

Instructions for Completing DEE504 ADA Compliance Overview (Course Study) in Event Registration Management Application (ERMA)

Log In

To log into the ERMA system,

1. click on the Log In option located on the menu to the left. This will display the Log In screen.
2. Enter your account number (EIN) and your password and click Enter.

Event Registration & Management Application

AZ.GOV
Arizona's Official Web Site

eCatalog
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Log In

Welcome to ERMA!
We have added some enhancements to your **Student Account** information page, and combined it with your **Training Record** to make your information more readily available to you, and to help us provide you with better customer service.

When logging in for the first time with this new feature, you will be prompted for some additional contact information. Please provide all that's required... and for better, more personalized service in the future, it would be helpful if you would also provide the optional information requested.

ERMA is available for both State and non-State personnel to register for classes offered by the **Arizona Department of Economic Security (DES)**, the **Arizona Division of Emergency Management (ADEM)**, and the **Arizona Center for Fire Service Excellence (AzCFSE)**. Please call one of the following numbers for assistance:

DES - Classes such as	ADEM - Classes such as	AzCFSE - Classes such as
<ul style="list-style-type: none">• Initial Data Security• Data Security Recertification• HIPAA Level I and Level II• Defensive Driving	<ul style="list-style-type: none">• Emergency Management• Incident Command/NIMS• All Hazards IMT• Hazardous Materials• Homeland Security• School Safety	<ul style="list-style-type: none">• Fire Fighter 1 & 2 Programs• Fire School• Fire Instructor Programs• Rope Rescue• Leadership (Company Officer)

DES classes are for non-State personnel only.
Contact: 602-542-3782

Contact: 602-464-6225

Contact: 623-333-6500

Login

Login ID Number (EIN):

Password:

Welcome to ERMA

- If you are a first time user of ERMA click [HERE](#).
- [Reset your password](#)
- [Lookup your EIN](#)

Three bulleted items

NOTE: If you are not able to log in, please choose one of the three bulleted items to the right of the Log In dialog box.

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3. Click on **"Search for an Event"** on the menu to the left. This will display e-Catalog search options.
4. In the Course Number box type the course number **DEE504** for course **ADA 504 Compliance Overview (Course Study)**.
5. Click **Search**,

The screenshot shows the ERMA eCatalog Search interface. The search box contains the course number 'DEE504'. The 'Search' button is circled in red. The search results table shows one entry: 'DEE504 1.0 (Course Info)' with columns for Course Number, Contact Hours, Start, and End.

Course Number	Contact Hours	Start	End
DEE504 1.0 (Course Info)		4/15/2010 8:00:00 AM	12/31/2010 5:00:00 PM

The course will appear below the Search box.

6. Click the **Enroll** button next to the course. You will be given a confirmation screen.
7. Click **"Yes Enroll in Event"**. You will receive an Enrollment Notice from the system confirming your enrollment.

Launch Training Course

There are two ways to launch and complete the course. You can use the email notice that you receive as it will contain the information, instructions and course link, necessary to launch and complete the course. The link will be in the Event Information section of the email.

You may also access the course from your Training Record in ERMA.

1. Login to ERMA
2. Click **My Account** located on the menu to the left and select **View All**. This will display your Training Record.
3. Locate the enrollment for the training you wish to take and click the **Show Email** to the left of the enrollment. This will display the email notice that was sent to you. You can use this email notice as it will contain the information, instructions and course link, necessary to launch and complete the course. The link will be in the Event Information section of the email.

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Update your ERMA Account

To update your account information (phone number, email address, or name), you must have an EIN number and password.

1. Login to ERMA.
2. Click **My Account** located on the menu to the left. Click on blue band to Display your Account.
3. Click link to edit your account.

The screenshot shows the ERMA application interface. On the left is a navigation menu with options like 'eCatalog', 'Search for an Event', 'My Account', and 'Log Out'. The main content area shows a welcome message for 'Sylvia' and a list of links for account management. A blue band highlights the link 'Click here to DISPLAY or EDIT your account information'. A red box on the right points to this link with the text 'Click here to display your account'. Below the blue band, there is a section for 'Training Record for SALAZAR, SYLVIA A (DE) 67532' with a 'Print Training Record' button and radio buttons for 'View Upcoming', 'View Past', and 'View All'. The text 'NO TRAINING HISTORY' is displayed at the bottom of this section.

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The screenshot shows the ERMA application interface. On the left is a navigation menu with options like 'eCatalog', 'Search for an Event', 'My Account', and 'Log Out'. The main content area displays account details for Sylvia Salazar, including 'CURRENTLY VIEWING: Salazar, Sylvia A (DE) 67532', 'AGENCY: <-- Select an Agency -->', and 'EIN:'. A blue bar contains the text 'Hide account information' and a link: 'Click here to edit your account information or change your password'. A red arrow points from a red-bordered box containing the text 'Click link to edit your account' to this link.

4. When you are done click **Finished**.

To verify that you've completed the training

1. Log in to **ERMA**.
2. Click **My Account** on the menu at the left and select **View All**.
3. Locate the course and look at the Enrollment Status to determine whether you have completed the training.

Contacts

- TDA Training Support (Lorraine Evans) (602) 542-3797 or levans@azdes.gov
- DES Learning Management System Administrator (Donna Freeman) (602) 542-0108 dfreeman@azdes.gov
- TDA Customer Service (602) 542-3782 +TDAGeneralMailbox@azdes.gov