

TDEM BLACKBOARD TRAINING PORTAL GUIDE

Last Updated: 11/03/2025

The state recently moved from “Preparing Texas” to Blackboard. This will be the new learning management system (LMS) that will be used to register for trainings and power official transcripts for past training activities.

If you had an account in the old system, your transcripts may have transferred, however, you will need to establish an account in Blackboard.

Link to TDEM Training Portal: <https://tdem.geniussis.com/PublicWelcome.aspx>

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A. ACCOUNT CREATION

OPTION 1A: I already had an account in Preparing Texas and have taken courses.

- Next Steps: Create a new password. (see below)
- Training Transcripts should have transferred over from the previous system.

OPTION 2A: I never had an account in Preparing Texas.

- Next Steps: Create a new account. (see next page)

OPTION 1A: TRANSFER PREVIOUS ACCOUNT & CREATE A NEW PASSWORD

1. Go to <https://tdem.geniussis.com/PublicWelcome.aspx>.
2. On the login page, click on “Recover your password”.
3. On the recovery page, enter **your FEMA SID as the username** and your recovery email address. Directions will follow via email.

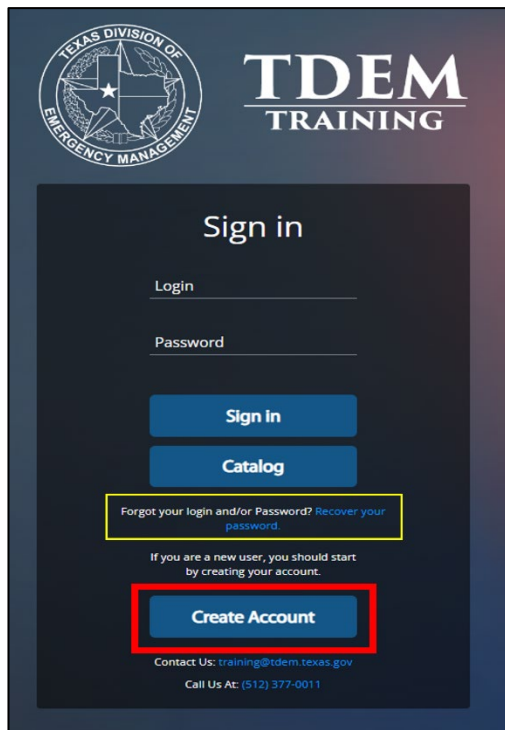
The left screenshot shows the TDEM Training 'Sign in' page. It features the Texas Division of Emergency Management logo and the TDEM Training logo. Below the logo is a 'Sign in' section with 'Login' and 'Password' input fields, a 'Sign in' button, and a 'Catalog' button. A red box highlights the link 'Forgot your login and/or Password? Recover your password.' Below this link is a 'Create Account' button. At the bottom, contact information is provided: 'Contact Us: training@tdem.texas.gov' and 'Call Us At: (512) 377-0011'.

The right screenshot shows the 'Recover Password' page. It features the same logo and a 'Recover Password' section. Below the section title is the instruction 'Please enter your username or email address.' There are two input fields: 'Username' and 'Email Address'. The 'Username' field contains the text 'ENTER FEMA SID #' and is highlighted with a red box. The 'Email Address' field is also highlighted with a red box. Below the input fields is a 'Request Password' button. At the bottom, there is a 'Back to login page.' link and contact information: 'Contact Us: training@tdem.texas.gov' and 'Call Us At: (512) 377-0011'.

4. Finish setting up account. Questions on fillable fields can be found below in Option 2A directions.
5. Accounts will need to be approved by State Training. This takes roughly 1-2 business days.

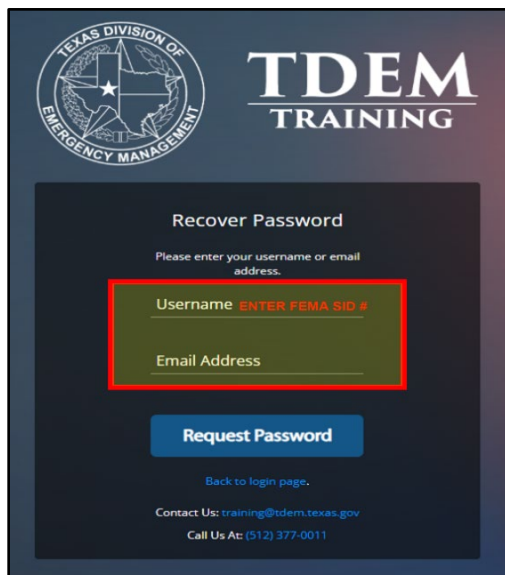
OPTION 2A: CREATE A NEW ACCOUNT

1. Go to <https://tdem.geniussis.com/PublicWelcome.aspx>.
2. Click "Create Account" and fill in required information. **Your FEMA SID must be entered.**
 - a. Help finding your FEMA SID can be found at <https://cdp.dhs.gov/femasid>.
 - b. For "Affiliation", select: **TDEM > All Members > Outside TDEM > In State**.
 - c. Accounts will need to be approved by State Training. This takes roughly 1-2 business days.

