

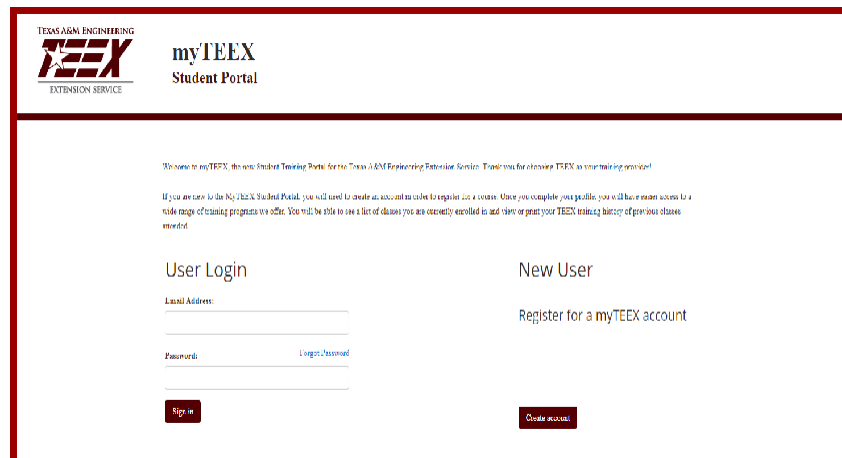
TEEX OLR Process

Registration Instructions

To ensure a successful online registration experience please:

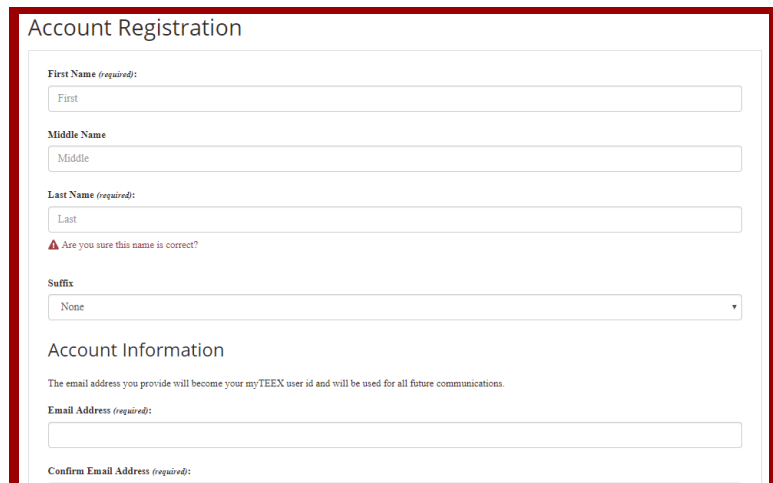
1. Please use the TEEX online registration link, provided by the POC, to complete your course registration. **To register for the class, you should be on this page and register as a NEW USER** (unless you have set up the myTEEX Student Portal for a previous class):

i. <https://my.teex.org/TeexPortal/Default.aspx>



The screenshot shows the myTEEX Student Portal interface. At the top left is the TEEX logo with 'TEXAS A&M ENGINEERING' and 'EXTENSION SERVICE' text. To its right is the 'myTEEX Student Portal' header. The main content area has a welcome message and a paragraph explaining the portal's purpose. Below this, there are two columns: 'User Login' on the left and 'New User' on the right. The 'User Login' column contains fields for 'Email Address' and 'Password', with a 'Sign in' button at the bottom. The 'New User' column contains the text 'Register for a myTEEX account' and a 'Create account' button at the bottom.

2. Once you click on “**Create Account**” it should take you to the Account Registration page. From there you will have to fill out the form.
***NOTE that the email you enter will be where the verification code is sent and will be what you use to log-in OR. It is preferred that you use a personal email account. A work email may block the verification email from TEEX.**



The screenshot shows the 'Account Registration' form. It has a title 'Account Registration' at the top. Below the title are four text input fields: 'First Name (required):' with a 'First' placeholder, 'Middle Name' with a 'Middle' placeholder, 'Last Name (required):' with a 'Last' placeholder, and 'Suffix' with a dropdown menu showing 'None'. Below the last name field is a warning icon and the text 'Are you sure this name is correct?'. Below the suffix field is the 'Account Information' section, which includes a note: 'The email address you provide will become your myTEEX user id and will be used for all future communications.' This is followed by two text input fields: 'Email Address (required):' and 'Confirm Email Address (required):'.

