

How to take a FEMA EMI Independent Study Incident Command Course:

You should allow 2 to 4 hours to take one of these courses. Allow more time if it's your first course, i.e.: IS-100.C.

Notice: Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one today: <https://cdp.dhs.gov/femasid>. *Please do not contact the Independent Study program office as they are unable to provide assistance with these requests. Please see Appendix A for FEMA SID specific instructions.*

If you have an inquiry regarding the FEMA Independent Study Program, NIMS or other Emergency Management Institute (EMI) related requests such as: requests for certificates, transcripts, online test scores/results, please contact the FEMA Independent Study program office at Independent.Study@fema.dhs.gov for further assistance. *Please do not contact the FEMA SID Help Desk as they are unable to help with these requests.*

EMI now provides access to the EMI Student Portal. The Student Self-Service Portal allows you to print or download Independent Study (IS) Completion Certificates, Student IS Transcripts (for personal or employer use) and Official IS Transcripts (for educational institutions only).

1. To access the independent study courses, please following the links below:

IS-100.c: [Introduction to the Incident Command System](#)

IS-200.c: [Basic Incident Command System for Initial Response](#)

IS-700.b: [An Introduction to the National Incident Management System](#)

IS-800.d: [National Response Framework, An Introduction](#)

IS-2200: [Basic Emergency Operations Center Functions](#)

2. Click on 'Interactive Web-based Course' to begin. If you choose, you can select the different lessons from the dropdown menu.
3. Use the forward and backwards arrows on screen to move through each lesson. **YOU MUST COMPLETE THE ENTIRE COURSE TO RECEIVE CREDIT.** If you must leave the course, do not exit from the course or close your browser. If you exit from the course, you will need to start that lesson over again.
4. On the course home screen, you will see the option to download course materials. This is optional but can help you throughout the course.

5. Once you have completed the final lesson entitled Course Summary, you will be prompted to 'Take the Exam'. FEMA Student Identification Number (SID), and registration with "login.gov" is required. Please see **Appendix A** for *FEMA SID* instructions and see **Appendix B** for *login.gov* instructions. They are different. You need to create your FEMA SID first.

6. Take the final exam as instructed. Usually, these exams are 25-30 questions. After completion, the confirmation email usually arrives within 30 minutes. As long as you passed the exam with 75%, you will receive a link to your electronic certificate. If you did not achieve 75%, you will need to take the exam again.

The electronic certificate will be in a Portable Document Format (PDF) file. You will be able to save and /or print the file. Adobe Reader is required to open the certificate. If you do not have this software, it can be obtained as a free download at <http://www.adobe.com>

Please be sure to add independent.study@fema.dhs.gov to your Friendly Email/Approved Senders list to ensure you receive a completion confirmation email for your exam submission.

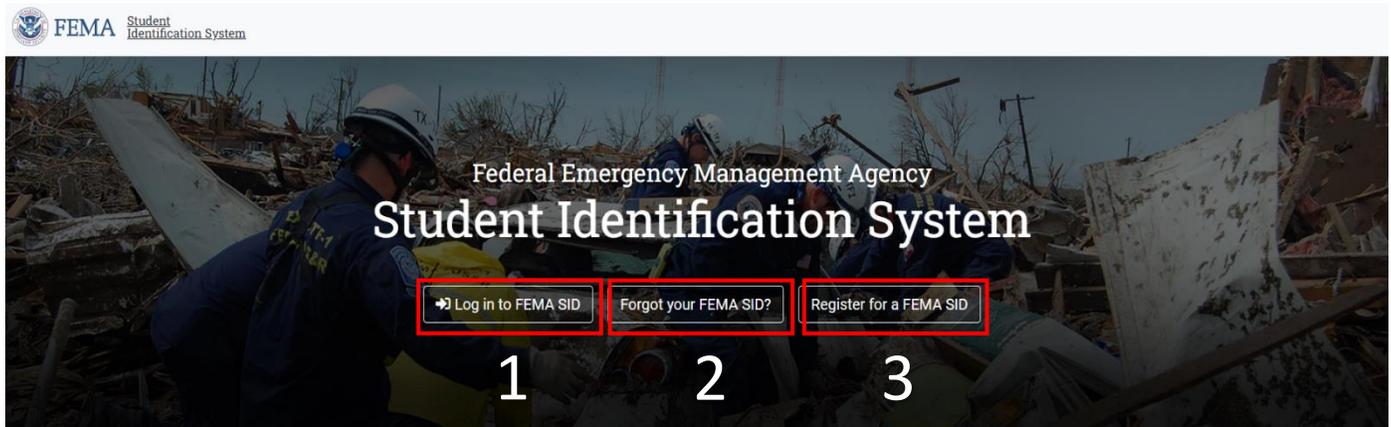
Students who submit and pass a course online will not receive a hard copy certificate in the mail. It is important that you retain the Independent Study email message with the link for your certificate in your records, as this is the only way to access your completion certificate.

