

# Instructions on how to use ERMA (Event Registration and Management Application)

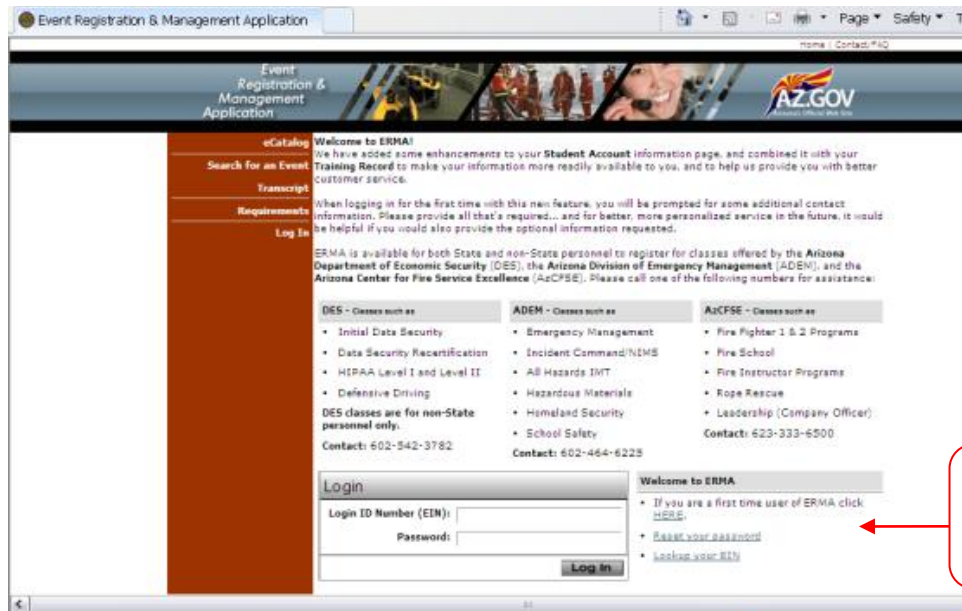
## Go to the ERMA Website

1. Using your web browser (i.e., Internet Explorer, FireFox, etc.) go to the ERMA website at [www.erma.az.gov](http://www.erma.az.gov) .

## 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.

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## Create New Account

If you are a first time user, please click the first bullet option. You will first search to see if you already have an account.

1. Click the [HERE](#) link.
2. Fill in your First Name and Last Name and click the "Search" button. If your name is not listed in the returned results, click on [CREATE A NEW ERMA EIN](#).

Event Registration & Management Application

Registration & Management Application

Verify You Do Not Already Have a ERMA EIN

Search

Enter your information below to find your ERMA EIN.

First Name: silvia Minimum 3 Characters

Middle Initial:

Last Name: Smythe Minimum 3 Characters

Search Results: 0 Records

If you do not see your name listed below, [CREATE A NEW ERMA EIN](#). Otherwise, click on the email button next to your name to email your EIN to the specified address. If there is no email specified or you have questions, contact the [ERMA Helpdesk](#).

Last Name	First Name	Middle Name	Agency
There are no records that meet your search criteria			

This will display the new account form. (If you already have an account, the search results will display your name and EIN. If this occurs, log in using your EIN and password.)

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Create Account

Enter account information in the spaces provided. Be sure to click **Finished** when you're done.

Note: \* denotes a required field.

Last Name \*: First Name \*: MI: Primary Discipline \*: [Select Discipline]

Position/Title \*: Agency/Organization \*: Division/Department: Primary Jurisdiction \*: [Select Jurisdiction]

Primary Phone \*: [Select Type] Primary Email \*: Street Address: Bldg/Ste: City: State: [Select State] Zip: Alternate Phone: [Select Type] Alternate Phone: [Select Type] Alternate Phone: [Select Type]

3. Fill in your name, address, email address, and at least one phone number.

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4. Enter the name of the organization you work for in the Company field (this is required, not optional).
5. Click on **"Finished"**.
6. The system will display your EIN. **VERY IMPORTANT:** Write this number down, as you will need it to log in. You will receive an email from ERMA with your EIN and a temporary password.
7. When you receive the email with your EIN and password, use the information in the email to log into the ERMA system. You will be prompted to change your password. Please follow the screen instructions for changing your password.

### Reset Password

If you have **forgotten your password** or need to reset it:

1. From the login page, click **Reset your Password**.
2. Follow the screen instructions to reset your password. You will receive an email with your temporary password; use the information in the email to log into the ERMA system. You will be prompted to change your password. Please follow the screen instructions for changing your password.

### Lookup EIN

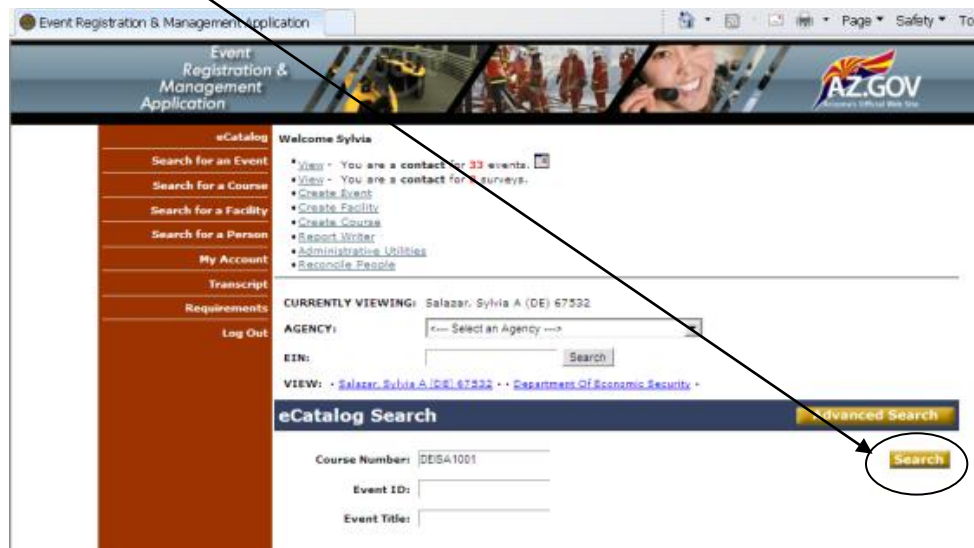
If **you do not know your EIN**, but are sure you have one:

1. Click **Lookup your EIN**.
2. Fill in your First Name and Last Name and click the **"Search"** button.
3. Follow the screen instructions for getting your EIN.

# Instructions on how to use ERMA (Event Registration and Management Application)

## Enroll for a Class

1. Login to ERMA.
2. Click on "Search for an Event" on the menu to the left. This will display e-Catalog search options.
3. In the Course Number box type the course number (i.e., DEISA1001) of the course you wish to enroll in.
4. Click Search.



The course will appear below the Search box.



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

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## 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.

The screenshot shows the ERMA web 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 A. Salazar and a list of account management links. A blue band highlights a link to 'Click here to DISPLAY or EDIT your account information'. A red box and arrow on the right point to this link. Below the blue band, the user's training record is displayed, showing 'NO TRAINING HISTORY' and a 'Print Training Record' button.

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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 a welcome message for Sylvia Salazar and lists account statistics (33 events, 0 surveys). Below this, there are search filters for Agency and EIN. The 'CURRENTLY VIEWING' section shows the user's profile: Sylvia Salazar, Admv Asst 1, at the Department of Economic Security. 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 box on the right contains the text 'Click link to edit your account' with a red arrow pointing to the link in the blue bar.

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)