Federal Emergency Management Agency (FEMA)

Online Course Catalog User Guide

Version 1.0
September 30, 2010

Document Management History

Revision History

Version Number	Version Date	Summary of Changes	Team/Author
0.1	2/24/2010	Initial write-up	Donelly Trent
0.2	5/14/2010	Updated based upon PCR 206	Jennifer Lapp
0.3	6/11/2010	Updated to correct content	Matthew Prager
1.0	9/30/2010	Production Version	Matthew Prager

Introduction

The National Preparedness Directorate (NPD) has created the Online Course Catalog that integrates information on courses managed and/or provided by the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and National Training and Education Division (NTED). The Online Course Catalog is intended to support the standardization, streamlining, and integration of training and training administration processes within NPD.

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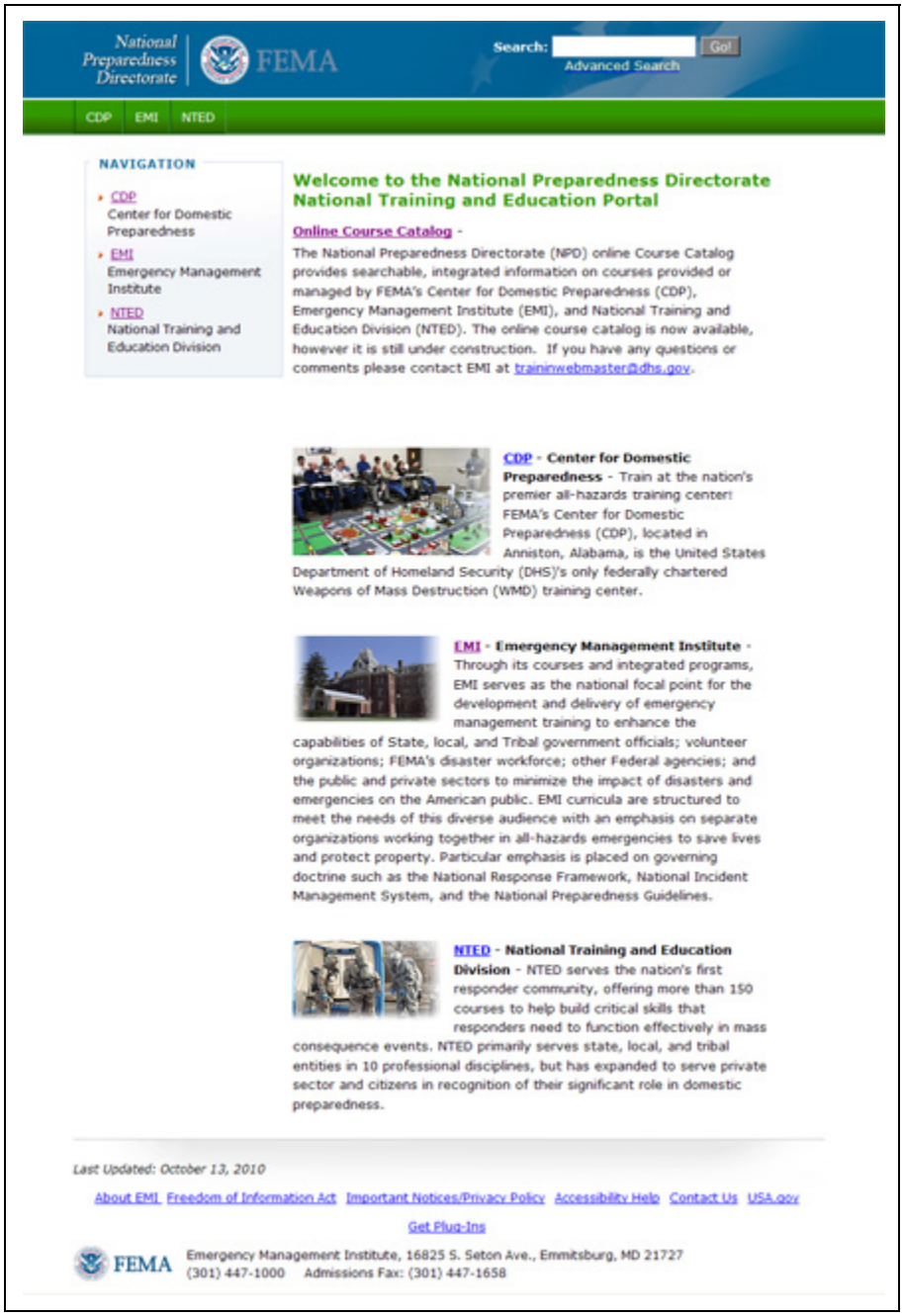
Getting Started

