

Accessing G-606 through CSTI:

1. Create an account with CSTI:
 - a. Go to the [CSTI homepage](#).
 - b. Click the “**Register**” button on the main homepage and complete the registration form.
 - i. You do not need to include an agency or FEMA ID to register.
2. Log-in to CSTI:
 - a. After creating your account, ensure you are logged in by clicking on the “**Login**” button on the homepage.
3. Find the G-606 course:
 - a. Click the “**Browse Training**” button on the homepage to access the course catalog.
 - b. Scroll down to “**Standardized Emergency Management System Introduction (SEMS G606) Online Course.**”
 - i. The catalog is in alphabetical order and does not have a search feature.
 - ii. Be sure to select the **ONLINE COURSE** with the computer icon.
4. Take the course by clicking “**Launch.**”
 - a. You may need to disable your pop-up blocker. Contact IT if you have issues disabling your pop-up blocker.
 - b. You will have two (2) attempts to pass the exam at the end of the course. If you fail both attempts, you will need to retake the course.
 - i. Allow up to one (1) week for the CSTI system to reset to retake the course.
 - ii. For additional retake attempts, you will need to open a ticket with the [CSTI helpdesk](#) to manually reset the course.
5. Download your certificate:
 - a. From the [CSTI homepage](#), click on the “**My Portal**” button.
 - b. Click “View Transcript” under “Your Inbox” to view courses and access certificates.
6. For general support on the CSTI website or SEMS G-606 course, please open a ticket with the [CSTI Helpdesk](#).

Accessing IS-100, 200, 700, 800 & 315 through FEMA: (yes, take 315 last)

1. Register for a FEMA Student ID (SID):
 - a. Go to the [FEMA SID registration page](#) and complete the registration process.
 - b. Be sure to retain your FEMA SID! You will need it to take the online exams.
 - c. For support on registering for a FEMA SID, please contact femasidhelp@cdpemail.dhs.gov directly.
 - d. IF you already have a SID, go directly to [FEMA Distance Learning](#).
2. Navigate to the course:
 - a. Use the following links for direct access. There may be a letter after the course number.
 - [IS-100](#)
 - [IS-200](#)
 - [IS-700](#)
 - [IS-800](#)
 - [IS-315](#)
 - b. For support accessing these courses, please contact Independent.Study@fema.dhs.gov directly.
3. Take the course by clicking the “**Interactive Web Based Course**” link on the right side of the page.
4. Take the Final Exam by clicking the “**Take the Exam**” link on the final slide.
 - a. You will need your FEMA SID to take the exam.
 - b. You do not need to take the exam immediately. To take the exam later, return to the course page and click the “Take Final Exam Online” on the right side of the page.

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- c. You will have unlimited attempts to pass the exam.
 - d. For support accessing the final exams, please contact Independent.Study@fema.dhs.gov directly.
5. Download your certificate:
- a. You will receive an email upon passing the exam.
 - b. Follow the instructions provided to access your student portal. You will need the following information:
 - Name
 - FEMA SID
 - City of birth as entered in your FEMA SID profile
 - c. Click on “**IS Course Certificates**” and download your certificate.
6. For general support on the FEMA website or any of the IS courses, please open a ticket with the Please email the appropriate address below.
- a. FEMA Registration/SID: femasidhelp@cdpemail.dhs.gov
 - b. FEMA Independent Study Courses: Independent.Study@fema.dhs.gov

Email Training Certificates to SJNCERT:

- 1) Email sjncertellice@gmail.com with the training certificate