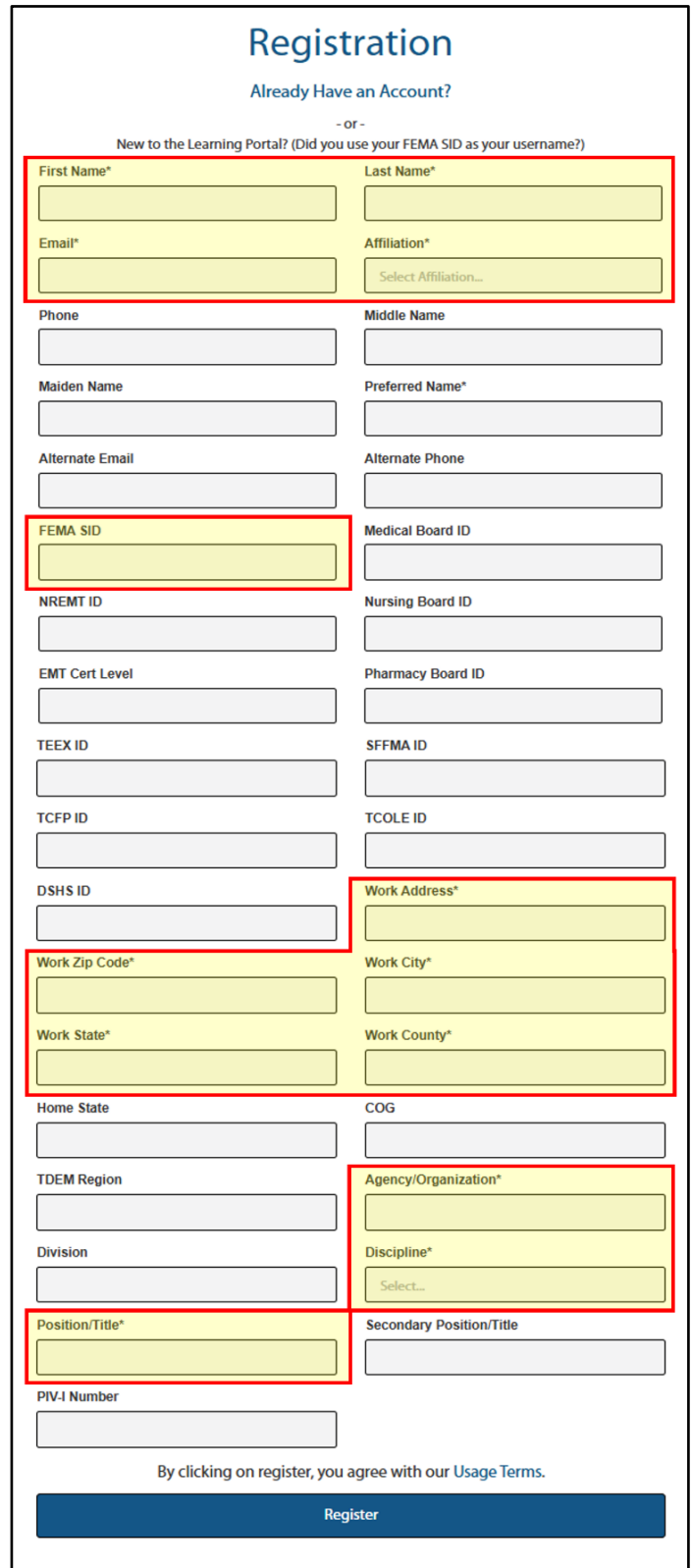


The image shows the TDEM Training sign-in and account creation page. At the top is the Texas Division of Emergency Management logo and the TDEM Training logo. Below the logo is a "Sign in" section with fields for "Login" and "Password", a "Sign in" button, and a "Catalog" button. A yellow box highlights the link "Forgot your login and/or Password? Recover your password." Below this is a "Create Account" button, which is highlighted with a red box. At the bottom, contact information is provided: "Contact Us: training@tdem.texas.gov" and "Call Us At: (512) 377-0011".

3. If you receive an error message that your account already exists, go back to the home page and select, "Recover your password". (yellow box above).
 - a. Enter your FEMA SID as the username and your recovery email address. Directions will follow via email.



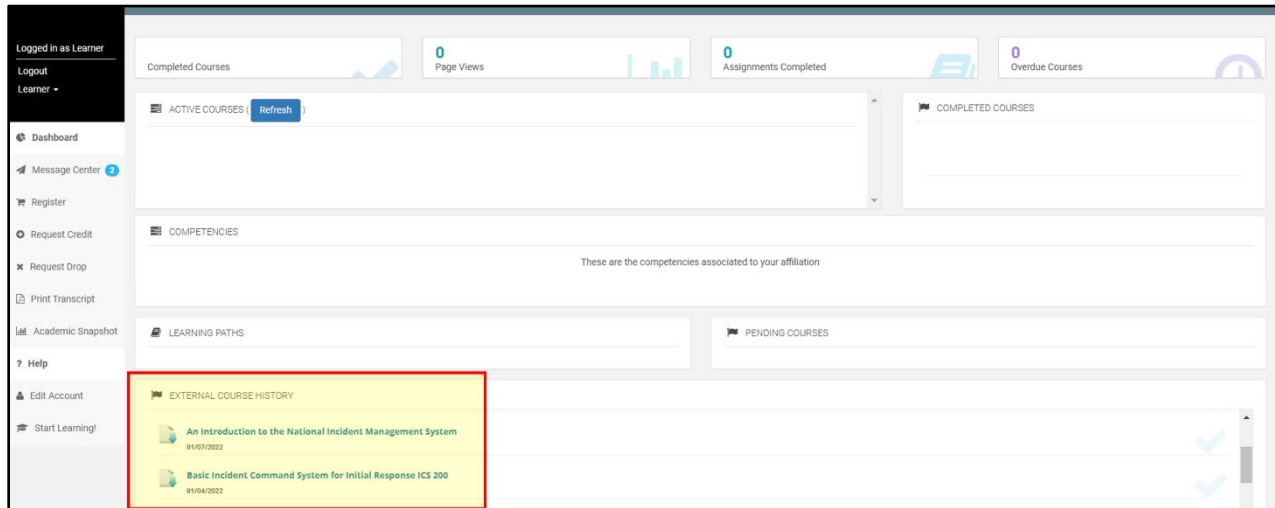
The image shows the TDEM Training "Recover Password" page. At the top is the Texas Division of Emergency Management logo and the TDEM Training logo. Below the logo is a "Recover Password" section with the instruction "Please enter your username or email address." There are two input fields: "Username" and "Email Address". The "Username" field is highlighted with a red box and contains the text "ENTER FEMA SID #". Below the input fields is a "Request Password" button. At the bottom, contact information is provided: "Contact Us: training@tdem.texas.gov" and "Call Us At: (512) 377-0011".