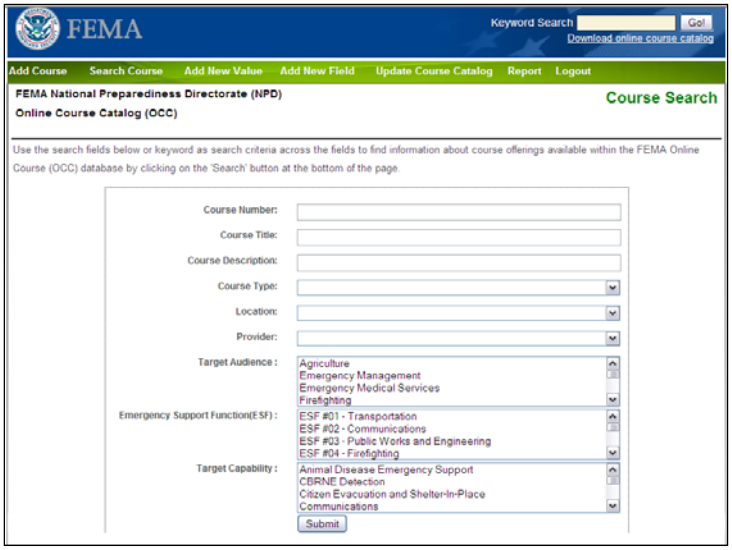
Online Course Catalog Main page

To access the Online Course Catalog go to: http://training.fema.gov/



Step 1 Select the link for the Online Course Catalog

Once selected, the course catalog main page (*Course Search* page) is displayed *(See below):*



Course Search

Step 1 Choose to search course records by specifying values for the various information items for a course. You must either enter a keyword or select a dropdown item in at least **one** search criteria on the screen, which includes:

1. Course Number
2. Course Title
3. Course Description
4. Target Audience
5. Course Type
6. Location
7. Provider
8. Target Capability
9. ESF
10. Keyword

Step 2 Select the "**Submit"** button to activate search.

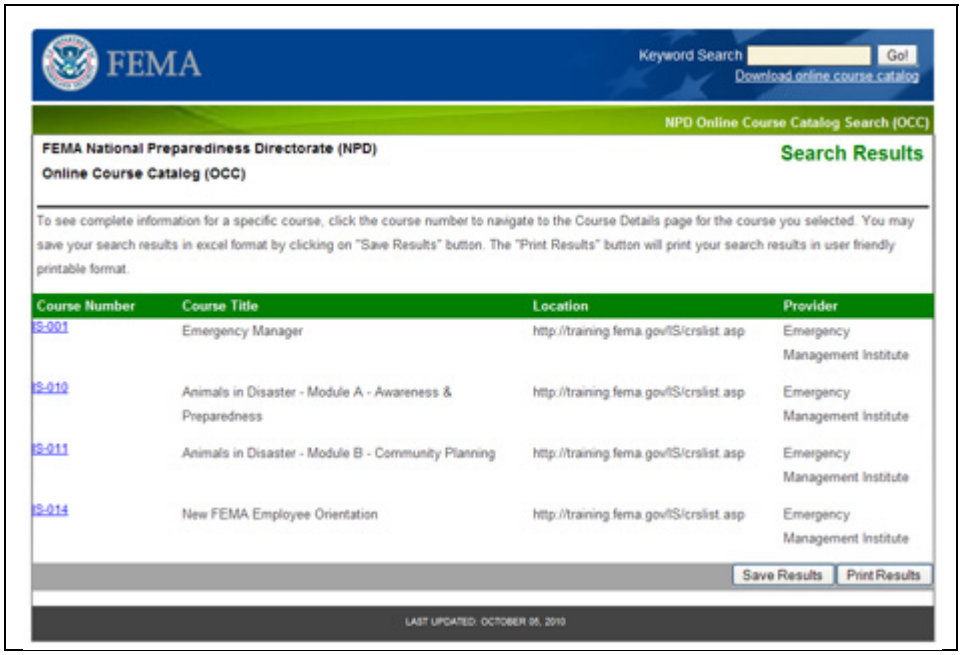
Step 3 You will then be presented with course information that best fits your search query.