If you have questions, please email independent.study@fema.dhs.gov.

7. Upon receipt of the completion certificate, you should send the certificate to Organizational Training, OTD@upstate.edu to ensure entry into your training record. Please [contact](#) Emergency Management with any additional questions.

Appendix A – FEMA SID INSTRUCTIONS

1.) Go to: <https://cdp.dhs.gov/femasid>



What is a FEMA SID?

FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals.

Why do I need a FEMA SID?

A FEMA SID is required to register for and participate in any training provided by FEMA. All FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID. The FEMA SID will serve as your unique identifier and be used to maintain the record of FEMA training you attended.

[Learn more about the FEMA Student Identification \(FEMA SID\) number](#)

Click Button 1 to Log in to FEMA SID if you already know your credentials and have your FEMA SID. You can view your student profile after logging in.

Click Button 2 if you have previously created a FEMA SID account but have forgotten your FEMA SID. Or, use this button to provide an email and see if a FEMA SID is associated with the email. Once you click this button, please provide the email you think is affiliated with your FEMA SID. Once provided, check your email and follow instructions provided. Remember, your FEMA SID will follow you regardless of your employment. If you had a FEMA SID at previous employment, consider trying that email if still available.

Click Button 3 if you have *never* previously created a FEMA SID account. You will need to provide full name, primary contact information, date of birth and location, create security questions, create a password, and agree to a privacy statement. After submission, follow instructions provided.

You can access FEMA SID FAQs [HERE](#)

Appendix B - HOW TO CREATE A LOGIN.GOV ACCOUNT

- 1.) Go to: <https://training.fema.gov/signin/>

EMI Home | About EMI | Contact Us

EMI Home Login.gov sign in

We're moving to Login.gov

EMI will soon require a login.gov account to ensure a safe and secure sign in process.

To access your student account, your login.gov personal information, and **one verified login.gov email address** must match [your FEMA SID profile](#).

Sign in to your current login.gov account, or create one now.

Sign in, or create a Login.gov account now

LOGIN.GOV

Not ready right now?

You may sign in the old way for now. Everyone will be **required to create a login.gov account soon!**

Request legacy sign in

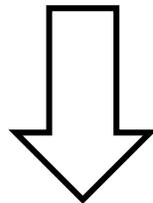
Is your FEMA SID account ready for Login.gov?

