

Host Instructions for Protective Measures Course on November 19 - November 19 2024

1. Access the Roster Management System (RMS) application at <https://cdp.dhs.gov/shared/roster>
2. Enter the class number in the field **exactly as it appears here**: 25N-0167 PMC
3. Click "Find Roster."
4. Click the "Student Instructions" link. This link will open a PDF document with detailed preregistration instructions for your students to apply for this class: 25N-0167 PMC.
5. Open the PDF document and save a copy to your computer with a distinctive filename (e.g., How to Apply for 25N-0167 PMC).
 - Remember, the instructions generated by RMS are unique and will only work for the specific class displayed on the screen. Never reuse these instructions for another class.
6. Create a student email to distribute this class offering. Include the PDF instructions for this class as an attachment. ***In order to ensure that the links work correctly, you must attach this PDF file to your email instructions. If you attempt to copy and paste these instructions instead, the links will not work.***
 - In the text of your email, clearly direct the students to the PDF attachment. Many will not notice if you do not.
 - Please include a reminder in your email informing students they **must** have a FEMA SID number and password **before** they can apply for the class.
7. Distribute the email to your prospective students.
8. Follow the instructions in the Roster Management System App User Guide to monitor and approve student registrations up to the class delivery date(s). **Again, ALL onsite or "day of" registration facilitated by the host and instructors should use the "Apply Now" feature in RMS. See the Roster Management System App user Guide for detailed onsite registration instructions.**