Or

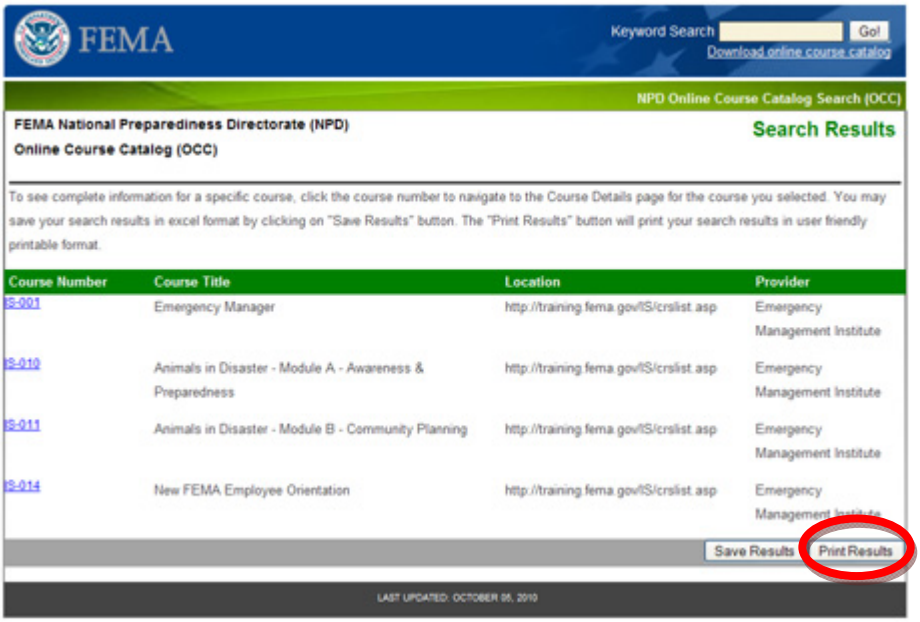
Step 3 Online Course Catalog displays the following message:

"No Record Found. Please change your search criteria and try again."

