

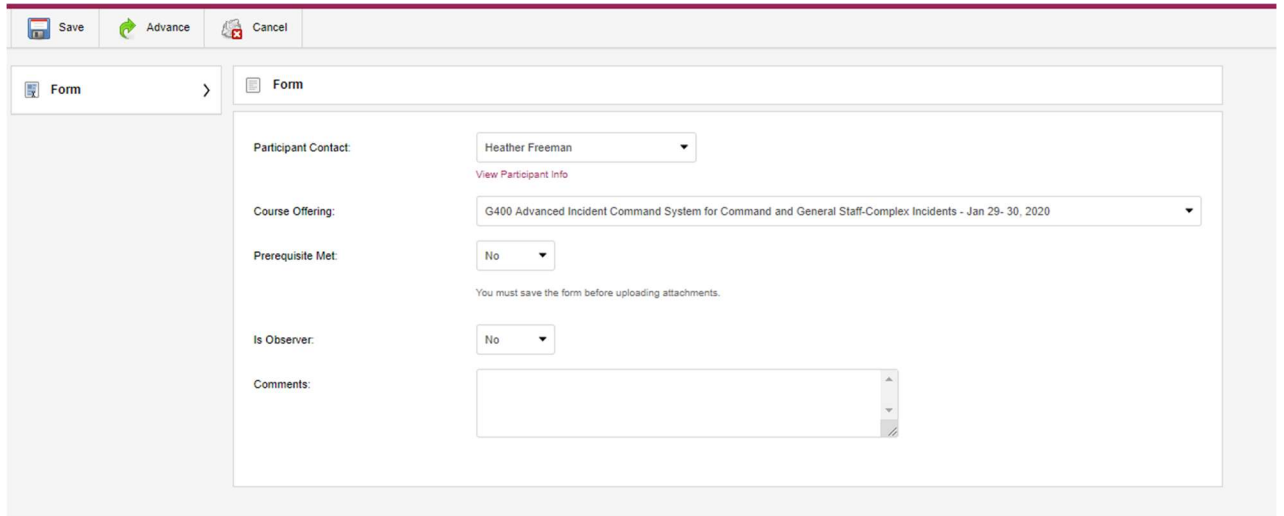
## Registering for a Training Course

1. Login to <https://my.msma.org>
2. On your home page see a listing for all upcoming course offerings in the “Upcoming Course Offerings” table.

Upcoming Course Offerings					
Date	Course Offering	Description	Prerequisites	Location	Register
Jan 28th	<a href="#">G402 ICS Overview for Executives and Senior Officials</a>	This course provides Executives and Senior Officials ( including Elected Officials, City/County Managers, Agency Administrators, etc.) an orientation to the Incident Command System.	None	Simpson County	<a href="#">Register</a>
Jan 29th	<a href="#">G400 Advanced Incident Command System for Command and General Staff-Complex Incidents</a>	This course provides training for personnel who require advanced application of the Incident Command System (ICS) within a Type 1 or Type 2 level incident or event. This course expands upon information covered in the ICS 100 through ICS 300 courses.	Required: ICS 100, ICS 200, ICS 300, ICS 700, ICS 800 Recommended: Experience using concepts and principles from ICS 100, ICS 200, and ICS 300 in a response or exercise.	Grenada County	<a href="#">Register</a>
<b>February 2020</b>					
Feb 11th	<a href="#">G300 Intermediate ICS for Expanding Incidents</a>	This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses.	IS-100b Introduction to the Incident Command System IS-200b. Incident Command System for Single Resources and Initial Action Incidents IS-700a. National Incident Management System IS-800b. National Response Framework	Lauderdale County	<a href="#">Register</a>
Feb 19th	<a href="#">G191 Incident Command System/Emergency Operations Center Interface</a>	This course will enable the participants to develop an effective interface between Incident Command and the Emergency Operation Center (EOC) by applying Incident Command System principles.	IS-100b. Introduction to the Incident Command System IS-200b. Incident Command System for Single Resources and Initial Action Incidents.	Pearl River County	<a href="#">Register</a>
Feb 20th	<a href="#">G402 ICS Overview for Executives and Senior Officials</a>	This course provides Executives and Senior Officials ( including Elected Officials, City/County Managers, Agency Administrators, etc.) an orientation to the Incident Command System.	None	Claiborne County	<a href="#">Register</a>
Feb 26th	<a href="#">G400 Advanced Incident Command System for Command and General Staff-Complex Incidents</a>	This course provides training for personnel who require advanced application of the Incident Command System (ICS) within a Type 1 or Type 2 level incident or event. This course expands upon information covered in the ICS 100 through ICS 300 courses.	Required: ICS 100, ICS 200, ICS 300, ICS 700, ICS 800 Recommended: Experience using concepts and principles from ICS 100, ICS 200, and ICS 300 in a response or exercise.	Lauderdale County	<a href="#">Register</a>
<b>March 2020</b>					

