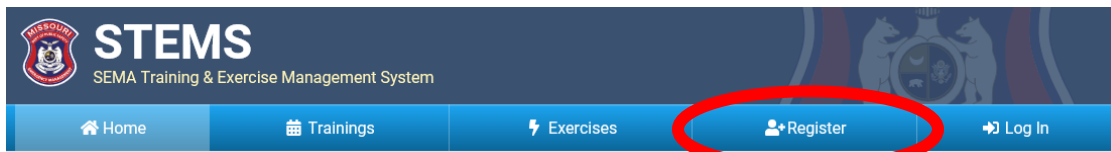


On Wednesday, January 16, 2019 you will notice a new look to the SEMA Training and Exercise Management System (STEMS) Log In page as we roll out the Exercise portion of STEMS. As a result of rolling out this last phase, it was realized a quick tutorial of the system was overdue.

In order to participate in SEMA sponsored training and exercises, attendees will have to register for a User Profile in STEMS. To do this, please go to the STEMS webpage (<https://sematraining.com>). This can also be found on the SEMA webpage under *Programs, Training and Exercise* then click the *Register* button. If you have registered for a training course since April 1, 2018, you already have a STEMS User Profile and can proceed to use the system by clicking the *Log In* button.



This will open the Account Registration page. Please note, you will need to have a FEMA Student Identification Number to register (see below), as that is what the system uses to track course offerings and exercise participation. All fields with an asterisk must be filled in to complete registration.

A screenshot of the 'Account Registration' page. At the top is a navigation bar with 'Home', 'Trainings', 'Exercises', 'Register', and 'Log In' buttons. Below the navigation bar is the heading 'Account Registration' with a user icon. A note states 'Country is required unless you're registering from outside Missouri.' and a legend indicates '* Indicates Required Field'. The form is divided into several sections: 1. 'FEMA SID *' (text input with a 'What's this?' link), 'Discipline *' (dropdown), 'County' (dropdown), and 'Region *' (dropdown). 2. 'Login Credentials' section with a note: 'Password must contain at least 1 uppercase, 1 lowercase, and 1 number. Minimum 8 characters.' It includes 'Username *', 'Email *', 'Email Confirmation *', 'Password *', and 'Password Confirmation *' fields. 3. 'Personal Details' section with 'Prefix' (dropdown), 'First Name *', 'Middle Initial', 'Last Name *', 'Suffix' (dropdown), 'Date Of Birth *', 'Employer Name *', and 'Employer Code *' (dropdown) fields. 4. 'Address' section with 'Address Line 1 *', 'Address Line 2', 'City *', 'State *' (dropdown), and 'Zip Code *' fields. 5. 'Phone' section with 'Phone Number *', 'Ext.', and 'Fax Number' fields. At the bottom center is a blue 'Register Account' button.

FEMA SID: If you forgot your FEMA SID or do not have one, click the *What's this?* link and you will be directed to FEMA's page.

If you have more than one Discipline, select the most active/relevant for training & exercises.

County is a required field if you are a Missouri resident even though it is not marked with an asterisk.

Email: This will be utilized for course offering and exercise updates; please keep it up-to-date.

Password: Must contain 1 uppercase, 1 lowercase, and 1 number; minimum of 8 characters.

Personal Details are used to cross-match data from the old system (i.e. training already taken).

Phone Number: please keep this up-to-date in the event SEMA would need to reach out.

Click the Register Account button to finish.

Upon a successful registration, you will be directed to your Dashboard. The Dashboard consists of four separate 'blocks' of information: Course Registrations, Exercise Registrations, Available Upcoming Courses and Available Upcoming Exercises.



Dashboard

Course Registrations

Trainings that you registered to participate in.

Date	Course	Status
No upcoming registrations.		

[View Full Training History →](#)

Exercises Registrations

Exercises that you registered to participate in.

Date	Exercise	Type
No upcoming registrations.		

[View Full Exercise History →](#)

Available Upcoming Courses

Trainings available for you to attend.

Dates	Title
Jan 17, 2019	Intelligence Liaison Officer (ILO)
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System
Jan 24, 2019	SNS Inventory Management Training Refresher
Jan 29, 2019	WebEOC Operator Training
Feb 6, 2019	WebEOC Operator Training
See More Courses...	

Available Upcoming Exercises

Exercises available for you to attend.

Dates	Title
There are no exercises scheduled at this time.	