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3. Once you have entered your email and created a password hit **"Create Account"** at the bottom of your page.

Suffix
None

Account Information

The email address you provide will become your myTEEX user id and will be used for all future communications.

Email Address (required):

Confirm Email Address (required):

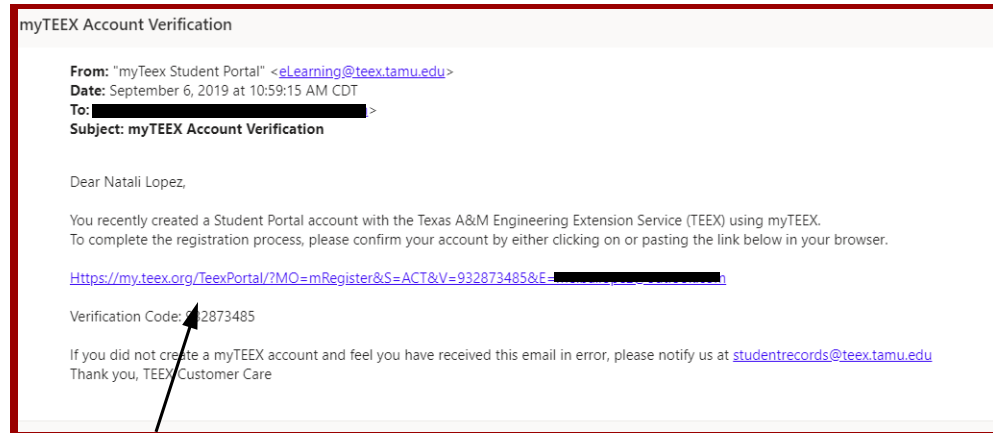
Password (required):

Confirm Password (required):

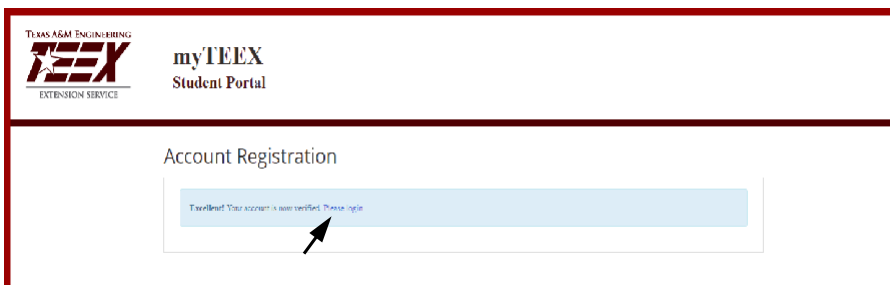
Create Account

4. Go to your email account (the one that you created your TEEX Student Account with) and you should see an email from "myTEEX Student Portal". If you do not see that email – check your junk inbox – it could take up to 45 minutes. It should look like this:

***NOTE: Please see contact information at the end of the instructions sent if no email is received**



- a. Click on the link shown above. Once clicked, it should take you to a new internet window where it tells you: **"Your Account is now verified. Please Login"**



- i. Do **not** click on the **"log in"** button.
- ii. Instead, go back to the email the lead instructor/POC sent and **click on the link provided**.
- iii. From there, you will need to log in using the info you used to create your account.

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5. Next, you will have to answer one question. “Have you previously taken classes at TEEX?”

The screenshot shows the myTEEX Student Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Search Catalog, Course Calendar, Logout, and a Support section with contact information. The main content area has a light gray header with the TEEX logo and 'myTEEX Student Portal'. Below the header, a message says 'Welcome to the new myTEEX Student Portal.' followed by the question 'Have you previously taken classes at TEEX?'. Two buttons are presented: 'Yes, I have!' and 'No, I'm new here.'. The 'No, I'm new here.' button is circled in red, and a black arrow points to it.

