will all be attached to your application in the system. Any information left out will not be reviewed. Attach all files using **Attach File** at the top of the application screen.

**SAVE** your submission for the committee to review.



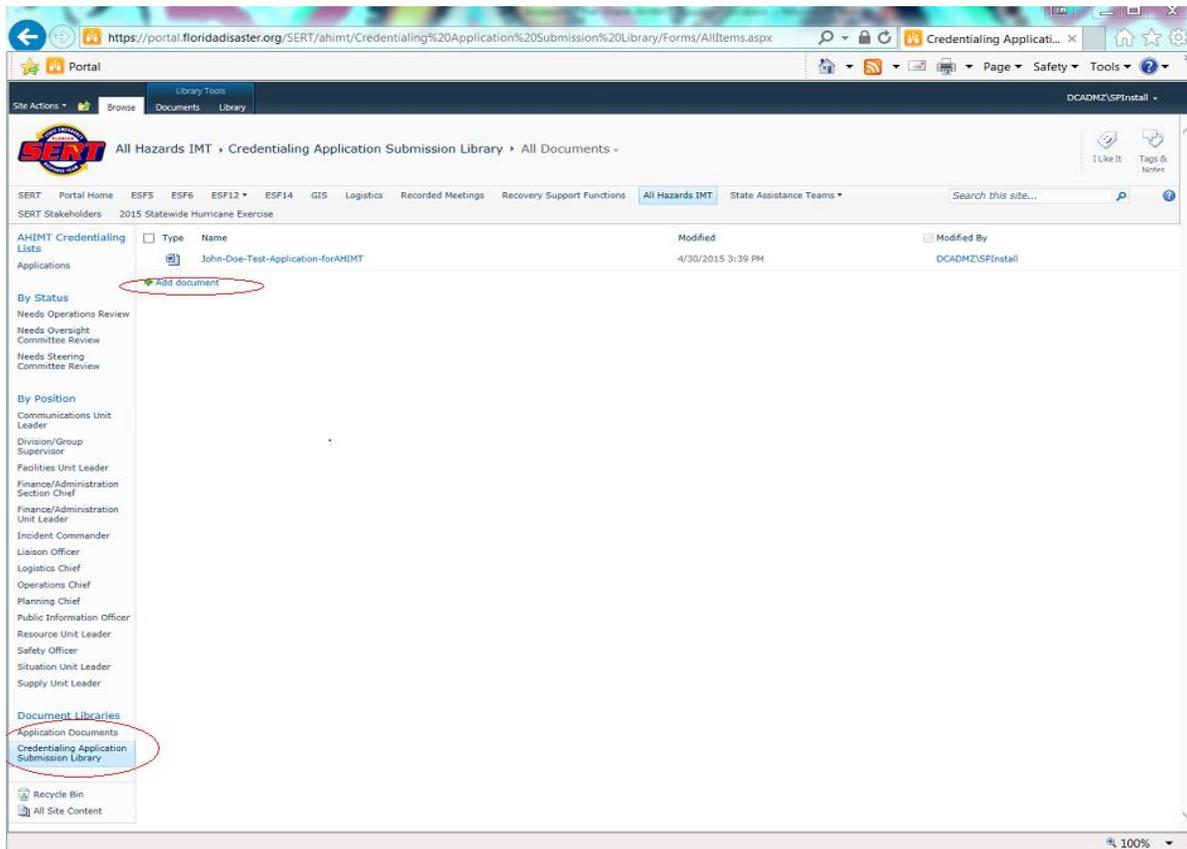
## **SUBMITTING APPLICATION USING APPLICATION DOCUMENTS**

If you are having difficulties and cannot submit your application via the methods reference above, navigate to the **All Hazards IMT Library** on the left hand tool bar.

From there, you can select the document library titled **Application Documents** (see below) and download the application in PDF format to fill out and upload through the **Credentialing Application Submission Library** for an AHIMT Committee member to review.

Your packet will include your application, SERT TRAC transcript, Experience Documentation and other documentation.

All documentation attached will need to comply with the naming convention: **Last\_First\_Position.pdf**  
(eg. **Smith\_John\_OSC.pdf**)



If you need any assistance or are having technical issues please contact a Share Point Administrator at **SPAdmin@em.myflorida.com**.

## SETTING UP ALERTS

These alerts will notify you if there have been any changes to your application status.

Once logged in, you will be on the Home Page. On the upper-right hand corner of that page, mouse over your user name and select. A menu should drop down, then select "My Settings" (circled in red, see below) from the menu.

The screenshot shows the Florida Disaster Portal Home page. The user is logged in, and the 'My Settings' option in the user menu is circled in red. The page content includes a navigation menu, a mission statement, announcements, press releases, and a calendar for May 2015.

2. Take care of the needs of responders.  
3. When in doubt, re-read number one.

FloridaDisaster.org  
Geoportals

Maps and GIS data for the Florida State Emergency Response Team and the Florida Division of

The first screenshot shows the 'User information' page with the 'My Alerts' link circled in red. The second screenshot shows the 'My Alerts on this Site' page with the 'Add Alert' button circled in red.

Select **My Alerts**

then select **Add Alerts** from the two options on the page (see left)

Select which Libraries and Lists you would like to receive alerts from.

For example, **Applications or Credentialing Application Submission Library**.

The system will now alert you when there are any changes.

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