Step 4 Once clicked, the Course Search Results page displays *(see below).*



Print Search Results Summary

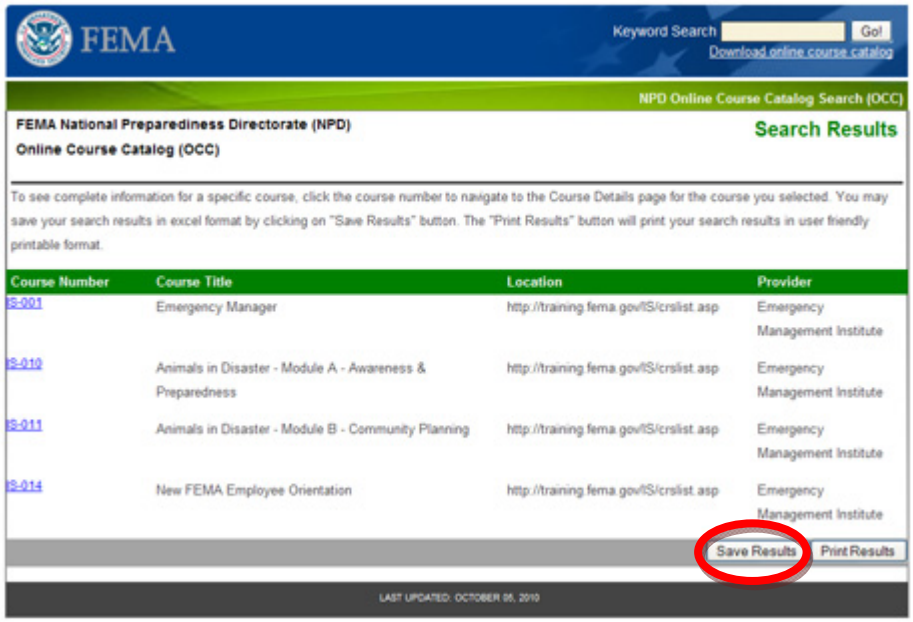


Step 1 Select the "**Print"** button to activate local print option.

Step 2 Online Course Catalog activates option to print search results details.

Step 3 Selects printer location (based on client machine) to print document.

Save Search Results Summary



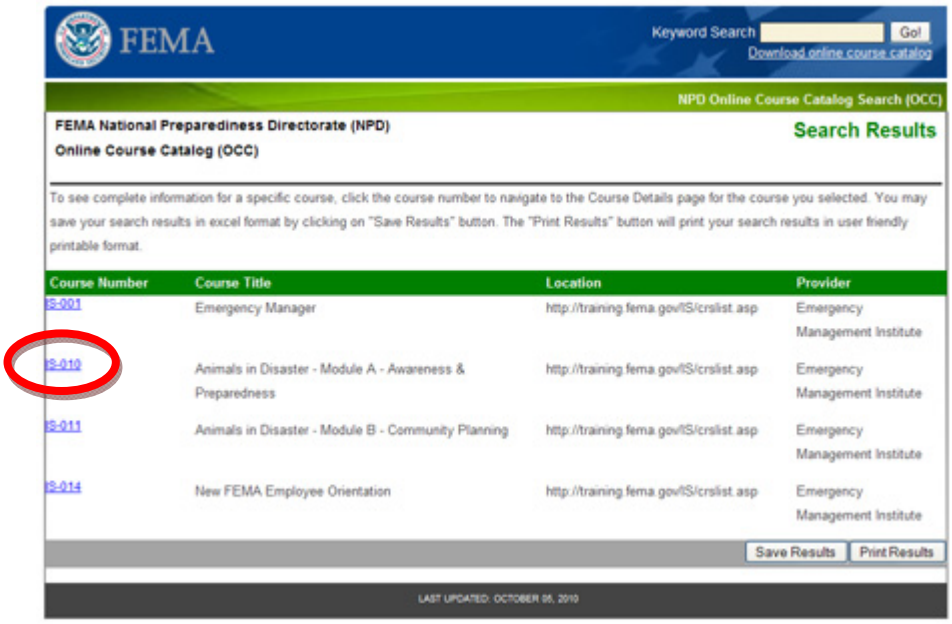
Step 1 Select the "**Save Results"** button to activate local save option.

Step 2 Online Course Catalog activates option to save search results details.

Step 3 Select location to save Online Course Catalog generated results.