Course Registrations: Trainings that you registered to participate in. The *View Full Training History* link in the bottom right corner of this section takes you to your Training History. If there is a history, all courses and dates taken will be listed; otherwise, *No Course History Yet* will be displayed.

Exercise Registrations: Exercises that you are registered to participate in. The *View Full Exercise History* link in the bottom right corner of this section takes you to your Exercise History. If there is a history, all exercises and dates participated in will be listed; otherwise *No Exercise History Yet* will be displayed.

Available Upcoming Courses: Trainings available for you to attend. Clicking the link at the bottom *See More Courses...* takes you to the Training Calendar.

Available Upcoming Exercises: Exercises available for you to attend. Clicking the link at the bottom takes you to the Exercise Calendar.

Training Tab

The Training tab is a listing of all training scheduled to date.

The screenshot shows the 'Training Schedule' page with a navigation bar at the top containing 'Dashboard', 'Trainings', 'Exercises', 'My Profile', and 'Log Out'. Below the navigation bar is the 'Training Schedule' header with 'View Calendar' and 'View Course Catalog' buttons. A 'Filter Trainings' bar is visible with a 'Show' button. The main content is a table with the following data:

Dates	Title	Location
Jan 14 - 16, 2019	ICS300 Intermediate Incident Command System	Greene County Public Safety Center
Jan 17, 2019	Intelligence Liaison Officer (ILO)	University of Missouri-MU HealthCare
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System	West Plains Civic Center
Jan 24, 2019	SNS Inventory Management Training Refresher	SEMA-Governor's Conference Room

Some of the features of this screen include:

- Filter available training by course offering;
- Filter available training by region
- View course offerings in a monthly calendar;
- View the course catalog; and
- View details of a specific Course Offering.

Filter Trainings

This screenshot is identical to the previous one, but the 'Filter Trainings' bar and the 'Show' button are highlighted with a red border to indicate they are the focus of the next section.

Clicking on the Filter Trainings bar, opens options for narrowing down the search of available courses by Title and/or Region.

The screenshot shows the 'Filter Trainings' bar expanded. It contains a 'Title' text input field, a 'Region' dropdown menu with the text '-- Select one --', and a 'Search Trainings' button. A 'Hide' button is also present in the top right corner of the filter bar.

The exact title name is not required to utilize this search function as partial information is accepted (i.e. "300" instead of "ICS300 Intermediate Incident Command System").

📅 Training Schedule

[View Calendar](#)[View Course Catalog](#)

Filter Trainings

[Hide](#)

Title

Region

[Search Trainings](#)[Clear Filters](#)

Dates	Title	Location
Jan 14 - 16, 2019	ICS300 Intermediate Incident Command System	Greene County Public Safety Center
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System	West Plains Civic Center
Mar 18 - 20, 2019	ICS300 Intermediate Incident Command System	Invite Only Missouri Geological Survey

If you want to know what is being offered in a specific Region, only complete the Region portion and search.

📅 Training Schedule

[View Calendar](#)[View Course Catalog](#)

Filter Trainings

[Hide](#)

Title

Region

[Search Trainings](#)[Clear Filters](#)

Dates	Title	Location
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System	West Plains Civic Center
Oct 11 - 13, 2019	Wide Area Search	Van Buren Community Center

To be even more precise you can enter Title and Region information to see if a course offering is scheduled for a specific Region.

📅 Training Schedule

[View Calendar](#)[View Course Catalog](#)

Filter Trainings

[Hide](#)

Title

Region

[Search Trainings](#)[Clear Filters](#)

Dates	Title	Location
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System	West Plains Civic Center

To clear any filters, simply click the *Clear Filters* link.

An alternate way to view available course offerings is by the calendar view. To do this, click the *View Calendar* button.

Training Schedule

View Calendar

View Course Catalog

Filter Trainings

Show

Dates	Title	Location
Jan 14 - 16, 2019	ICS300 Intermediate Incident Command System	Greene County Public Safety Center

To view other months, click the *Jump to Month* filter or use the arrows.

Training Schedule Calendar

Jump To Month

Show

January 2019

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	MO126 - WebEOC Opera	MO126 - WebEOC Opera	MO126 - WebEOC Opera	10	11	12
13	ICS00 - ICS300 Intermediate Incident Command System			MO134 - Intelligenes Us	ICS00 - ICS300 Intermediate Incident Command Sy	
20	ICS00 - ICS300 Intermedi			MO137.b - SNS Inventon		
27		MO126 - WebEOC Opera				
3			MO126 - WebEOC Opera		MERC002 - Hazardous M	G489 - Management of S MERC002 - Hazardous M

The *Jump To Month* filter allows you to select a single Month and Year to view what courses are available.

