

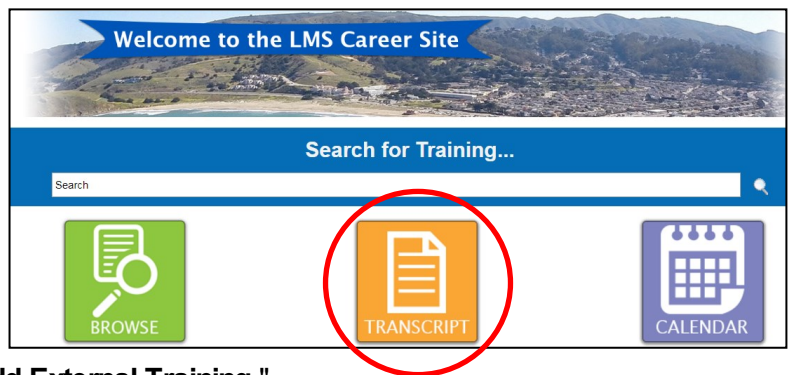
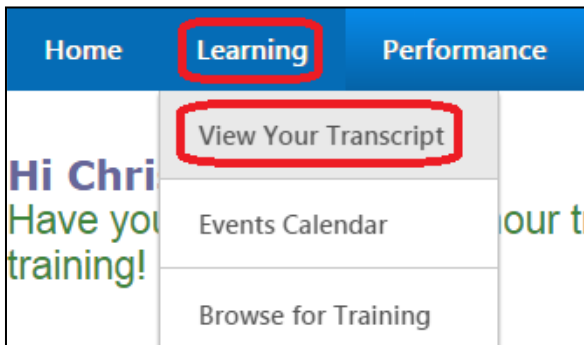


How to add FEMA ICS-100 and FEMA IS-700 to your LMS transcript

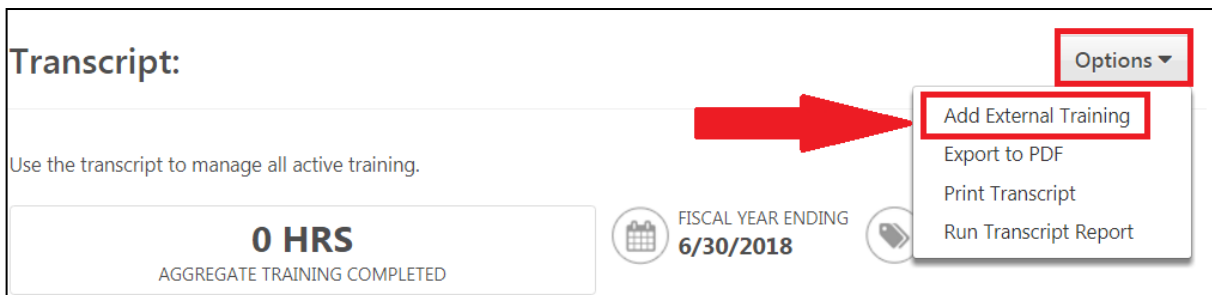
This user guide walks you through how to add the FEMA ICS-100 and IS-700 trainings to your LMS transcript via the External Training feature. Please see your [LMS administrator](#) if you have additional questions.

Submit an External Training Request

1. Access LMS at www.smcgov.org/LMS (Username & Password is the same as your computer log in)
 - (Library employees—Log into the LMS My Career Development Site at sanmateocounty.csod.com)
2. Under the **Learning** tab, click “View Your Transcript” or the Orange **Transcript** button on the homepage.



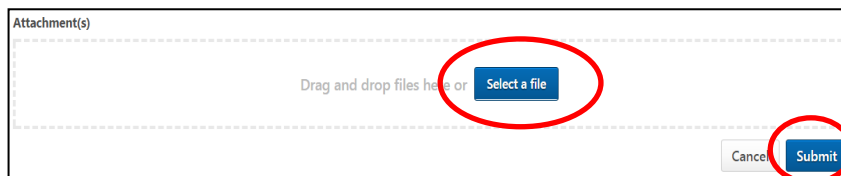
3. Under the “Options” drop-down menu, click “Add External Training.”



4. Complete all fields **exactly** as described below (necessary for reporting purposes):
 - a. Title: **ICS-100: Introduction to Incident Command System, OR IS-700: National Incident Management System, An Introduction**
 - b. Training Description: **ICS-100 or IS-700**
 - c. Institution: **FEMA**
 - d. Training Dates: **Dates you started and completed the training**
 - e. Schedule: **(Leave blank)**
 - f. Program Cost: **0**
 - g. Credits Earned: **0**
 - h. Training Hours: **3 hours, 0 minutes**
5. Click **Select File** and then attach the **Course Certificate** (PDF File) that FEMA emailed to you after you successfully completed the course’s examination.

6. Click **Submit**

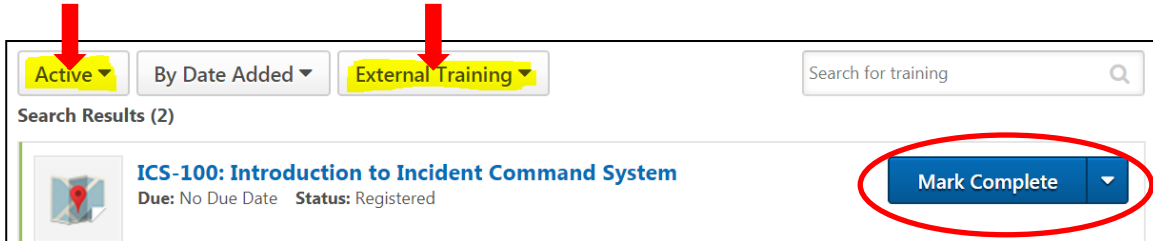
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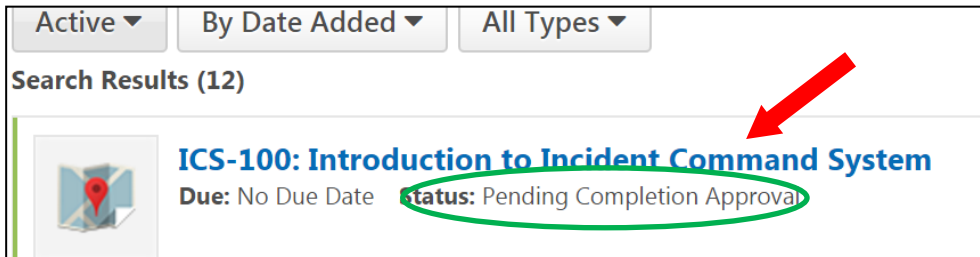


Mark the FEMA Training(s) Complete

- Once you've submitted the external training request, go to your transcript. Filter the status by **Active** sessions and the type by **External Training** to find your recently entered training.
- Click "**Mark Complete**" to indicate you have finished the training. You should provide your department safety coordinator with your FEMA completion certificate.



- The training will now appear as "**Pending Completion Approval.**" A request has been sent to your supervisor requesting that s/he verify your completion of the external training.



- Once your supervisor approves the training, it will move from the Active section to the **Completed** section. It's status will also now reflect as **Completed**.