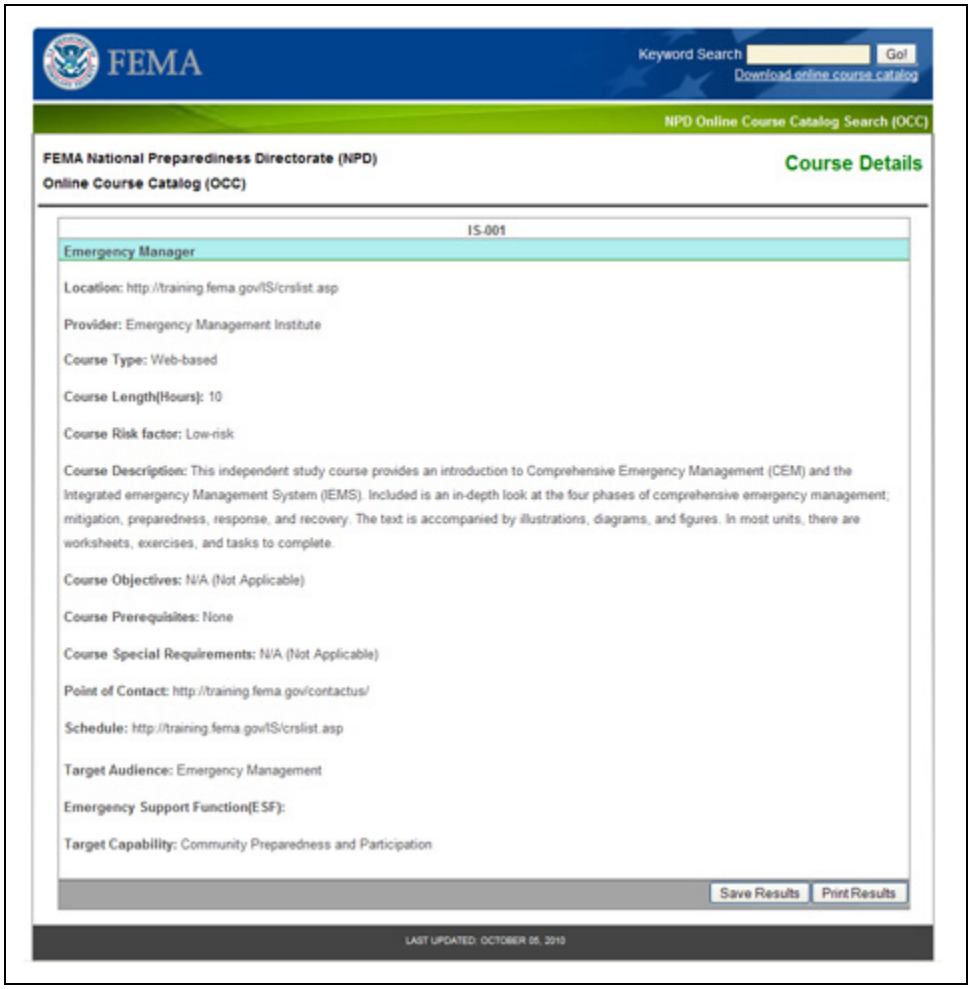
Step 4 Results are saved.

View Course Details



Step 1 Select a specific course to review by clicking the **Course Number**.

Step 2 System displays the specific course results for the chosen course number. (*see below*)