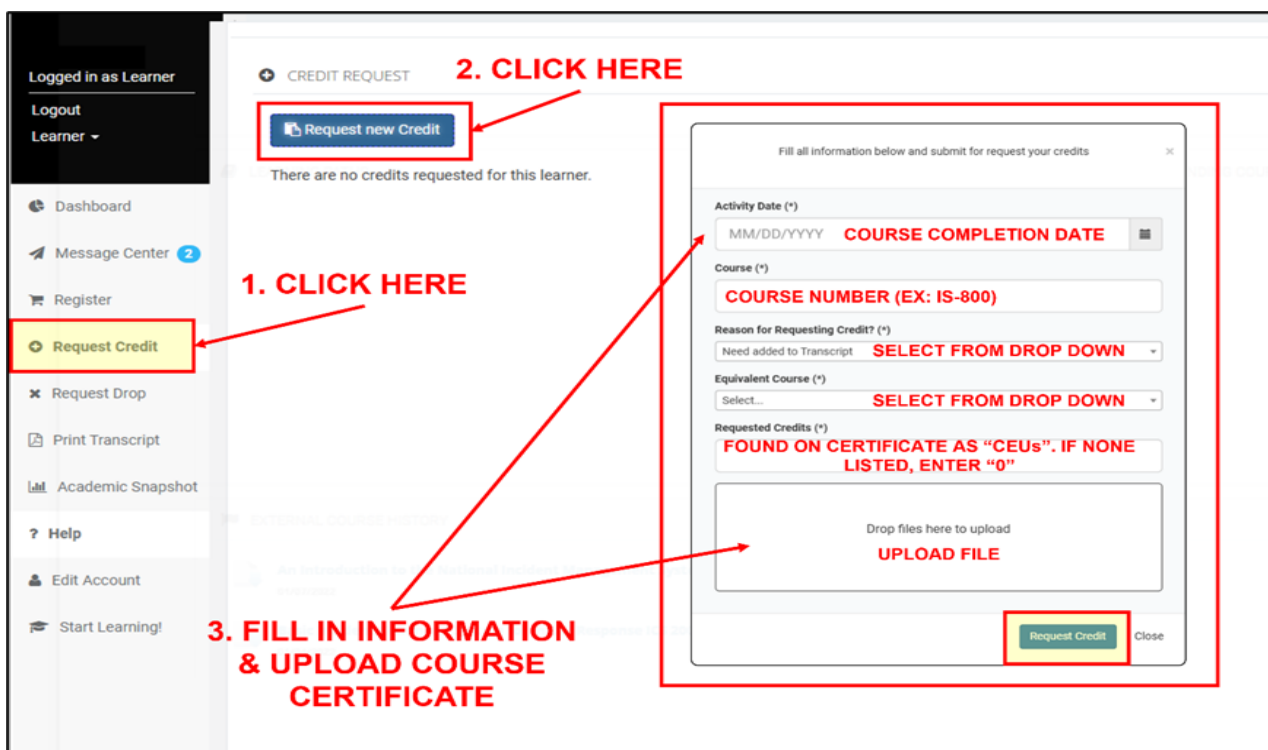
The image shows the TDEM Training "Registration" page. At the top is the "Registration" heading and a link "Already Have an Account?". Below this is a section for "New to the Learning Portal? (Did you use your FEMA SID as your username?)". The registration form consists of several fields, some of which are highlighted with red boxes. The highlighted fields are: "First Name*", "Last Name*", "Email*", "Affiliation*", "FEMA SID", "Work Address*", "Work Zip Code*", "Work State*", "Work City*", "Work County*", "Agency/Organization*", "Discipline*", "Position/Title*", and "Secondary Position/Title". Other fields include "Phone", "Middle Name", "Maiden Name", "Preferred Name*", "Alternate Email", "Alternate Phone", "Medical Board ID", "Nursing Board ID", "Pharmacy Board ID", "TEEX ID", "SFFMA ID", "TCFP ID", "TCOLE ID", "DSHS ID", "Home State", "COG", "TDEM Region", "Division", "PIV-I Number", and "By clicking on register, you agree with our Usage Terms." At the bottom is a "Register" button.

