

Preparingtexas.org Registration Instructions

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

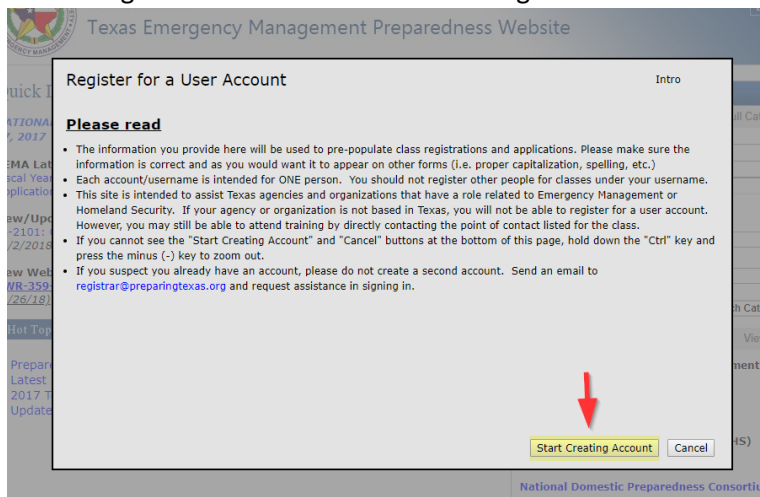
- **Note: You should ensure that you have your FEMA Student ID (SID) available before registration. If you do not have or do not know your FEMA SID, visit: <https://cdp.dhs.gov/FEMASID> to obtain one or to look it up.**

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

Register for a User Account Step 1/6

First Name: Middle Name:
Last Name: Date of Birth:
User Name: **Last 4 of SSN:** This will be used to create your unique ID.
Email:
Confirm Email: FEMA SID:
 Password: TEEX ID:
New Password: TCOLE ID:
Confirm Password:

Bold Label denotes Required Field

- 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)

Register for a User Account Step 2/6

Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).

Work Address

***Agency or Organization Name:**
Address 1: ***Phone:** --- ext.
 Address 2: ---
 City, State: Fax: ---
 Zip Code: Cell: ---
 County:

***Denotes Required Field**

- Enter your home address and contact information as requested:

Texas Emergency Management Preparedness Website

Register for a User Account Step 3/6

Home Address

Address 1: Phone: ###- ext.

Address 2:

City, State: Keller, TX

ZipCode:

County: Tarrant

*Denotes Required Field

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- Choose “Volunteer Organization”, with ‘Volunteer’ as Title:

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Register for a User Account Step 4/6

Primary (required):

CHOOSE DISCIPLINE: -- Select Discipline --

POSITION/TITLE:

Secondary (optional):

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

Texas Emergency Management Preparedness Website

Register for a User Account Step 5/6

This step is optional.

On occasion, TDEM will disseminate information that pertains to a specific topic via email. Please check the box next to the topic of interest to you. You may select more than one topic. The email will be sent to the address you provided in Step 1. You can always make adjustments through your user profile.

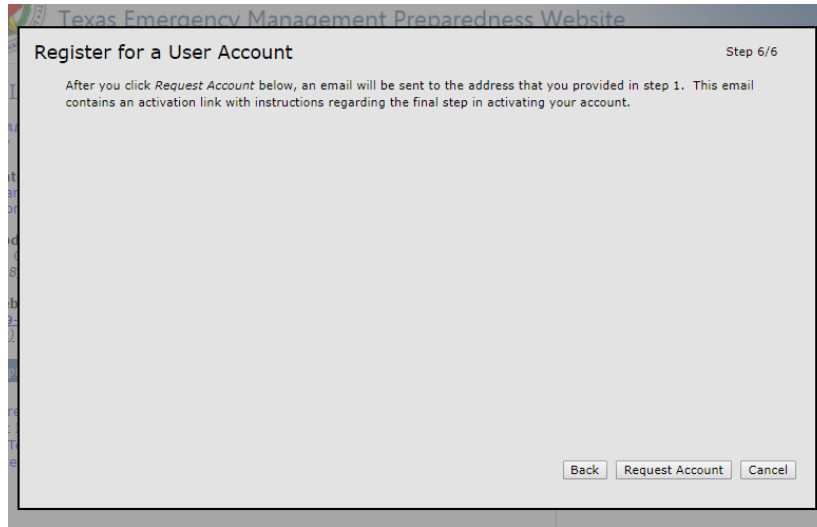
Choose the email messages you would like to receive:

Check for information on TDEM and DHS training opportunities to be emailed to you.

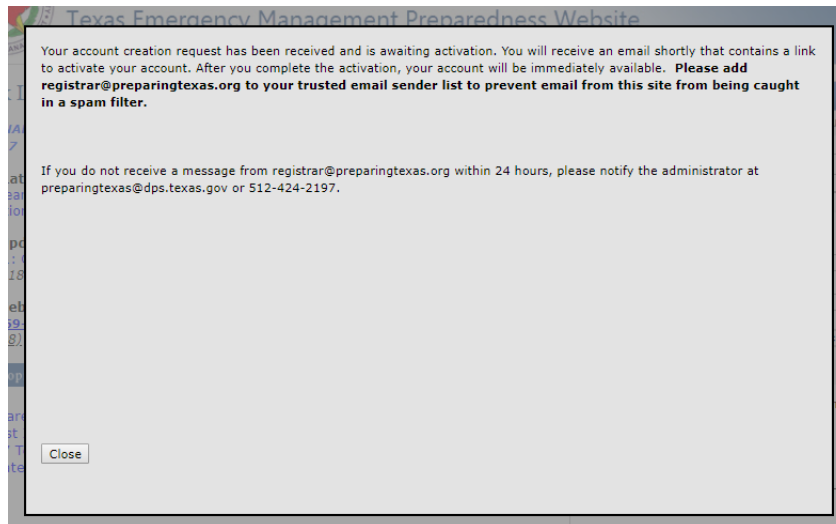
TDEM Instructor

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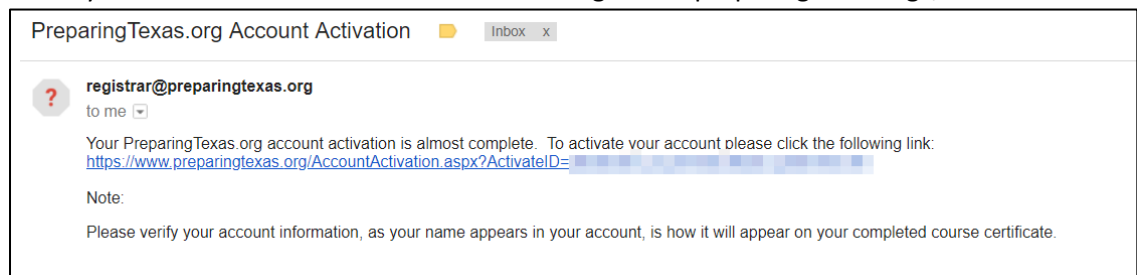
- Click “Request Account”



- You should receive a confirmation screen:



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



- 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%20201a.pdf>