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.

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.

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 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.

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

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.

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

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