B. CERTIFICATE (PRE-REQUISITE) UPLOAD

1. After logging into your account, you will land on a dashboard. Scroll down to see if you have any classes that transferred over from the old “Preparing Texas” system.
 - a. Courses that transferred will be under “External Course History”. (see picture)

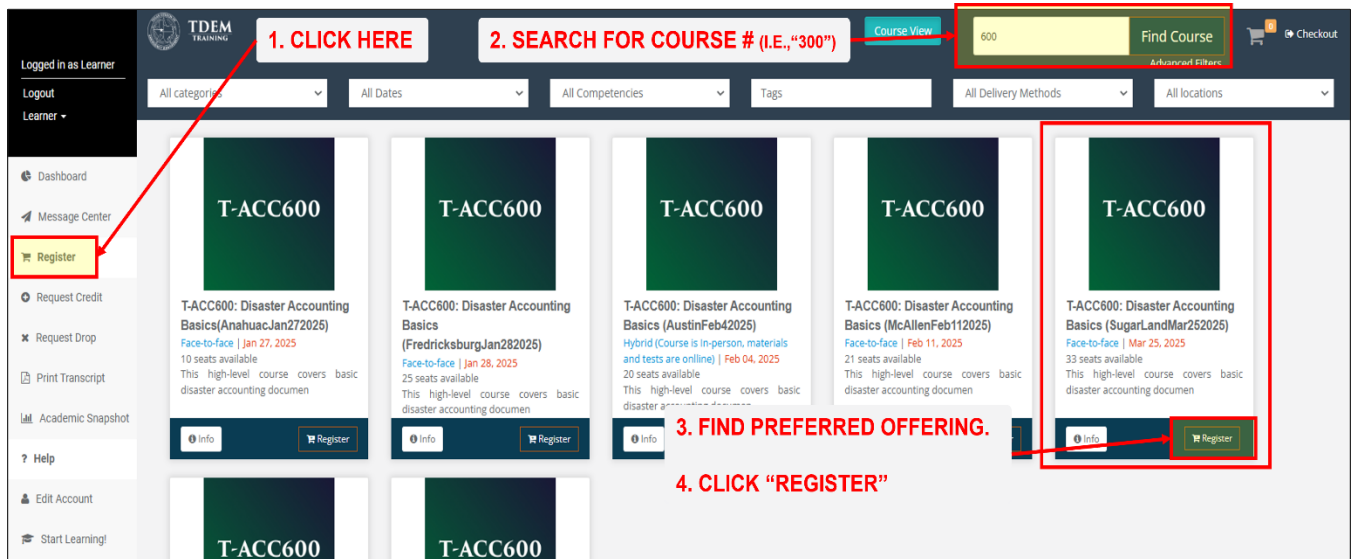


2. If there is nothing under course history, then you will have to upload each of your required certificates to the portal. TDEM will then manually approve your certificate(s). This may take some time.
3. Click on “Request Credit” on the left side of the dashboard. Click on “Request New Credit” button. Complete the required fields:
 - a. **Reason for Requesting Credit:** If this certificate is a required prerequisite, select “Need Prerequisite for Class Enrollment”. This should put you higher in the review queue and speed up the approval process.
 - b. **Equivalent Course:** Start typing the course code and select the option that matches. (This will be the same as the “Course” field that was typed in the second field).
 - c. **Typical Pre-Requisites Required:** IS-100, IS-200, IS-700, and IS-800.