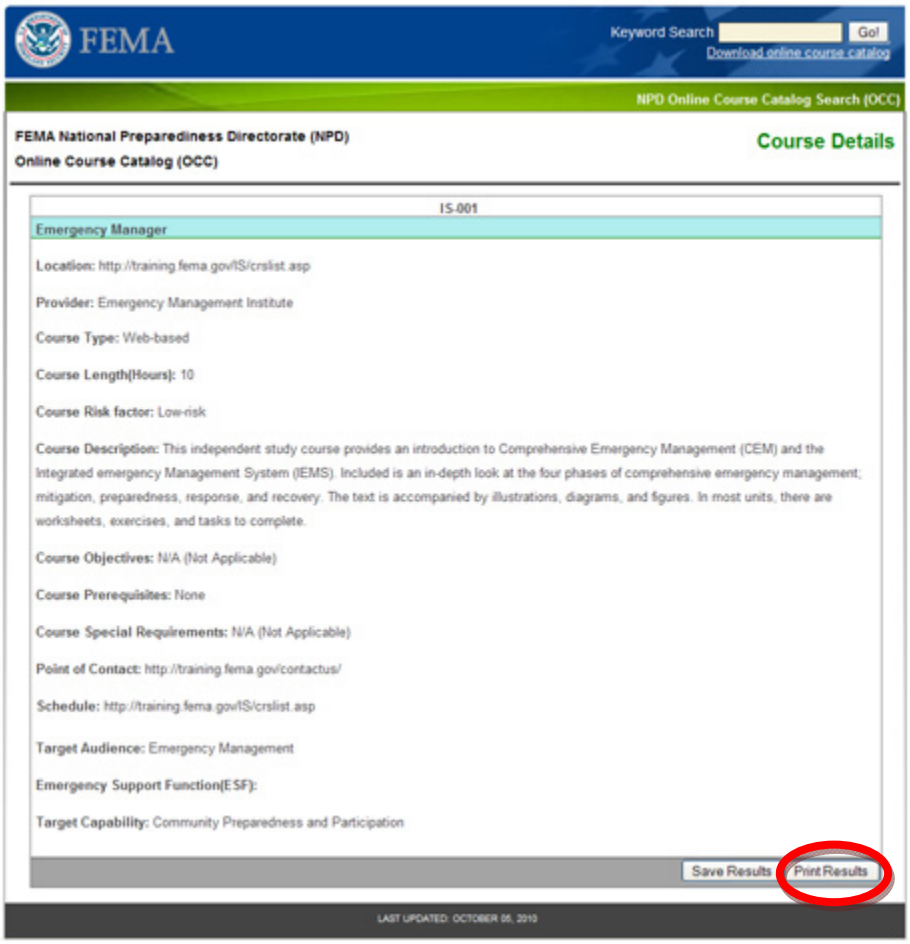

FEMA
Keyword Search
Go!
Download online course catalog
NPD Online Course Catalog Search (OCC)
FEMA National Preparedness Directorate (NPD)
Online Course Catalog (OCC)
Course Details
IS-001
Emergency Manager
Location: http://training.fema.gov/IS/crslist.asp
Provider: Emergency Management Institute
Course Type: Web-based
Course Length(Hours): 10
Course Risk factor: Low-risk
Course Description: This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units, there are worksheets, exercises, and tasks to complete.
Course Objectives: N/A (Not Applicable)
Course Prerequisites: None
Course Special Requirements: N/A (Not Applicable)
Point of Contact: http://training.fema.gov/contactus/
Schedule: http://training.fema.gov/IS/crslist.asp
Target Audience: Emergency Management
Emergency Support Function(ESF):
Target Capability: Community Preparedness and Participation
Save Results
Print Results
LAST UPDATED: OCTOBER 05, 2010

Print Course Details

Step 1 Selects the “Print” button to activate local print option.

Step 2 Online Course Catalog activates option to print course details.

Step 3 Course detail printed.



