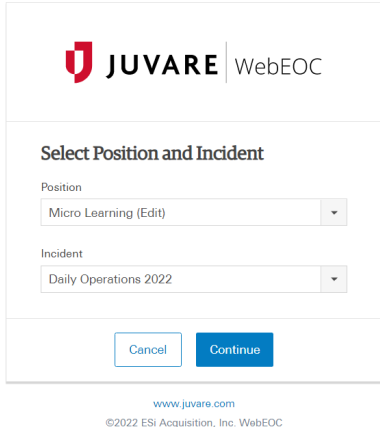
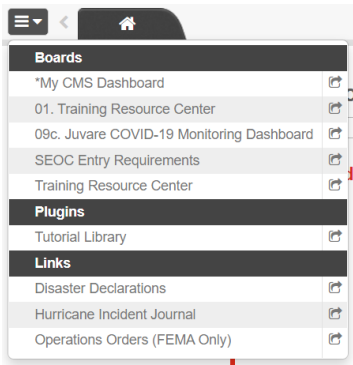


# How to Register for WebEOC Training:

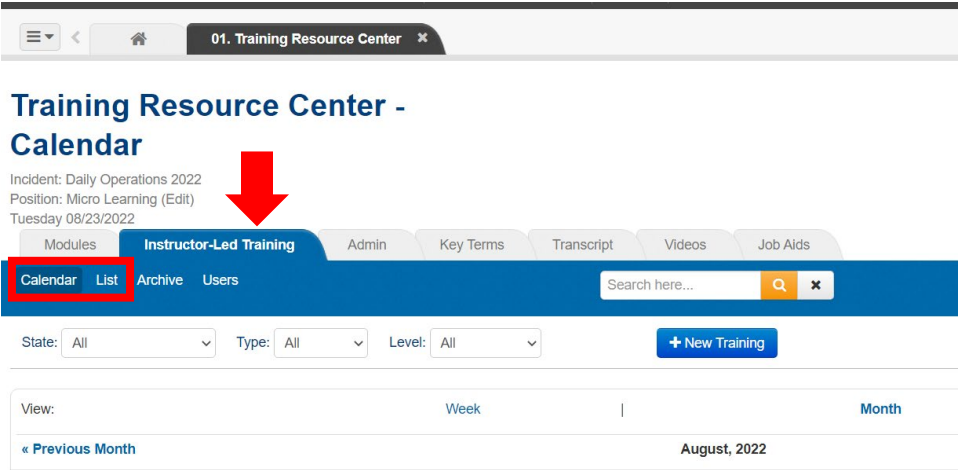
- 1. Go to WebEOC (<https://femacms.webeoc.us/>) & Login using your credentials.
- 2. When prompted select position and incident.



- 3. Select the Menu button and then choose "01. Training Resource Center"



- 4. Make sure the Tab "Instructor-Led Training" is selected



- 5. Select either calendar or list view

### 5a. When you are in List view:

Training Name	Description	Training Type	Training Location	Start Date	Duration (hrs)	Registrations	Timezone	Actions
WebEOC 101	WebEOC 101 is intended to give FEMA WebEOC users a basic introduction to FEMA WebEOC. Participants will walk away from this training and be able to understand the history of FEMA CMS, identify the purpose and importance of CMS, and be able to navigate through key CMS (WebEOC) features.	Virtual	Virtual	08/24/2022 01:00 PM	1.5	16/50	EST	

Click the magnifying glass button (under Actions). A detail level description of the class appears, similar to below.

### 5b. When you are in Calendar view:

22	23 WebEOC 101	24	25
29	30 Resource Request Board ...	31	Sep 1
5	6	7	8 WebEOC 101

Click the link of the course name “WebEOC 101”

6. Either from List view or Calendar view you will be prompted with a popup window “Training Details”

#### Training Details << Back

**Training Information**

**Training Name:**  
WebEOC 101

**Training Type:**  
Virtual

**Training Description:**  
WebEOC 101 is intended to give FEMA WebEOC users a basic introduction to FEMA WebEOC. Participants will walk away from this training and be able to understand the history of FEMA CMS, identify the purpose and importance of CMS, and be able to navigate through key CMS (WebEOC) features.

**Location Details**

This information will be available upon approval for this training.

**Training Date**

**Start Time:**  
09/08/2022 11:30 AM

**Timezone:**  
EST

**Duration (hrs):**  
1.5

**Incident**

**Incident:**  
TRAINING HQ 2022 WebEOC Training 01-06-2022

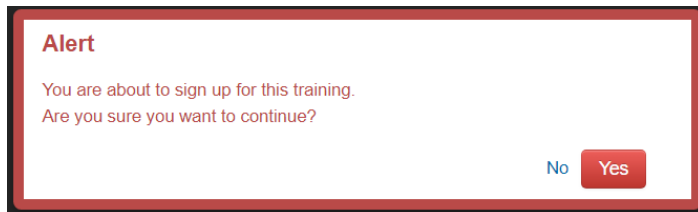
4/50

[+ Sign Up](#)

[Sign Up](#)

7. In the lower right corner of the popup window click the “+ Sign up”

8. You will be prompted with another window warning you are about to sign up for this training.



8a. Click “Yes” – you are now registered for the training

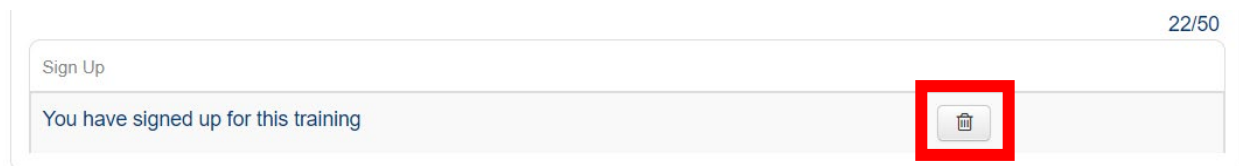
8b. Click “No” – you are NOT registered for the training

9. You will receive an email prior to the class with the Adobe Connect Virtual Class information.

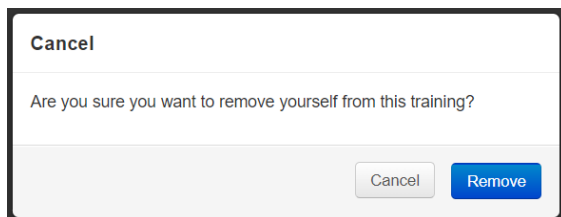
## Unregister for Training

---

1. If you discover you cannot attend, please find, and repeat the above process for the class you need to withdraw from. At the bottom of the “Training Detail” popup window, click the button with the trash can on it.



2. You will be prompted with a popup window confirming your “Cancel” request.



2a. Click the button “Remove” to be removed from the training.

2b. Click the button “Cancel” to cancel and remain in the training