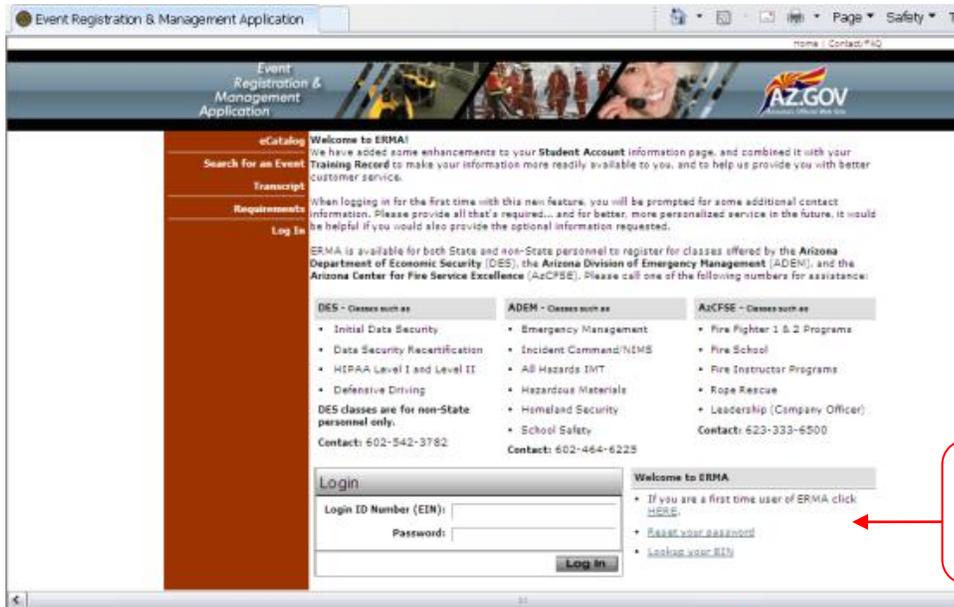


# Instructions for Completing the DEI SA1001 DES ISA Annual Security Awareness Training Recertification course in Event Registration Management Application (ERMA)

## Log In

To log into the ERMA system,

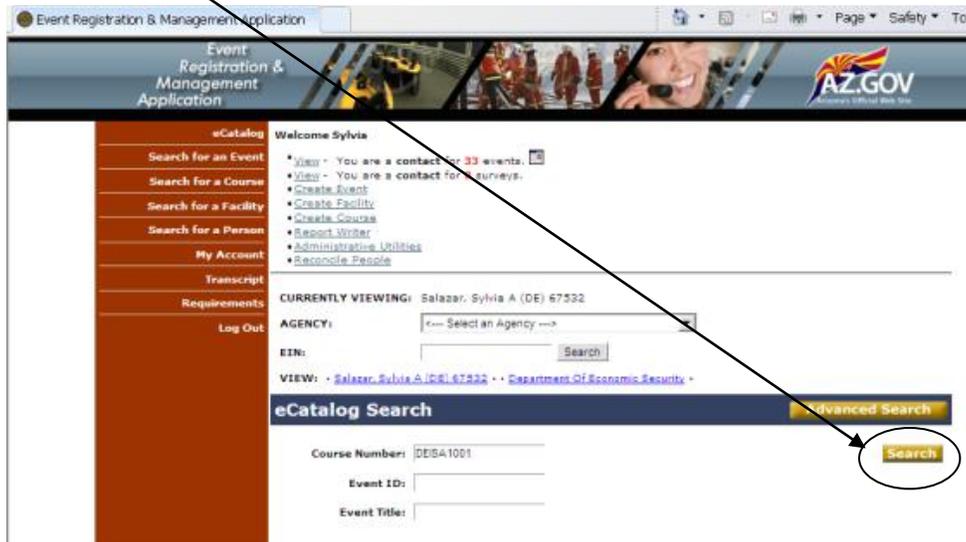
1. click on the Log In option located on the menu to the left. This will display the Log In screen.
2. Enter your account number (EIN) and your password and click Enter.



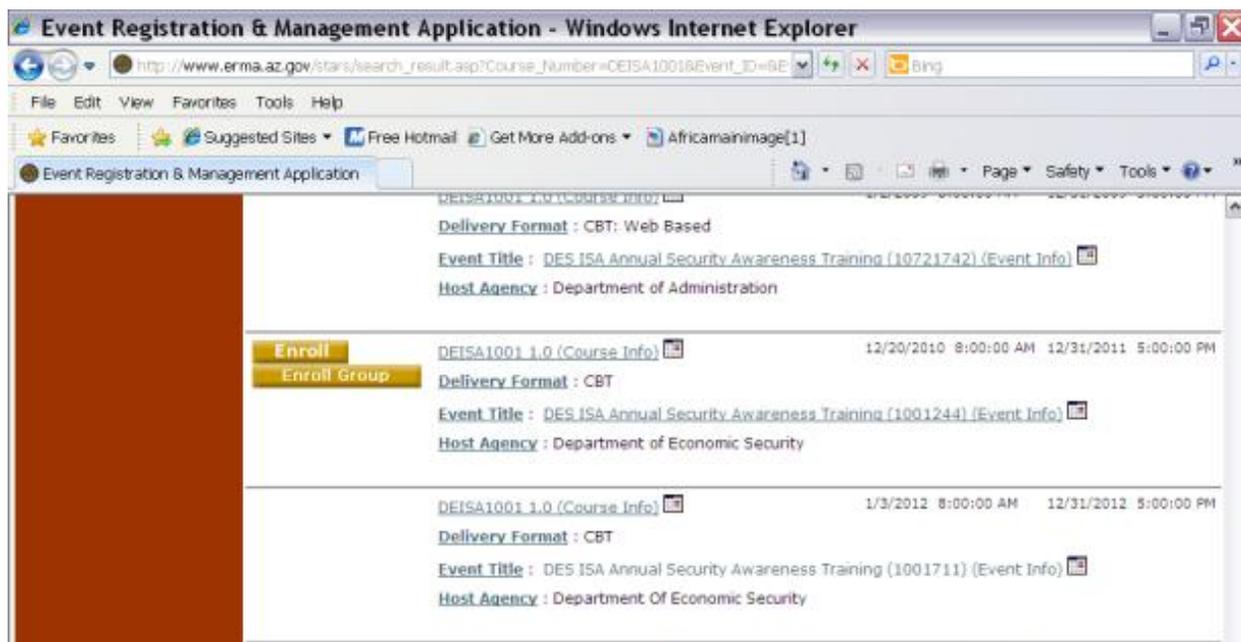
**NOTE:** If you are not able to log in, please choose one of the three bulleted items to the right of the Log In dialog box.