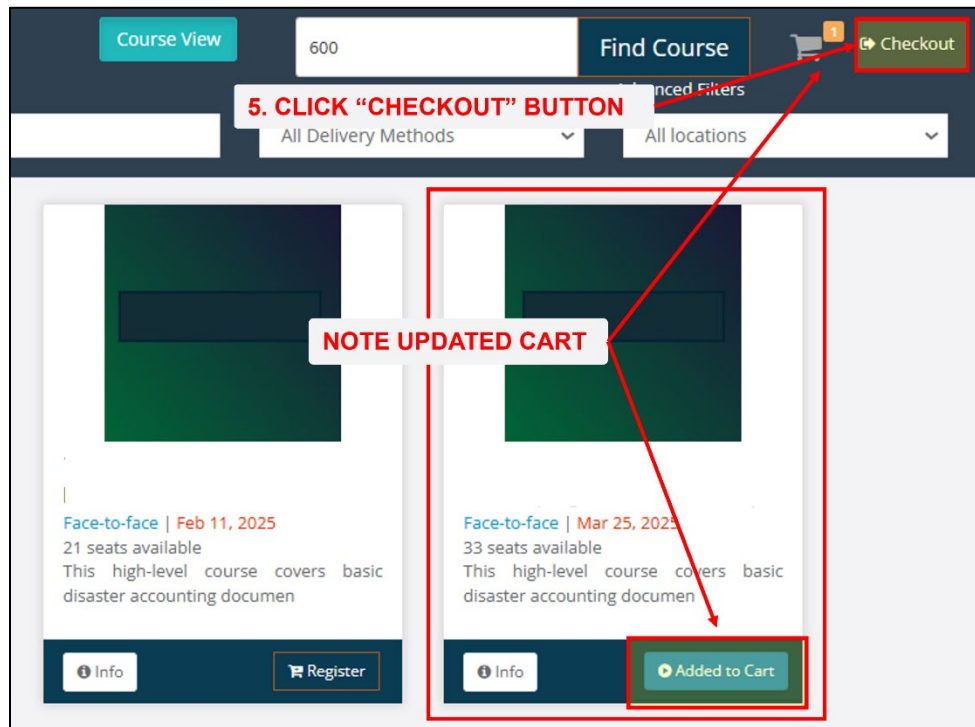


C. ENROLLING (REGISTERING) FOR COURSES

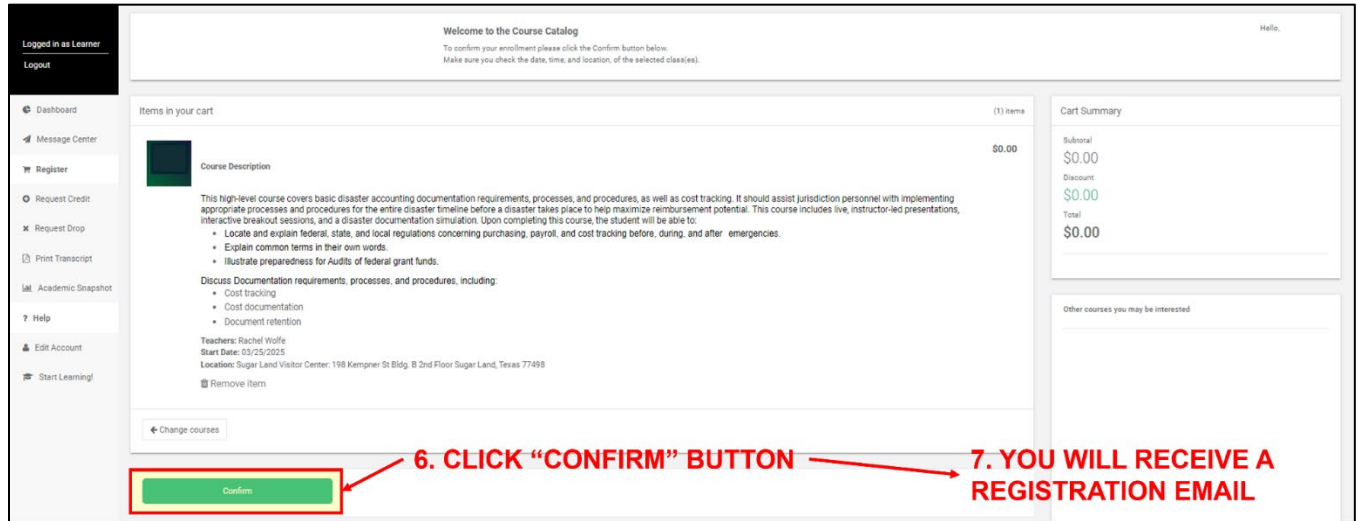
1. Click on “Register” on the left side of the dashboard.
2. Search for courses you want to enroll in.
 - a. Best Practice: Search by the number code (i.e. “300” or “100”) rather than the full code (i.e., “G-300”) to yield more consistent results.
3. Find the offering you want to enroll in. Click “Info” button for additional course details.
4. Click “Register” button.



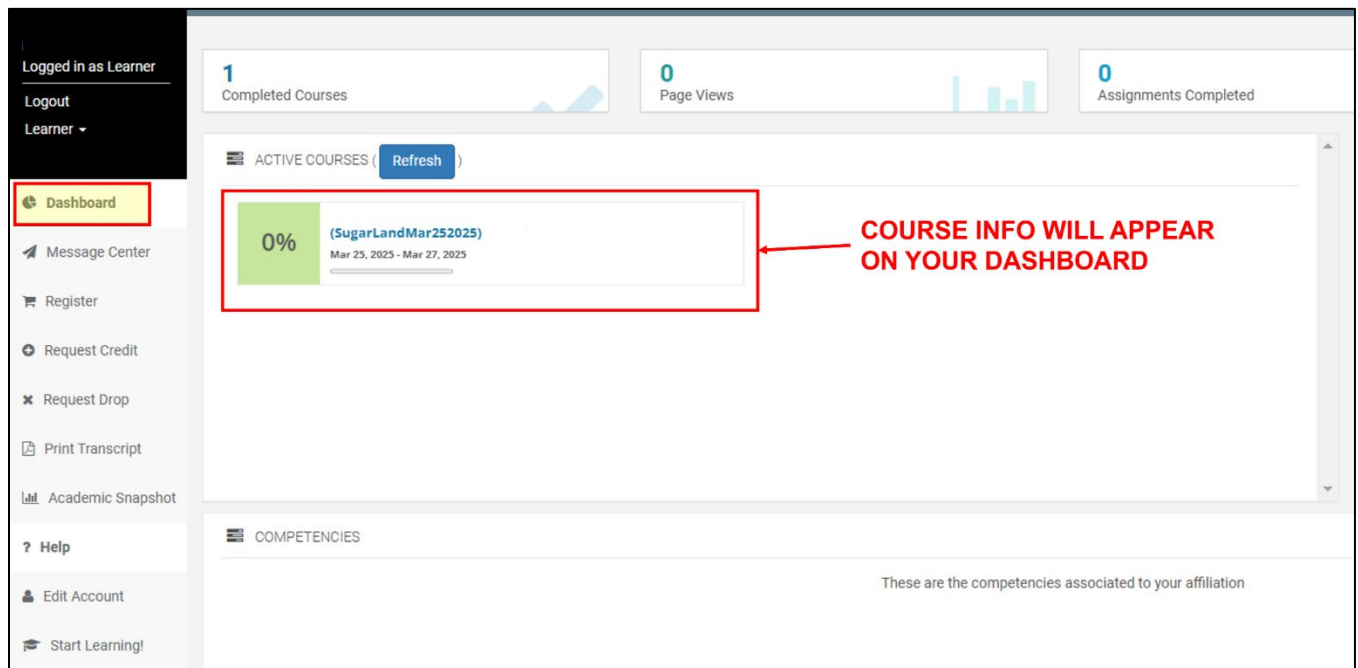
5. Click “Checkout” button. Note that your cart will have updated after you registered.