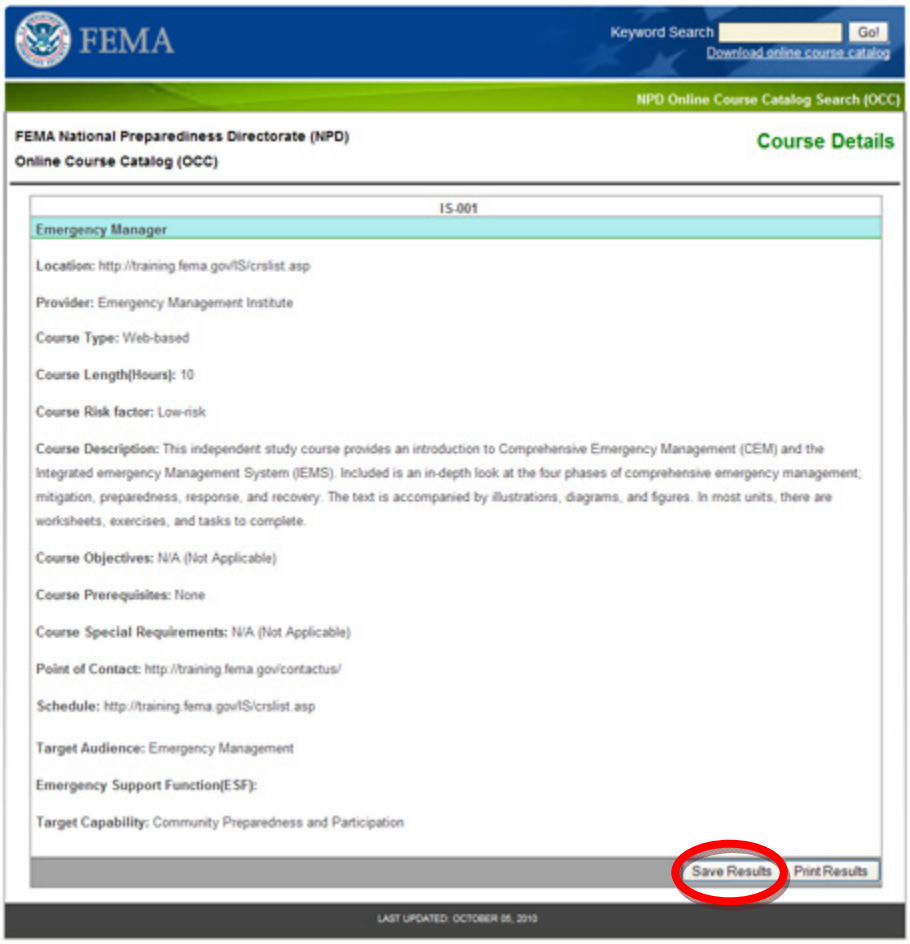
Save Course Details

Step 1 Selects the "**Save Results**" button to activate local save option.

Step 2 System activates option to save course details.

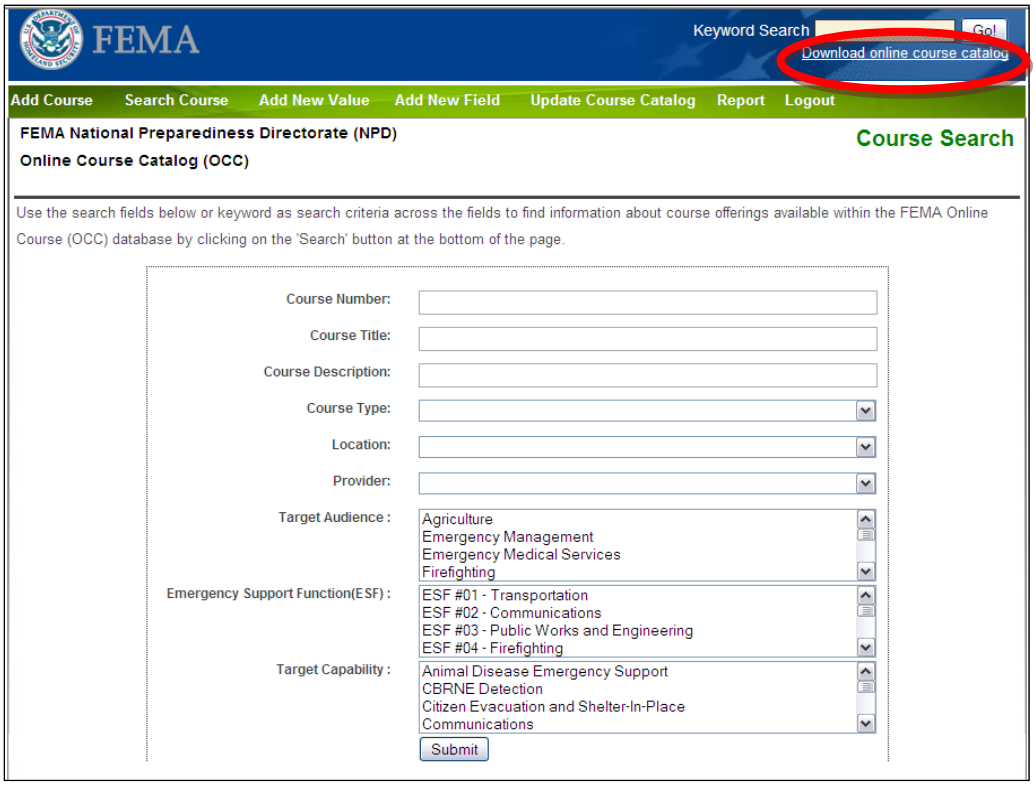
Step 3 Selects local location (based on client machine) to save document.