- a. You will click on “**No, I’m new here**”.
- b. If you **HAVE** taken a TEEX class before you will hit the button “**Yes, I have!**”
 - i. It will take you to a page that lets you put in your TEEX student ID and any identifiers to locate your records. After filling out the information, please hit the “Find Me!” button at the bottom and then you can obtain your previous TEEX Port Account information.

The screenshot shows the 'Returning TEEX Participant' registration page. It has a title bar and a subtitle 'Assist us in matching you to your previous records.' followed by a note: 'To help us match any previous training records to your new account, please fill out as many of the following fields as possible.' Below this are several input fields: 'TEEX Student ID:', 'TCOLE PID:', 'FEMA SID:', 'DOB:', 'International ID:', and 'Last 4 digits of Social Security Number:'. Each field has a small circular icon to its right. At the bottom of the form is a red button labeled 'Find Me!'. The button is circled in red, and a black arrow points to it from the 'DOB:' field.

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- c. Once you hit the “No, I’m New Here!” button – the next page should be the class you are signing up for. Click on the button “Continue”.

Welcome to the new myTEEX Student Portal.

Pending Registrations

CLASS	TITLE	START DATE	END DATE	HOURS	PRICE	
NE PER320 0220	Personal Protective Measures for Biological Events	10/05/2019	10/05/2019	8	\$0.00	<div>Cancel Continue</div>

- d. Then there will be a “Class Information” page. It will give you the class ID, the course name, date/time, location, etc. Click “Continue”

Class Information

Class ID:	NE-PER320-220
Course Name:	Personal Protective Measures f
Delivery Method:	FaceToFace
Date/Time:	10/05/2019 - 10/05/2019
Location:	Putnam Co Bureau of Emerg. Svc
	112 Old Route 6
	Carmel New York 10512
Division:	National Emergency Response and Recovery Training Center
Course Length:	8 Hours
Continuing Education Units:	0.8 Hours
Price:	\$0.00 per participant

Continue

- e. There will be a box that pops up after you hit Continue. If you are registering just *yourself* please click on “Just me”.

Who are you registering?

Just me Myself and/or others

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- f. There will be a page that comes up that says “Class Fees and Options” This lets you know the cost of the class. Hit “Continue”.

Class Registration

1. Class Information 2. Participant Information 3. Payment and Billing Information

Class Fees and Options

Description	Quantity	Total (Each)
Personal Protective Measures for Biological Events (NE-PER320)	1 ▼	\$0.00 (\$0.00)
Total:		\$0.00

Continue

6. Then you will fill out the registration form for the class.

- a. Make sure you select your student discipline and level of Government.

DHS/FEMA Required Information

Student Discipline: (required) Other ▼

Please enter the other Discipline: (required)

Level of Government: (required) Other ▼

Years in Current Position:

FEMA SID:

- b. Next is your Participant Information. Make sure to have accurate information. ***NOTE: The email you provide needs to be the same email you created your portal account with.**
- i. Enter your complete Agency or Organization name. No acronyms. If you are not representing an agency or organization, please select **Unemployed**, **Self-Employed**, or **Retired**.

- c. After you are done filling out the registration form – at the bottom of the page, hit “Continue”.

Contact Information (1 of 3 required):

Phone:

Alternate Phone:

Fax:

Continue

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7. You will see a new page, “**Order Details**”, this gives you the description of the class, the total, and Payment Options. Check the box that says “**By Checking this box, I accept the Participant Policies including...**” then hit “**Finish**”.

1. Class Information Completed 2. Participant Information 3. Payment and Billing Information

Order Details

Description	Quantity	Total (\$each)
Personal Protective Measures for Biological Events (NE-PER320)	1	\$0.00 (0.00)
Total:		\$0.00

Payment Options

☒ By Checking this box, I accept the Participant Policies including, but not limited to, Transfer, Cancellation, and Release of Liability. (required)

Finish

8. A CONFIRMATION page will load and it will have all the class information the date, you're TEEX ID number, the POC contact information, etc. Please “print” this page for your records. You should also receive a confirmation email as well. Close out the page and you are now signed up for the class!

Questions or Problems?
Contact Student Records
Email:
studentrecords@teex.tamu.edu
Phone: 979-458-6833

