

REGISTRATION PROCESS

STEP 1 Registration:

Pre-Registration 1: Registration link (**SELECT**) and follow navigation to login in to TEEEX Student Portal.

NOTE: TEEEX Student Portal login issues contact 1-877-929-2022 or elarning@teex.tamu.edu

Pre-Registration 2: Who are you registering?
(**SELECT**) Just Me or Myself and/or others and then (**SELECT**) continue.

Pre-Registration 3: Class Fees and Options
(**SELECT**) continue.

1. Class Information Complete:
(**SELECT**) Continue

2. Participant Information Completed: Verify all (Required) discipline and contact information is correct.

3. Payment and Billing Information:
(**CHECK**) Payment Options
(**SELECT**) finish.

NOTE: An email will be sent to your account to verify your registration is completed

STEP 2 Launch Course:

Login in to TEEEX Student Portal under Dashboard and (**SELECT**) View Itinerary. A popup window will appear (**SELECT**) Course name START link. The enrolled course information will appear, follow layout to receives course completion.

Introduction: Read information and (**CHECK**) General Release square

Pre-Test:

(**SELECT**) link for Pre-Test page to appear

(**SELECT**) Attempt quiz now, once complete

(**SELECT**) Finished attempt

(**SELECT**) Submit all and finish (twice)

(**SELECT**) Finish Review and Back to course

Class Materials: Read Information and (**SELECT**) course Participation Guide for a digital copy of course material

End of Course Activates: Complete Course Evaluation to access Post-Test.

(**SELECT**) DHS/FEMA Course Evaluation and Answer the questions (all fields are required) once complete

(**SELECT**) continue, evaluation will navigate back to student portal

(**SELECT**) Post-Test and Attempt quiz now