Training Schedule Calendar

Jump To Month

Hide

Month

January

Year

2019

Go To Month

January 2019

today



Please note, clicking on any of the course offering titles on the calendar will open the course specific information for that offering.

To get back to "Today", click the *Today* button

📅 Training Schedule Calendar

Jump To Month Hide

Month: Year: Go To Month

March 2019 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
				AWR345 - Unmanned Ai		
3	4	5	6	7	8	9
		MD142 - Volunteer Displ	C108 - Community Mass Care and Emergency Ass			
10	11	12	13	14	15	16
	PER343 - Social Media E					
17	18	19	20	21	22	23
	ICS300 - ICS300 Intermediate Incident Command System					
24	25	26	27	28	29	30
		AWR331 - Winter Weath				
31	1	2	3	4	5	6
		MCT404 - Sports and Special Events Incident Man			PER334 - Search and Re	PER334 - Search and Re
		AWR232 - Mass Fataliti				

To register for a training you must be in the Course Offering you would like to attend. In this example, we are going to register for the Intelligence Liaison Officer (ILO) course scheduled for January 17, 2019 at University of Missouri-MU Healthcare. Begin by clicking on the Course Title link.

📅 Training Schedule

📅 View Calendar 📄 View Course Catalog

Filter Trainings

Show

Dates	Title	Location
Jan 14 - 16, 2019	ICS300 Intermediate Incident Command System	Greene County Public Safety Center
Jan 17, 2019	Intelligence Liaison Officer (ILO)	University of Missouri-MU HealthCare
Jan 18 - 20, 2019	ICS300 Intermediate Incident Command System	West Plains Civic Center

The details of the Course Offering will be listed and are mostly self-explanatory. All Users will be able to see the number of seats available, whether the offering is POST approved, who the Target Audience is (Preference is given), Course Availability (Open to the Public, Local Offering Only or Invitation Only), any Pre-requisite courses required to attend this offering, and a button to *Register for Course*.

Jan 2019 Offering

Course	MO134 - Intelligence Liaison Officer (ILO)
Date & Times	Jan 17, 2019 from 10 AM - 3 PM
Description	<p>The Missouri Information Analysis Center (MIAC) has an Intelligence Liaison Officer program that we offer to our statewide partners. This free POST-certified training is ideal for Fire, Emergency Management, EMS, Law Enforcement, Health, Education, Private/Government partners, and ANYONE with homeland security responsibilities. Our objective is to build a network of ILOs from network of ILOs from various disciplines to detect, deter, report, and respond to terrorist and criminal threats in the State of Missouri. Remember, EVERYONE, not just law enforcement officials, has a responsibility for Homeland Security. Some responsibilities of an ILO are as follows, but are not limited to:</p> <ul style="list-style-type: none"> • The ILO is to help identify terrorism related situations and share intelligence related to terrorist activity. • The ILO should serve as the point-of-contact within their agencies for questions and information regarding terrorism, and terrorism-related tips and leads. • An ILO is to have a working relationship with the MIAC to help facilitate the movement of criminal and terror related information to and from field personnel. <p>Related topics to be discussed during this session include:</p> <ul style="list-style-type: none"> • Fusion Centers and the role of the MIAC • Expectations of an ILO • Information Management and the Intelligence Cycle • Suspicious Activity Reporting and Terrorism Indicators • Asset Protection/Critical Infrastructure and Key Resources • Federal Partner Support <p>For more information, please contact ILO Coordinator Dan Hoerschgen at 866-362-6422 or email at ILO@MSHP.DPS.MO.GOV</p>
Hours	5
Max Attendance	40 (39 Open Seats)
Region	F
Location	University of Missouri-MU HealthCare South Providence Medical Park 551 E. Southampton Drive Columbia, MO 65201
POST Approved	Yes
Target Audiences	Education, Emergency Management, Emergency Medical Services (EMS), Fire, Government Administrative, Law Enforcement, Medical (Hospital), Public Health, and Public Safety Communications (911)
Availability	Open To The Public
Prerequisites	None Set

[Register For Course](#)

Course Availability Definitions:

Open to the Public: Anyone can register to attend. Mileage to be eligible for lodging is 75 miles or more from the course location or as notated in the course offering details.

