# COUNTY OF SAN MATEO
LEARNING MANAGEMENT SYSTEM

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 (user name and password is the same as your computer log in)
   - (**Library employees**—Log into the **LMS My Career Development Site** at [sanmateocounty.csod.com)](http://sanmateocounty.csod.com)
2. Under the **Learning** tab, click "View Your Transcript" or the Orange **Transcript** button on the homepage.
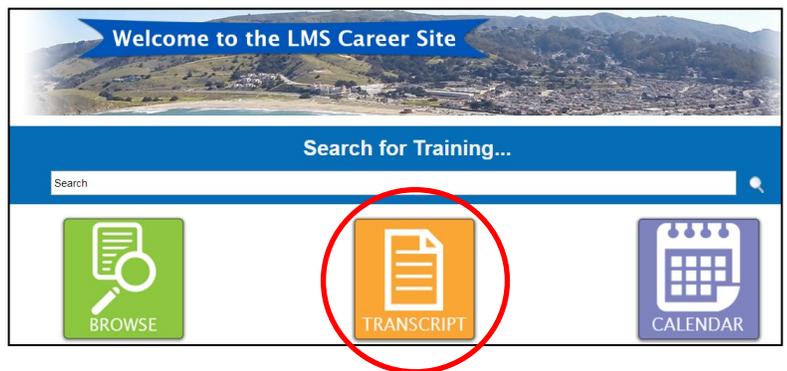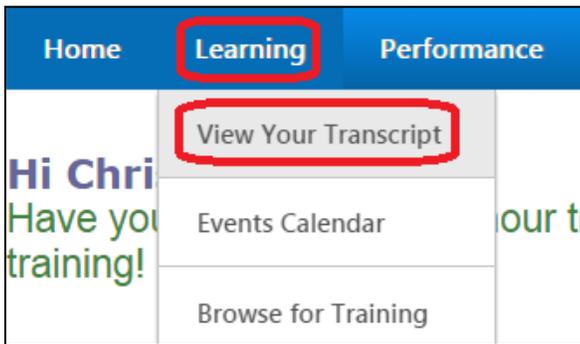
3. Under the " **…** " drop-down menu, click "**Add External Training.**"
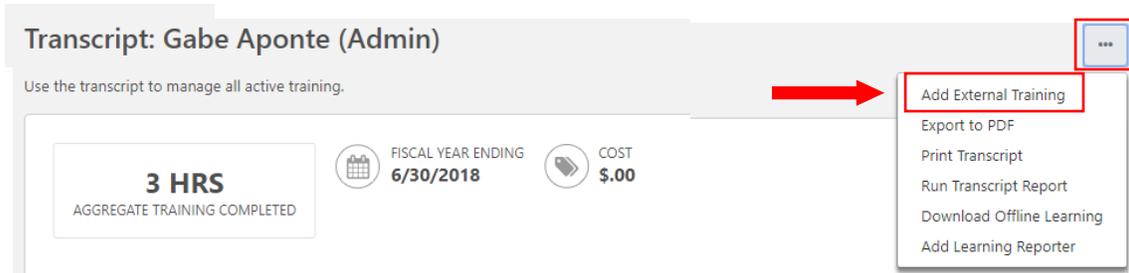
4. Complete all fields **exactly** as described below (necessary for reporting purposes):

   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. Training Provider: **FEMA**
   d. Training Dates: **Dates you started and completed the training**
   e. Training Hours: **3 hours, 0 minutes**

5. Click **Select File** and then attach the **Course Certificate** (PDF File) that FEMA emailed you after successfully completing the course's examination.

6. Click **Submit.**

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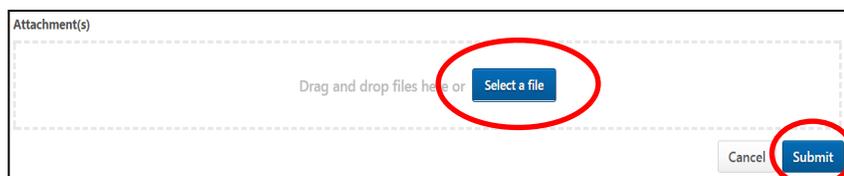
Mark the FEMA Training(s) Complete

7. 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.

8. Click "**Mark Complete**" to indicate you have finished the training. You should provide your department safety coordinator with your FEMA completion certificate.
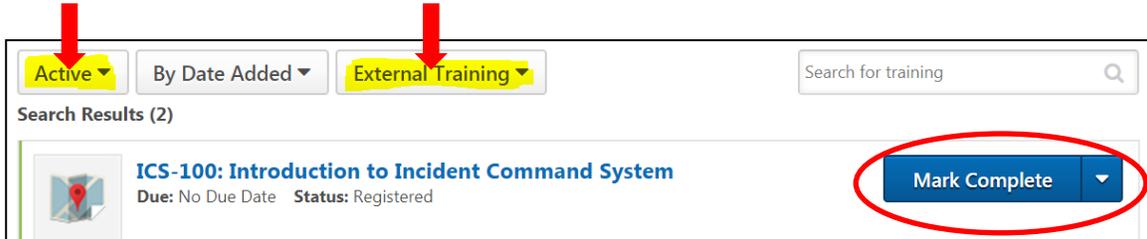
9. The training will now appear as "**Pending Completion Approval.**" A request has been sent to your supervisor requesting that s/he verify your completion of the external training.
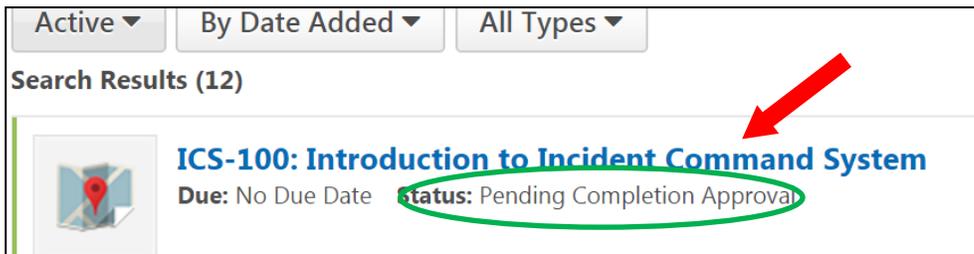
10. Once your supervisor approves the training, it will move from the Active section to the **Completed** section. It's status will also now reflect as **Completed.**