Instructions on how to use ERMA
(Event Registration and Management Application)
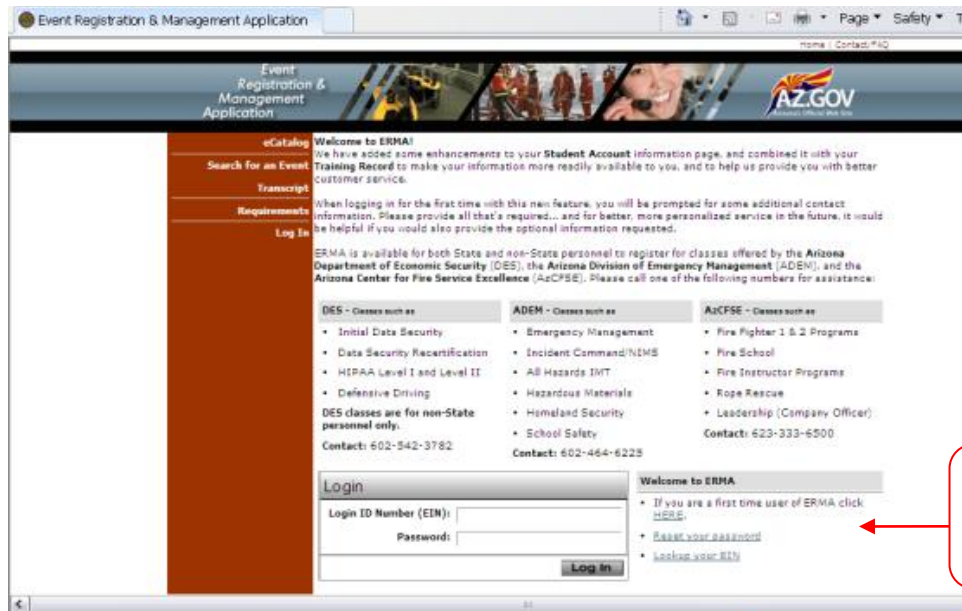
Go to the ERMA Website
1. Using your web browser (i.e., Internet Explorer, FireFox, etc.) go to the ERMA website at www.erma.az.gov .

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** <u>CREATE A NEW ERMA EIN</u>.

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.)

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

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.

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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.
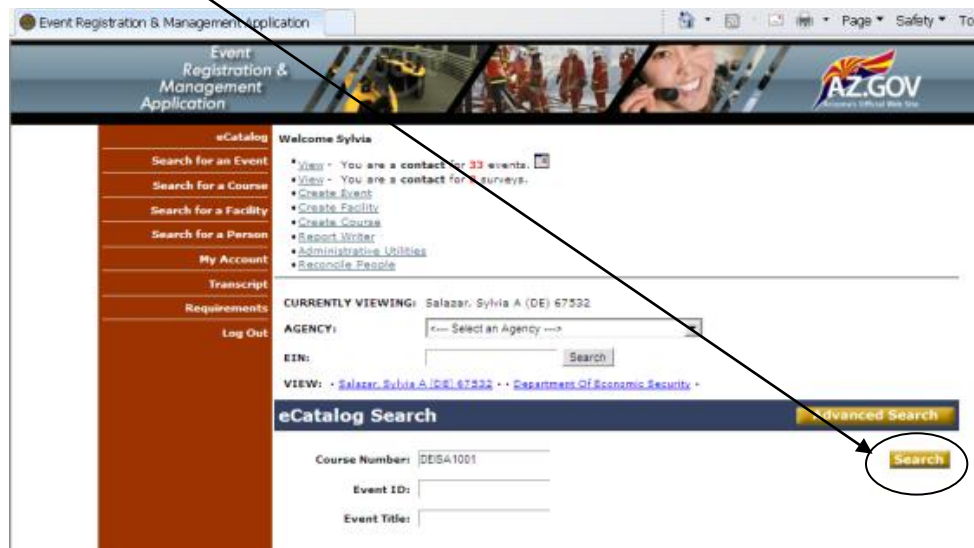
The course will appear below the Search box.

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.

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.

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