Step 4 Document is saved.



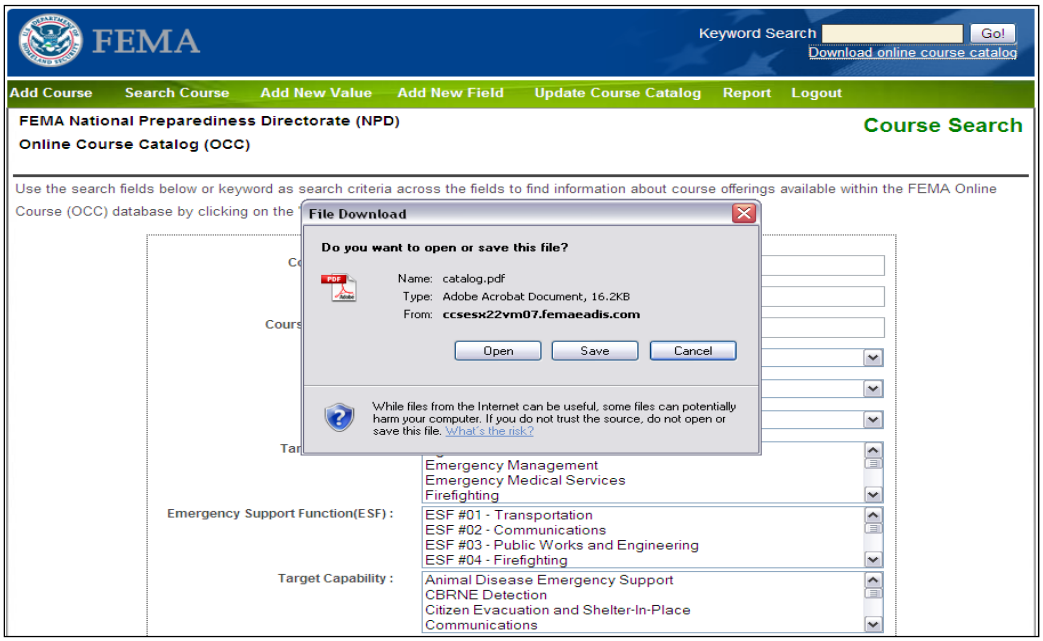
Downloading the FEMA Online Catalogue

To download a course catalog, follow the steps below:



Step 1 Click on "Download online course catalog" on the Tool Bar.

Step 2 Once clicked, the Adobe Acrobat pop-up window displays *(see below).*



Step 3 Click on "**Open"** to open the Course Catalog in Adobe,

Step 4 The Course Catalog is presented in an Adobe compatible format

or

Step 3 Click on "**Save**" to save the course catalog document locally.

Step 4 System activates option to save course catalog.

Step 5 Selects local location (based on client machine) to save document.

Step 6 Document is saved.