Local Offering Only: Students whose domicile is within 75 miles are eligible to attend. Students whose domicile is beyond the 75 mile radius may register to attend; however, there will be no hotel accommodations or other reimbursement.

Invitation Only: These courses are set up for a specific audience and an invitation list is on file with the SEMA Training Unit.

Pre-Requisites: STEMS reviews the training transcript for the pre-requisite courses prior to approving. If a student is denied a course because of pre-requisites, contact the SEMA Training Unit for additional details.

Selecting the *Register for Course* button opens an additional screen:

+ Course Registration

Travel and Meal Reimbursement Changes effective January 1, 2019
 Mileage to be eligible for lodging is 75 miles or more from the class location
 Meals will no longer be reimbursed

* Indicates Required Field

Hotel reservations (limited to persons whose official domicile is more than 75 miles from the course site)? *

Yes No

Do you have any needs which require accommodation? *

Yes No

Register

All questions must be answered in order to continue the Course Registration process. Upon successful registration, STEMS will take the user back to Course Offering and their name will be listed on the Course Roster.

Jan 2019 Offering

Course	MO134 - Intelligence Liaison Officer (ILO)
Date & Times	Jan 17, 2019 from 10 AM - 3 PM
Description	<p>The Missouri Information Analysis Center (MIAC) has an Intelligence Liaison Officer program that we offer to our statewide partners. This free POST-certified training is ideal for Fire, Emergency Management, EMS, Law Enforcement, Health, Education, Private/Government partners, and ANYONE with homeland security responsibilities. Our objective is to build a network of ILOs from various disciplines to detect, deter, report, and respond to terrorist and criminal threats in the State of Missouri. Remember, EVERYONE, not just law enforcement officials, has a responsibility for Homeland Security. Some responsibilities of an ILO are as follows, but are not limited to:</p> <ul style="list-style-type: none"> - The ILO is to help identify terrorism related situations and share intelligence related to terrorist activity. - The ILO should serve as the point-of-contact within their agencies for questions and information regarding terrorism, and terrorism-related tips and leads. - An ILO is to have a working relationship with the MIAC to help facilitate the movement of criminal and terror related information to and from field personnel. <p>Related topics to be discussed during this session include:</p> <ul style="list-style-type: none"> - Fusion Centers and the role of the MIAC - Expectations of an ILO - Information Management and the Intelligence Cycle - Suspicious Activity Reporting and Terrorism Indicators - Asset Protection/Critical Infrastructure and Key Resources - Federal Partner Support <p>For more information, please contact ILO Coordinator Dan Hoerchgen at 656-262-6422 or email at ILO@MSHP.DPS.MO.GOV</p>
Hours	5
Max Attendance	60 (38 Open Seats)
Region	F
Location	University of Missouri-MU HealthCare South Providence Medical Park 551 E. Southampton Drive Columbia, MO 65201
POST Approved	Yes
Target Audience	Education, Emergency Management, Emergency Medical Services (EMS), Fire, Government Administrative, Law Enforcement, Medical (Hospitals), Public Health, and Public Safety Communications (911)
Availability	Open To The Public
Prerequisites	None Set

You are approved to participate in this course.

Cancel Registration

Course Roster information is listed below the Offering information. If for some reason you need to cancel your registration, simply click the *Cancel Registration* button and your registration will be cancelled. You should receive an email notification from support@sematraining.com if you cancel your registration.

Course Roster

Course registrants will be listed here along with their contributing role.

Name	Organization
Goodman, Walt	Scott Co. Fire Protection Dist.
Moose, Mickey	ABC County SMO

Exercises Tab

The Exercise tab is a listing of all exercises scheduled to date.



Exercises

Filter Exercises Show

Dates	Name	Type	Region
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	F
Mar 19, 2019	SEOC Activation - 1st Quarter Exercise	Tabletop	F
Apr 11, 2019	VTTX: Public Health - SNS / Infectious Disease and Biological Incidents	Tabletop	F

Some of the features of this screen include:

- Filter upcoming exercises by name and/or
- Filter upcoming exercises by type and/or
- Filter upcoming exercises by region and/or
- Filter upcoming exercises by facility.

Filter Exercises

Exercises

Filter Exercises Show

Dates	Name	Type	Region
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	F

Clicking on the Filter Exercises bar, opens options for narrowing down the search of upcoming exercises by Name, Type, Region, and/or Facility.

