

Registering for Access to Training Course Website

Step 1: Go to <https://my.msema.org>.

The screenshot shows the homepage of my.msema.org. At the top left is the logo for the Mississippi Emergency Management Agency (MEMA). The main header area is dark blue and contains the text "Mississippi Emergency Management Agency" and a description: "This site is a central resource portal for MEMA. The system manages Purchase Requisitions, Travel Vouchers, Time Records and Training Courses." To the right of this text is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. Below the main header is a red banner with the text "Several Grants are now open for application." and an "APPLY NOW" button. The footer area is light gray and contains three columns: "About", "News Releases", and "Contact". The "About" section repeats the site's purpose. "News Releases" states there are currently no news. "Contact" provides address, phone, fax, and email information. At the very bottom is a dark gray footer with site information, contact details, and the EMGrantsPRO logo.

Step 2: Click the “Register” button.

This is a close-up of the "Returning User Login:" form. It features two input fields for "Email:" and "Password:". Below these fields is a "Remember Me" checkbox. At the bottom of the form are two buttons: "Sign In" (highlighted in orange) and "Register" (in gray). A "Forgot Login?" link is located below the buttons.

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Step 3: Click “I am requesting Course Registration Access only”.

Register for Access

Name Prefix:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Name Suffix:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone - Business:	<input type="text"/>
Is Direct Line:	<input type="text" value="Not Known"/>
	<small>Is the number indicated above a direct line to this contact?</small>
Phone - Fax:	<input type="text"/>
Phone - Cell:	<input type="text"/>
Request Type:	<input type="text" value="New User Requesting Access"/>
Please select your user type:	<input type="radio"/> I am representing Mississippi Emergency Management Agency or FEMA. <input type="radio"/> I am a representative for an Applicant Organization. <input checked="" type="radio"/> I am requesting Course Registration Access only.
FEMA SID Number:	<input type="text"/>
	<small>Register for a FEMA SID# here.</small>

Register

Cancel

Step 4: Input the following information:

- First and Last Name
- Title
- Email Address
- Phone Number
- FEMA SID Number

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Step 5: Click the “Register” button.

Step 6: Once your access request has been processed by Mississippi Emergency Management Agency you will receive an email containing your username and temporary password. Return to <https://my.msema.org> and use your login details provided in the email to log in. The first time you log in using the new temporary password you will be asked to set up your personal password.

If you have any questions regarding this process or would like more information about the courses we offer please contact the Mississippi Emergency Management Agency Office of Preparedness at 601-933-6887.