Preparingtexas.org Registration Instructions

If you do not currently have a Preparing Texas Online (PTO) account through Texas DPS \ TDEM, follow the following instructions:

- **Note: You should ensure that you have your FEMA Student ID (SID) available before registration. If you do not have or do not know your FEMA SID, visit: https://cdp.dhs.gov/FEMASID to obtain one or to look it up.**

  A FEMA Student ID is REQUIRED for most FEMA sponsored courses, so ensure you obtain one prior to registration.

- Note: If you have previously taken a TEEX course, you should make note of your TEEX Student ID before registration. If you do not know your TEEX ID, you may look it up in your student portal at: https://my.teex.org . If you have never taken a TEEX course, ignore this step

- Open a web brower and go to: https://www.preparingtexas.org

- In the top left corner, click "Create Account"

- Read the user agreement and click "Start Creating Account"
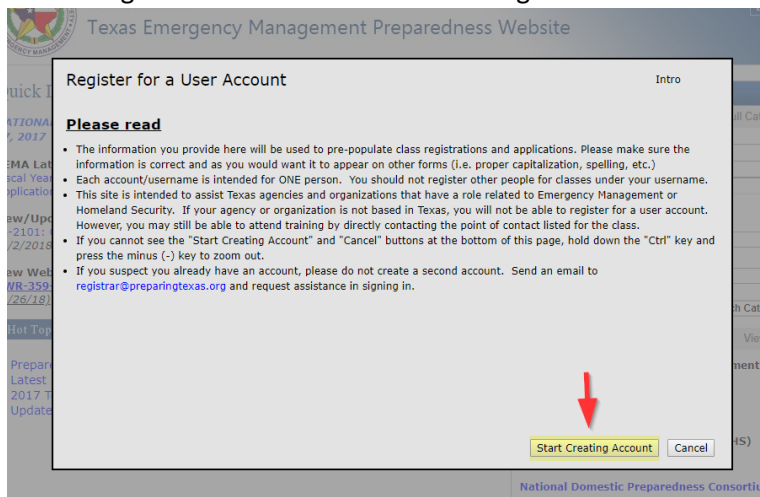
- Enter all information requested, using your full LEGAL name
  - Enter your FEMA SID (including leading zero's) and TEEX ID (if applicable) where prompted. Ensure your Date of Birth is entered in the format of MM/DD/YYYY
  - Note: **Your user name cannot be changed at a later date**, so you may not wish to use things that may change such as email addresses.

  - For Agency, you may list Fort Worth CERT, 505 W Felix St Fort Worth TX 76115, along with your personal phone number (formatted as XXX-XXX-XXXX)

o Enter your home address and contact information as requested:

o Choose "Volunteer Organization", with 'Volunteer' as Title:

o If you wish to receive the TDEM email newsletters, check the appropriate box:

- o Click "Request Account"
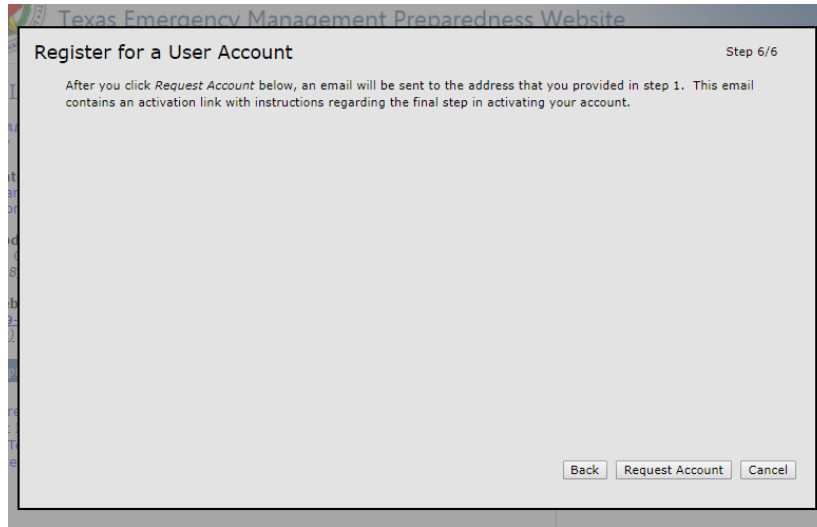
- o You should receive a confirmation screen:
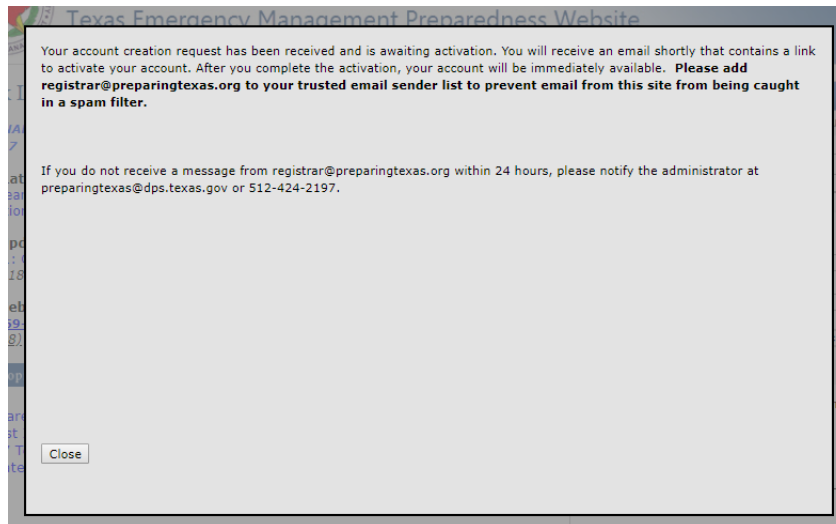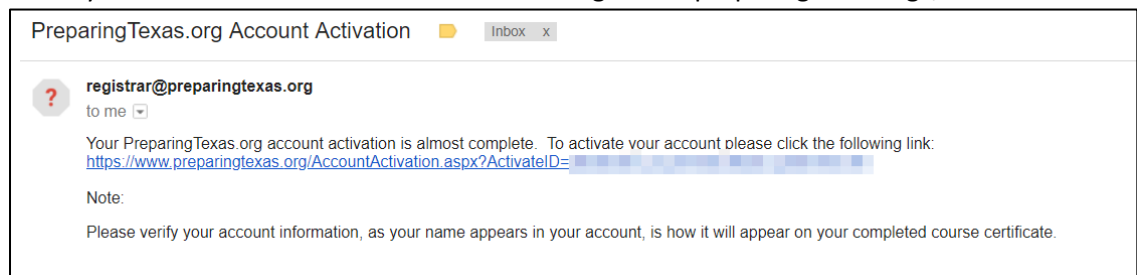

- o Check your email for a confirmation link from "registrar@preparingtexas.org", and click it:

o Your account should now be fully active, and allow you to register for your courses:

Note: Preparing Texas is utilized state-wide as a centralized registration platform for most emergency management courses offered throughout the state. You have the ability to upload your course completion certificates to the site for inclusion into your profile, which is used to document any required course prerequisites for courses you may take in the future.

For information on how to upload your certificates to your profile, click here: https://www.preparingtexas.org/Resources/documents/TDEM%20Training/Cert%20Guide%20Version%201a.pdf