Exercises

Filter Exercises Hide

Name

Type

Region

Facility enter facility name to search

Search Exercises

Just like the Training Calendar, the exact exercise name is not required to utilize this search function as partial information is accepted (i.e. "VTTX" instead of "VTTX: Active Threat (Shooter-Office)").

⚡ Exercises

Filter Exercises Hide

Name: Type: Region:

Facility: enter facility name to search

[Clear Filters](#)

Dates	Name	Type	Region
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	F
Apr 11, 2019	VTTX: Public Health - SNS / Infectious Disease and Biological Incidents	Tabletop	F

If you want to filter by Exercise Type, make a selection from the Type dropdown.

⚡ Exercises

Filter Exercises Hide

Name: Type: Region:

Facility: enter facility name to search

[Clear Filters](#)

Dates	Name	Type	Region
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	F
Apr 11, 2019	VTTX: Public Health - SNS / Infectious Disease and Biological Incidents	Tabletop	F

If you want to know what is being offered in a specific Region, only complete the Region portion and search.

To clear all filters, click the *Clear Filters* link in the lower right corner of the Filter Exercise section.

⚡ Exercises

Filter Exercises Hide

Name: Type: Region:

Facility: enter facility name to search

To register for an exercise you must be in the specific exercise you would like to participate in. In this example, we are going to register for the VTTX – Active Threat (Shooter-Office) Tabletop exercise scheduled for February 28, 2019 in Region F. Begin by clicking on the Exercise Title Link.

⚡ Exercises

Filter Exercises Hide

Name: Type: Region: Search Exercises

Facility: enter facility name to search

[Clear Filters](#)

Dates	Name	Type	Region
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	F
Apr 11, 2019	VTTX: Public Health - SNS / Infectious Disease and Biological Incidents	Tabletop	F

The Exercise Summary will be listed and most fields are self-explanatory. All Users will be able to see the exercise Point of Contact, number of seats available, Mission Area, Scenario, Objective(s) and associated Core Capabilities, Threat/Hazard, whether or not the exercise is eligible as EMPG credit and a button to *Register for the Exercise*.

⚡ Exercise Summary

Name	VTTX - Active Threat (Shooter-Office)
Date & Time	Feb 28, 2019 from 10AM - 2PM
Type	Tabletop
Point of Contact	Michelle Nienhuis
Number of Participants	None Set
Max Attendance	20 (20 Open Seats)
Region	F
Mission Area	Response
Scenario	TBD
Objectives	TBD <small>Operational Coordination and Operational Communications</small>
Threat / Hazard	Civil Disorder
Sponsor	Other
EMPG Eligible	Yes

⚡ Register For Exercise

Exercise Roster

Exercise registrants will be listed here along with their contributing role.

Name	Organization
No participants yet.	

Selecting the *Register for Exercise* button registers you for the exercise as a Participant and your name will be added to the Exercise Roster at the bottom of the page. *NOTE: If your role is something other than as a participant, the Point of Contact will update it prior to the exercise.*

To cancel your registration, click the *Cancel Registration* button listed on the Exercise Summary page.

Exercise Summary

Name	VTTX - Active Threat (Shooter-Office)
Date & Time	Feb 28, 2019 from 10AM - 2PM
Type	Tabletop
Point of Contact	Michelle Nienhuis
Number of Participants	None Set
Max Attendance	20 (20 Open Seats)
Region	F
Mission Area	Response
Scenario	TBD
Objectives	TBD Operational Coordination and Operational Communications
Threat / Hazard	Civil Disorder
Sponsor	Other
EMPG Eligible	Yes

[Cancel Registration](#)

Exercise Roster

Exercise registrants will be listed here along with their contributing role.

Name	Organization
------	--------------

Viewing/Updating User Profile *(User Data has been manipulated for training purposes.)*

Name	Mickey Mouse
FEMA SID	1234567890
Username	mickeymouse
Email	mtncoupons@yahoo.com
Date of Birth	May 8, 1970
Employer Name	ABC County EMD
Employer Code	County
Region	F
County	Cole
Address	123 Any Street Jefferson City, MO 65101
Phone Number	(573) 636-1111
Fax Number	None Set
Fiscal Years	None
APS Courses	Certificate X Not Issued Required X None Completed Yet Electives X None Completed Yet

This is your user profile. It includes information that should be kept up-to-date to ensure you receive Training and Exercise credit, notifications and cancellations.

Definitions:

Fiscal Years: This is for EMPG purposes only, and allows SEMA to track EMPG requirements as they relate to training and exercises.