# Instructions for Completing the DEI SA1001 DES ISA Annual Security Awareness Training Recertification course in Event Registration Management Application (ERMA)

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 DEI SA1001 for course DES ISA Annual Security Awareness Training Recertification.
5. Click Search.



## Instructions for Completing the DEISA1001 DES ISA Annual Security Awareness Training Recertification Application in Event Registration Management Application (ERMA)



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.

# Instructions for Completing the DEI SA1001 DES ISA Annual Security Awareness Training Recertification course in Event Registration Management Application (ERMA)

## 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.

## 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.

Event Registration & Management Application

Application

Application

My Account

Transcript

Requirements

Log Out

Welcome Sylvia - Please check below to be sure your account information is current

- View - You are a contact for 33 events.
- View - You are a contact for 0 surveys.
- Create Event
- Create Facility
- Create Course
- Report Writer
- Administrative Utilities
- Reconcile People

CURRENTLY VIEWING: Salazar, Sylvia A (DE) 67532

AGENCY: <-- Select an Agency -->

EIN:  Search

VIEW: Salazar, Sylvia A (DE) 67532 • Department Of Economic Security

Click here to DISPLAY or EDIT your account information

Training Record for SALAZAR, SYLVIA A (DE) 67532 [Print Training Record](#)

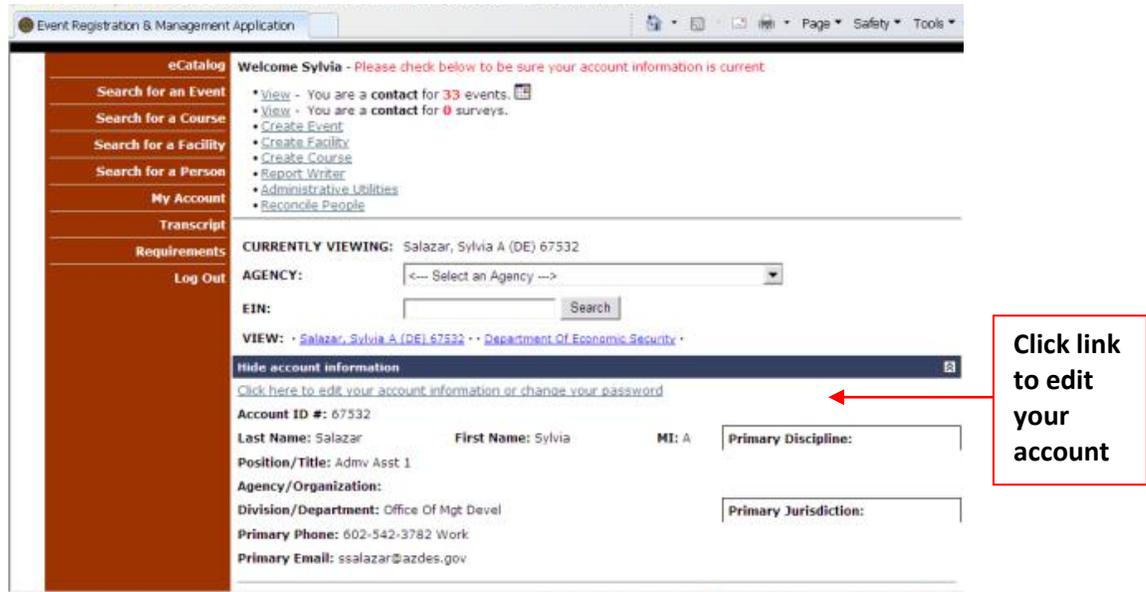
If your training record is not accurate, please contact our office.

View Upcoming  View Past  View All

NO TRAINING HISTORY

Click here to display your account

# Instructions for Completing the DEI SA1001 DES ISA Annual Security Awareness Training Recertification course 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](mailto:levans@azdes.gov)
- DES Learning Management System Administrator (Donna Freeman) (602) 542-0108 [dfreeman@azdes.gov](mailto:dfreeman@azdes.gov)
- TDA Customer Service (602) 542-3782 [+TDAGeneralMailbox@azdes.gov](mailto:+TDAGeneralMailbox@azdes.gov)