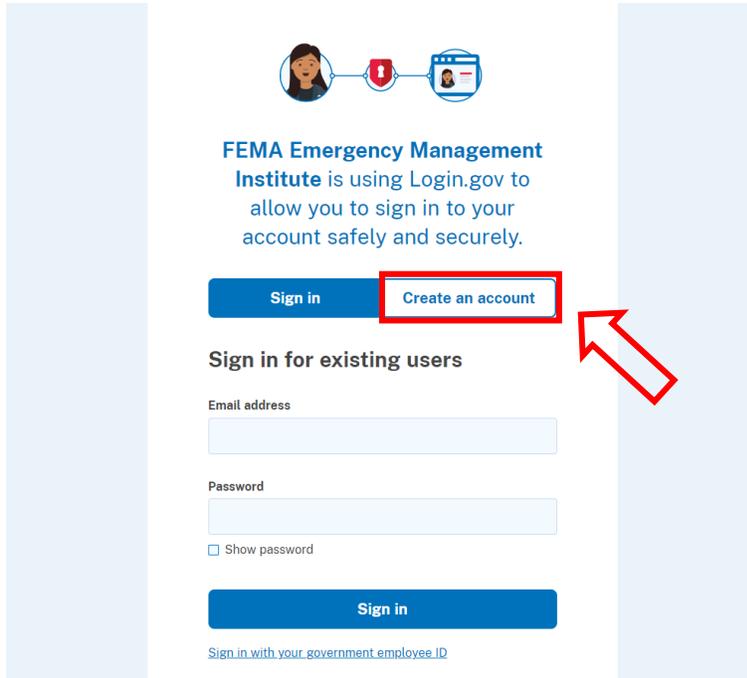
To ensure that your SID is compatible, your name and one of your Login.gov account email addresses must match the info in your FEMA SID profile.

- Associate Email:** Make sure your FEMA SID email address matches one of your associated login.gov email addresses.
- Matching User Info:** Make sure your login.gov name and personal information matches your [FEMA SID profile](#).
- No Student Account?** If you do not have one already, you must [sign up for a FEMA SID account](#) to access student resources.

Still unsure if your FEMA SID is compatible?

Sign in, or create a new login.gov account now. We'll let you know if we are unable to locate your FEMA SID account, and provide compatibility help.





FEMA Emergency Management Institute is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

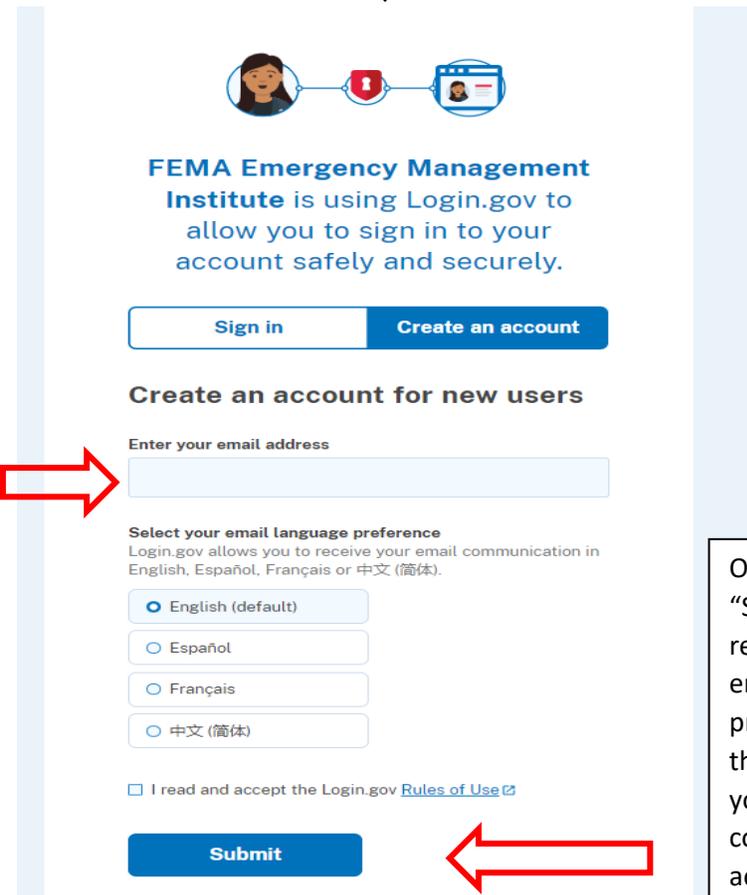
Email address

Password

Show password

[Sign in](#)

[Sign in with your government employee ID](#)



FEMA Emergency Management Institute is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Español, Français or 中文 (简体).

English (default)
 Español
 Français
 中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

*Please enter the same email you used for your FEMA SID account

Once you click "Submit" you will receive a confirmation email to the address provided. Please click the link to confirm your email and continue creating your account.