APS Courses: Effective January 1, 2019, the responsibility to issue an Advanced Professional Series certificate upon meeting the guidelines in the brochure falls to each state. This section automatically tracks the APS courses: which ones you have completed, which are needed and if all requirements have been met, a certificate will be available for you to print.

If you need to change your password, please click the *Change Password* button located at the top of this page. A new window will open that will allow you to change your password. NOTE: SEMA no longer stores User Profile passwords. In order to change your password prior to logging in, your email address must be up-to-date. If you have any issues, please contact the SEMA Training and Exercise Unit.

New password must contain at least 1 uppercase, 1 lowercase, and 1 number.
Minimum 8 characters.

* Indicates Required Field

Current Password *

New Password *

Confirm New Password *

Save Password

STEMS does not require a new password after so many days; however, it is suggested you change your password regularly for security purposes.

The Password criteria is listed on Change Password page and will only update after you click the *Save Password* button.

If you need to update your User Profile, select the *Update Profile* button (top, right of page). This may need to be done if there is a name change, employment change, etc.

My Profile

Change Password Saved E... **Update Profile**

All fields marked with an asterisk must be completed prior to saving. The updates will not save unless the *Update Account* button is selected.

Update Account

County is required unless you're registering from outside Missouri.

* Indicates Required Field

FEMA SID *	Discipline *	County	Region *
1234567890	Emergency Management	Cole	F
Email *			
mickeymouserulez@yahoo.com			

Personal Details

Prefix	First Name *	Middle Initial	Last Name *	Suffix
	Mickey		Mouse	
Date Of Birth *	Employer Name *	Employer Code *		
05/08/1970	ABC County EMD	County		

Address

Address Line 1 *		
123 Any Street		
Address Line 2		
City *	State *	Zip Code *
Jefferson City	Missouri	65101

Phone

Phone Number *	Ext.	Fax Number
(573) 636-1111		

Update Account

STEMS provides the opportunity for Users to print a training transcript. These transcripts are the official record of the courses that SEMA has on file. To review your training transcript, click the *View Training History* button at the bottom of your profile.

My Profile Change Password Saved Exports Update Profile Print Profile

Name: Mickey Mouse
FEMA SID: 1234567890
Username: mickeymouse
Email: mtncoupons@yahoo.com
Date of Birth: May 8, 1970
Employer Name: ABC County EMD
Employer Code: County
Region: F
County: Cole
Address: 123 Any Street
Jefferson City, MO 65101
Phone Number: (573) 636-1111
Fax Number: None Set
Fiscal Years: None
APS Courses: Certificate X Not Issued
Required X None Completed Yet
Electives X None Completed Yet

[View Training History](#) [View Exercise History](#)

A screen similar to the one below will open; everyone has a different amount of courses they have completed. If you would like a printout of your Training History (aka Training Transcript), click the *Export* button located in the upper right corner.