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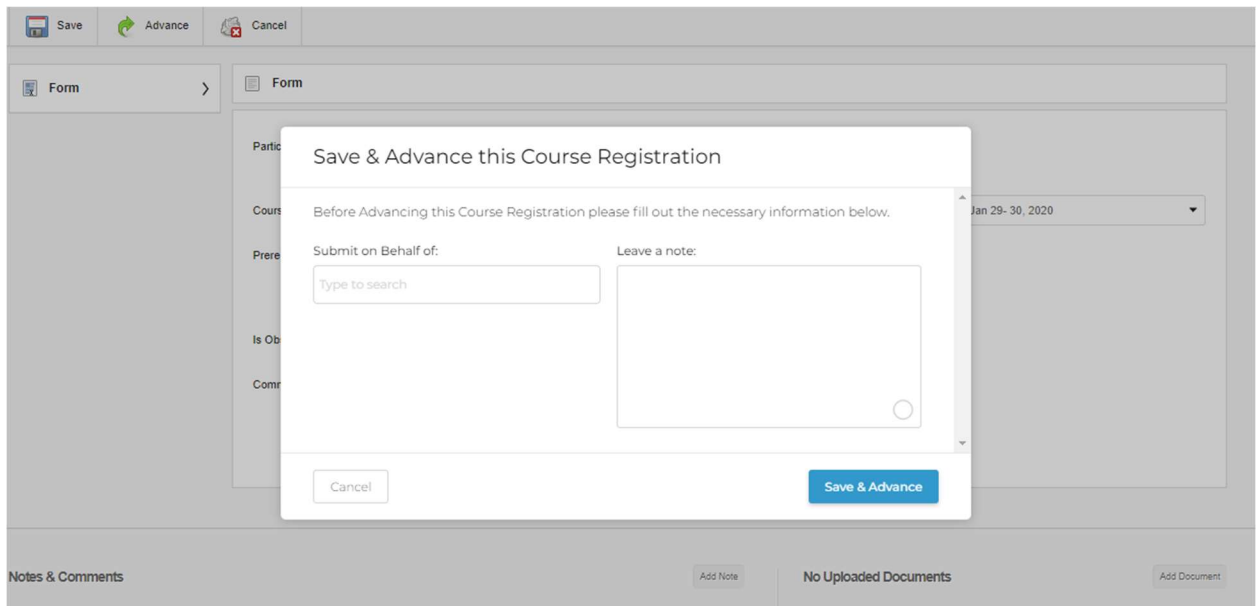
- Click the “Register” button next to the course you would like to register, then proceed to complete the Course Registration form, and click the “Advance” button to submit the registration.



The screenshot shows a web form for course registration. At the top, there are three buttons: "Save", "Advance", and "Cancel". Below the buttons, the form is titled "Form". The form contains several fields:

- Participant Contact:** A dropdown menu with "Heather Freeman" selected. Below it is a link "View Participant Info".
- Course Offering:** A dropdown menu with "G400 Advanced Incident Command System for Command and General Staff-Complex Incidents - Jan 29- 30, 2020" selected.
- Prerequisite Met:** A dropdown menu with "No" selected. Below it is a message: "You must save the form before uploading attachments."
- Is Observer:** A dropdown menu with "No" selected.
- Comments:** A text area for entering comments.

- Leave the “Submit on Behalf of” and “Leave a Note” sections blank and select the “Save and Advance” button.



The screenshot shows a dialog box titled "Save & Advance this Course Registration". The dialog box contains the following text and fields:

Before Advancing this Course Registration please fill out the necessary information below.

Submit on Behalf of:

Leave a note:

At the bottom of the dialog box, there are two buttons: "Cancel" and "Save & Advance".

- You will receive a notification to confirm your successful registration once it has been processed by the course administrator.
- After registration, track the status of your registration by logging into my.msema.org and seeing the “Register” column of the Upcoming Course Offerings table.