6. Click “Confirm” button.
7. You will receive a registration email.
 - a. If the course is “By Invitation Only” your request has been forwarded to the course instructor for final approval. Enrollment will occur after the instructor has approved or denied your request.



8. Course information will appear on your dashboard for approved courses.



D. UNENROLLING (DROPPING) COURSES

1. Click on “Request Drop” on the left side of the dashboard.
2. Click on the “Request New Drop” link at the top to withdraw from a course.
3. In the pop-up, select the course you want to unenroll from under the “Section” dropdown.
 - a. Only classes you have been approved for will show up on this list.
4. Select “Reason” from the dropdown.
5. Click on “Save” to unenroll.

WITHDRAW FROM COURSE

Request new drop

There are no drops requested for this learner.

1. CLICK HERE

2. CLICK HERE

3. SELECT COURSE YOU WANT TO UNENROLL FROM UNDER “SECTION” DROP DOWN

4. SELECT REASON IN DROPDOWN

5. SELECT “SAVE”

Drop Request

Section: Select...

- or -

Learning Path: Select...

Reason: Select...

Save Close

Drop Request

Section: Select...

- or -

Learning Path: Select...

Reason: Select...

Select...

Class not hosted by TDEM

Course did not meet training needs

Incomplete

No show

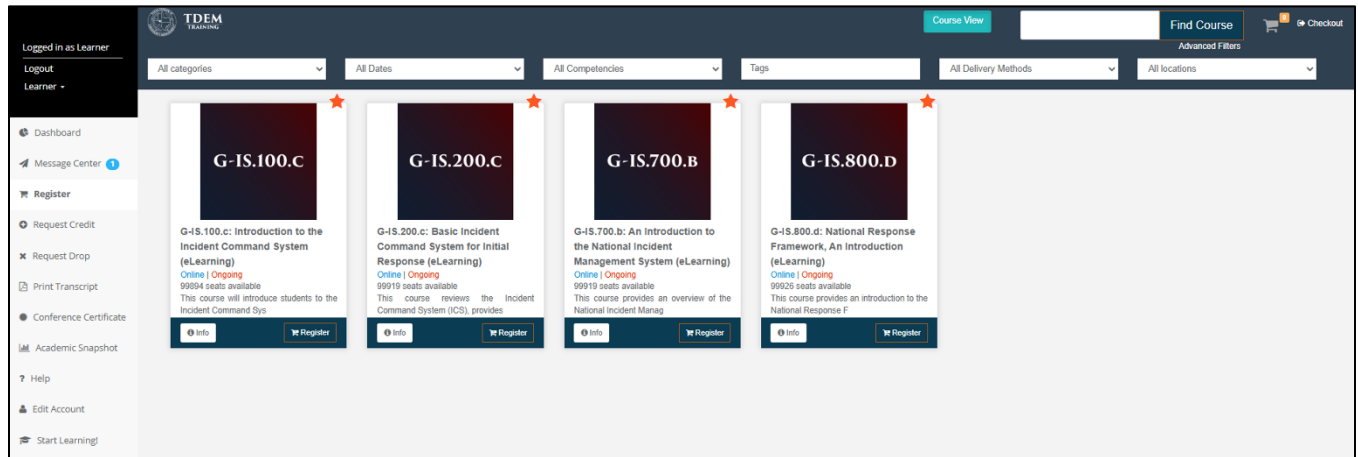
Other

Scheduling conflicts

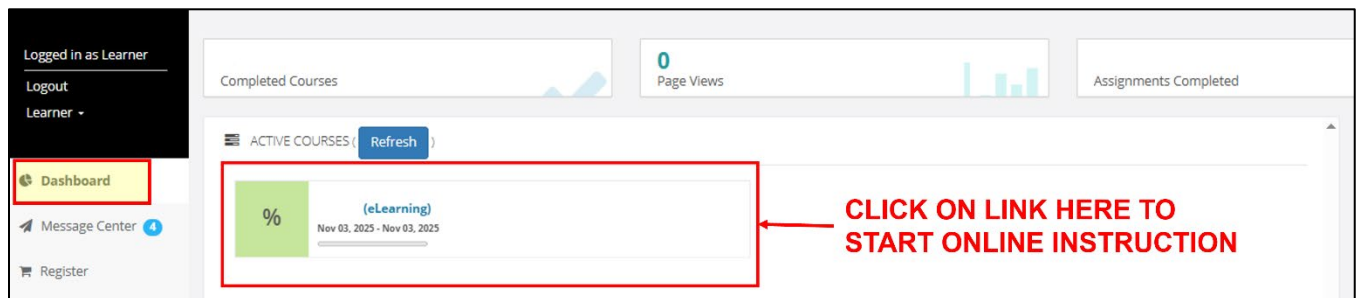
Selected the wrong course

E. COMPLETING COURSES ONLINE

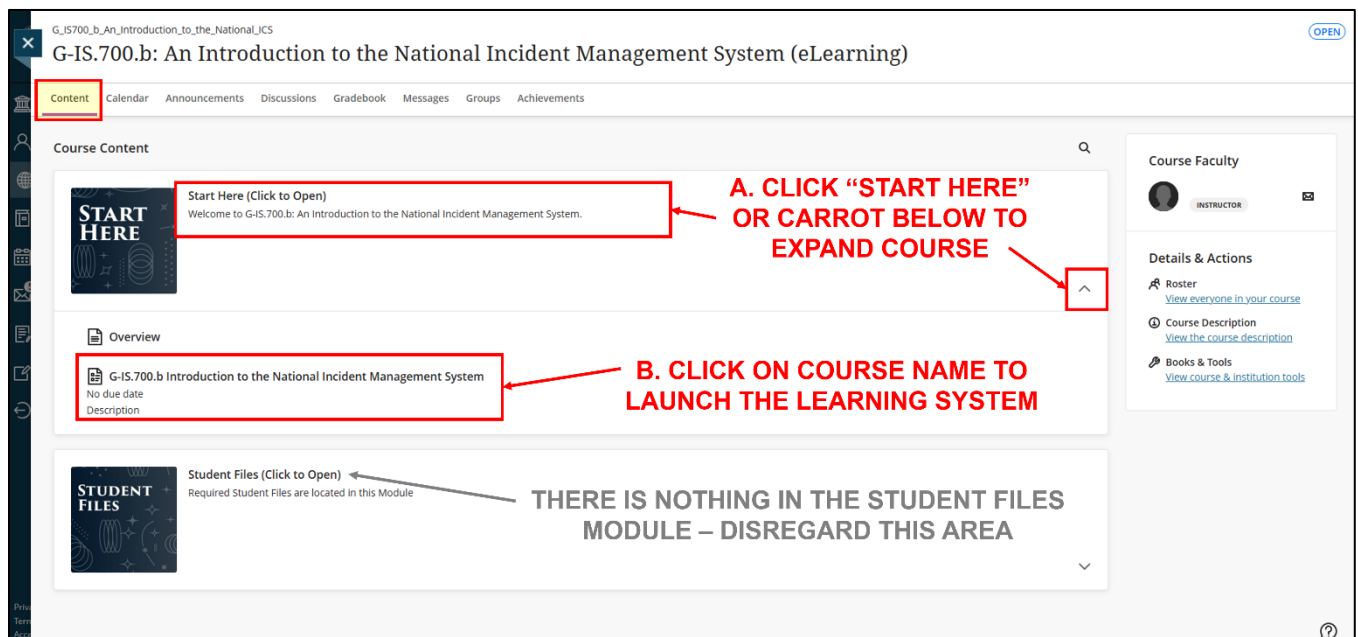
Note: All of the below IS (Independent Study) courses are now in TDEM Blackboard for completion online. Search by the number code (i.e. “100”) rather than the full code (i.e., “G-IS.100.c”) to yield more consistent results.



1. After registering for a course (see page 4), go back to the dashboard to launch the course.
 - a. Select the link to launch course.



2. The course will open in Blackboard in a new browser tab. Make sure you are in the main “Content”.