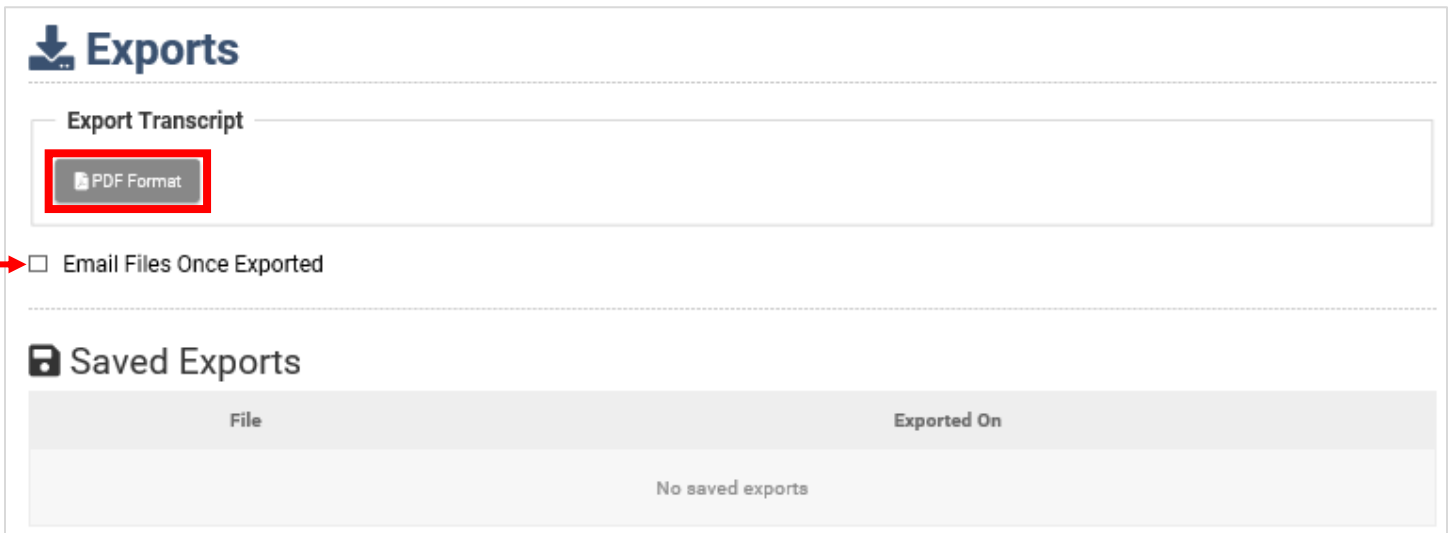
Training History

[Export](#)

Displaying 1 entry

Course	Date	Hours	Status
MO134 - Intelligence Liaison Officer (ILO)	Jan 17, 2019	5	Registered

A new screen will open that will allow you to export your transcript in a PDF format. To create your PDF Training Transcript, click the *PDF Format* button. You may also elect to have the PDF document emailed to the email on file by selecting the checkbox *Email Files Once Exported*. NOTE: This screen also lists a history of all exports.



Exports

Export Transcript

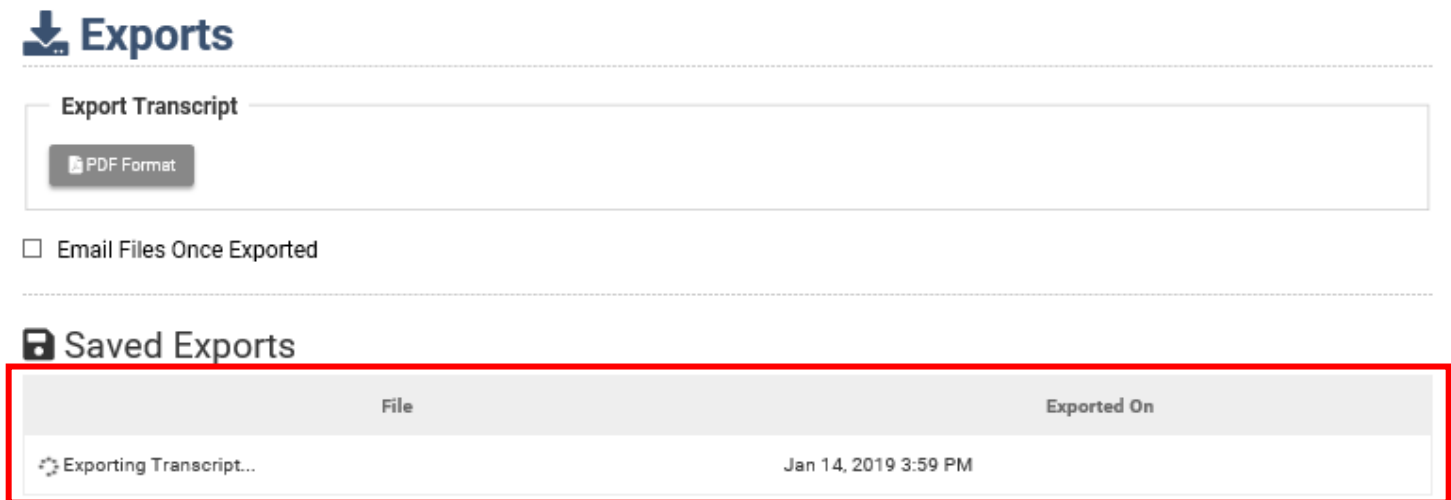
PDF Format

Email Files Once Exported

Saved Exports

File	Exported On
No saved exports	

Once you select the *PDF Format* button, you will know STEMS is working to create the list by the *Exporting Transcript...* motion under Saved Exports.




Exports

Export Transcript

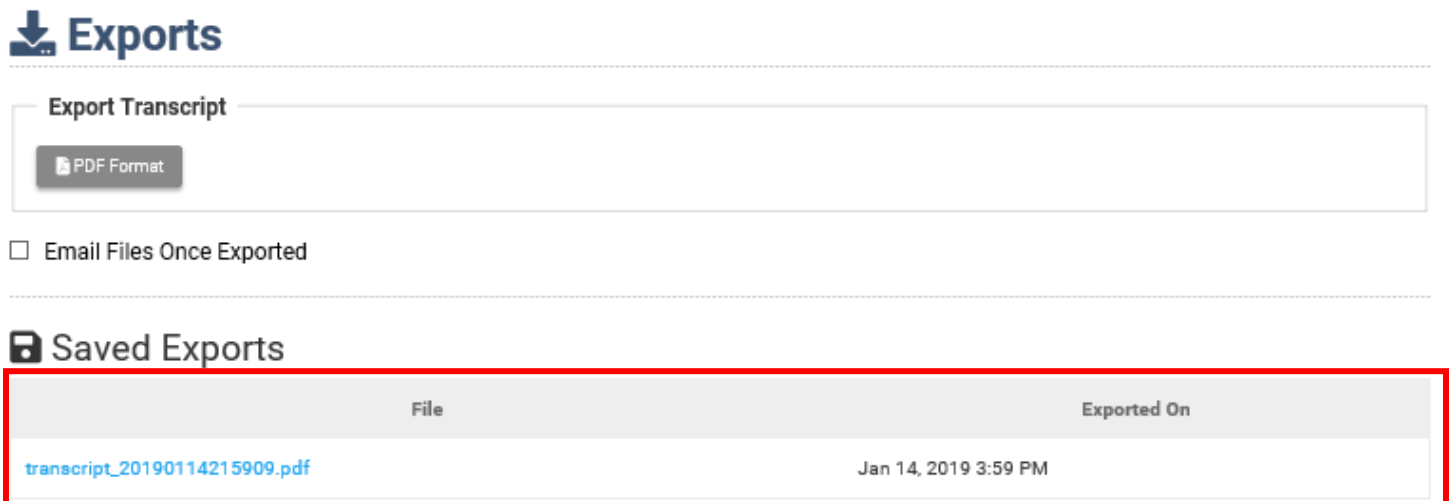
PDF Format

Email Files Once Exported

Saved Exports

File	Exported On
 Exporting Transcript...	Jan 14, 2019 3:59 PM

A clickable link will appear when the export is complete.



Exports

Export Transcript

PDF Format

Email Files Once Exported

Saved Exports

File	Exported On
transcript_20190114215909.pdf	Jan 14, 2019 3:59 PM

Clicking on the link will open the PDF transcript allowing you the opportunity to print it out. Please note, this is technically an "Unofficial Copy" of your Training Transcript. If an "Official Copy" is needed, please contact the State Training Officer and they will provide a signed copy of your transcript.



State of Missouri Emergency Management

Transcript for: Mickey Mouse

Generated: 01/14/2019



Your Course Work

Date	Code	Course Title	Hours		Status
01/17/2019	MO134	Intelligence Liaison Officer (ILO)	5	Student	Registered

If you review your training transcript and believe it is incorrect, please contact the SEMA Training Unit.

To review/print a copy of your Exercise Transcript, select the *View Exercise History* button at the bottom of your Profile page.

[Dashboard](#) [Trainings](#) [Exercises](#) [My Profile](#) [Log Out](#)

My Profile

[Change Password](#) [Saved Exports](#) [Update Profile](#)

[Print Profile](#)



Name	Mickey Mouse
FEMA SID	1234567890
Username	mickeymouse
Email	mtncoupons@yahoo.com
Date of Birth	May 8, 1970
Employer Name	ABC County EMD
Employer Code	County
Region	F
County	Cole
Address	123 Any Street Jefferson City, MO 65101
Phone Number	(573) 636-1111
Fax Number	None Set
Fiscal Years	None
APS Courses	Certificate ✗ Not Issued Required ✗ None Completed Yet Electives ✗ None Completed Yet

[View Training History](#) [View Exercise History](#)

Your exercise history will be displayed.

Exercise History



Date	Exercise	Type	Role	Status
Apr 11, 2019	VTTX: Public Health - SNS / Infectious Disease and Biological Incidents	Tabletop	Player	 Registered
Feb 28, 2019	VTTX - Active Threat (Shooter-Office)	Tabletop	Player	 Cancelled

The Exercise Transcript follows the same process for downloading, printing and making corrections as the Training Transcript. Please contact the State Exercise Officer if there are discrepancies.