 - a. Click the “Start Here” module words (link) or click the carrot to expand the module.
 - b. Click the course name to launch the online course.



3. Click “Start Attempt” to launch the course in the learning system. A new browser window will open.

Contents Overview G-IS.700.b Introduction to the Nation...

Start Here (Click to Open)

G-IS.700.b Introduction to the National Incident Management System

Description

Details

Assessment due date: No due date

Grades / Attempts

G-IS.700.b Introduction to the National Incident Management System

Maximum points 100 points
Grade is based on the last attempt with a grade.

Attempts: Unlimited

Start attempt 1

CLICK “START ATTEMPT” TO LAUNCH THE ONLINE COURSE

4. Start self-guided course. Follow prompts on screen for subsequent units.
- Navigate between course units on the left side of screen.
 - See “Exit” button in top right. Close screen here to maintain progress in course.
 - Final exam link at bottom of unit table of contents.

G-IS.700.b Introduction to the National Incident Management System

START COURSE

CLICK “START COURSE” TO START WORKING ON SELF-PACED UNITS

EMERGENCY MANAGEMENT

Course Objectives - G-IS.700.b Introduction to the National Incident Management System - Google Chrome

tdem.blackboard.com/courses/1/G_IS700_b_An_Introduction_to_the_National_IICS/content/_79489_1/scormdriver/indexAPI.html

Learning Objectives

Upon completion of the Introduction to the National Incident Management System,

the key concepts, principles, scope, and
ing NIMS.

methods for managing resources.

management Characteristics.

Incident Command System (ICS) organizational

Explain Emergency Operations Center (EOC) functions, common models for
staff organization, and activation levels.

Explain the interconnectivity within the NIMS Command and Coordination
structures: ICS, EOC, Joint Information System (JIS), and Multiagency
Coordination Groups (MAC Groups).

Identify and describe the characteristics of communications and information
systems, effective communication, incident information, and communication
standards and formats.

COURSE UNIT BREAKDOWN – HOP BETWEEN UNITS AS NEEDED

COURSE IS SELF GUIDED AND WILL MOVE THROUGH LECTURES/ VIDEOS AT YOUR PACE

KNOWLEDGE CHECK OCCUR ALONG THE WAY

EXAM LINK AT END OF COURSE

COURSE EXIT OPTION

EXIT COURSE

100% COMPLETE

WELCOME!

Course Objectives

COURSE NAME HERE

Unit 1: Fundamentals and Concepts of NIMS

Unit 2: NIMS Resource Management

Unit 3: NIMS Management Characteristics

Unit 4: Incident Command System (ICS)

Unit 5: Emergency Operations Centers (EOC)

Unit 6: Other NIMS Structures and Interconnectivity

Unit 7: Communications and Information Management

G-IS.700.b Introduction to the National Incident Management System Exam

SUMMARY

Summary

5. Take the final exam. Exams can be taken more than once if a passing grade is not achieved on the first attempt.
- Close out the window when done.

G-IS.700.b
Introduction to the National Incident Management System

30% COMPLETE

WELCOME!

Course Objectives

COURSE NAME HERE

Unit 1: Fundamentals and Concepts of NIMS

Unit 2: NIMS Resource Management

Unit 3: NIMS Management Characteristics

Unit 4: Incident Command System (ICS)

Unit 5: Emergency Operations Centers (EOC)

Unit 6: Other NIMS Structures and Interconnectivity

Unit 7: Communications and Information Management

Quiz Results

Your score 100%

PASSING 80%

TAKE AGAIN

AFTER COMPLETING FINAL EXAM, GO TO LAST UNIT: "LESSON SUMMARY"

Lesson 10 - Summary

EXIT COURSE

G-IS.700.b
Introduction to the National Incident Management System

30% COMPLETE

WELCOME!

Course Objectives

COURSE NAME HERE

Unit 1: Fundamentals and Concepts of NIMS

Unit 2: NIMS Resource Management

Unit 3: NIMS Management Characteristics

Unit 4: Incident Command System (ICS)

Unit 5: Emergency Operations Centers (EOC)

Unit 6: Other NIMS Structures and Interconnectivity

Summary

TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

Click to view a larger image.

Congratulations!

You have completed the G-IS.700.b Introduction to the National Incident Management System course. Your certificate will be available on Blackboard.

CLICK "EXIT COURSE"

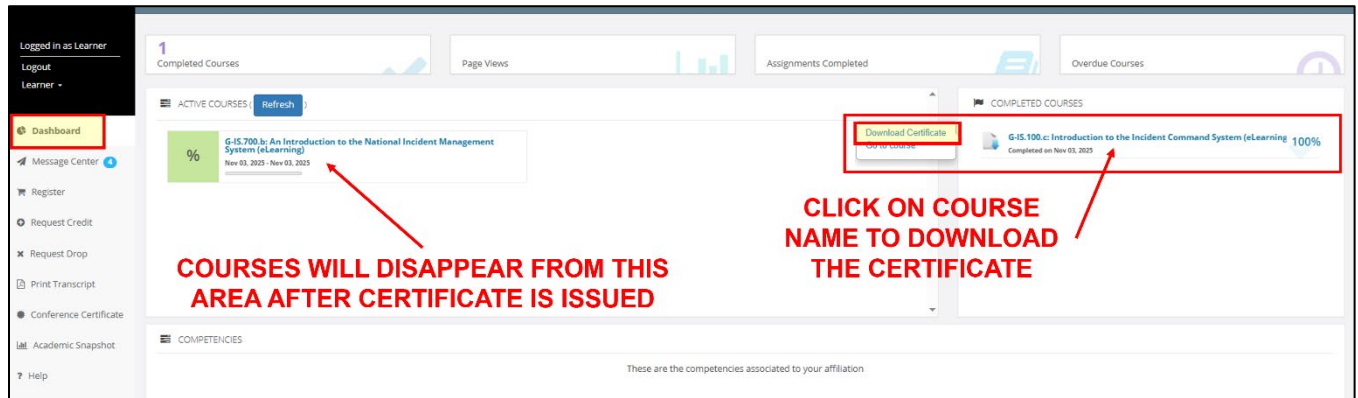
EXIT COURSE

6. You will receive an email that the course has been completed.
- 7. NOTE: Certificate will not be immediately available. TDEM issues certificates once per day at 2am. Please check back the following day to access and download certificates. (see page 10)**

F. ACCESSING CERTIFICATES

After a course has been completed, whether in the classroom or online, your certificate will be issued through the TDEM Portal.

1. Navigate back to the main login dashboard.
2. After a course has been closed out, it will disappear from the “Active Courses” category.
3. Completed courses will be visible on the right side of the page.
 - a. If you do not see a course listed here, contact the instructor to make sure closeout has occurred.
 - i. Course closeout typically takes 24 hours after course completion (both online and in-person).
4. Click “Download Certificate”. Save the PDF as needed.



G. PULLING TRANSCRIPTS

1. Click on “Print Transcript” on the left side of the dashboard.
2. Click on the “Download the Transcript” link at the top right.
3. In the browser window, click on the download button to retrieve the PDF. (see Google Chrome below)

