Step 1: log on to https://memamaryland.csod.com

Step 2: Review the Welcome page.

- You can look at the training calendar without signing in or registering.
- You can review the Terms of Use.
Step 3: Register for the system by clicking “Register Here”.

Step 4: Fill out First Name, Last Name and Email Address.
Step 5: Click “I Accept the Terms and Conditions”.

Step 6: Enter your FEMA Student Identification Number (If you don’t have an SID, go to https://cdp.dhs.gov/femasid to get one).

Step 7: Reenter your Student Identification Number as the User ID.
Step 8: Click on “Employer Type”

Step 9: Select “Employer Type” that applies to you
Step 10: Select “Work Jurisdiction”.

Step 11: Select county where your organization resides.
Step 12: Select “Discipline”.

Step 13: Select the Emergency Support Function (ESF) that applies to you.
Step 14: Select “Status”.

Step 15: Select the status that applies to you
Step 16: Type in “Employer Name”, “Employer Address”, and Primary “Phone Number”.

Step 17: Type in personal information
Step 18: Type in any “Functional Needs”.

Step 19: Type in a Password.
Step 20: Confirm Password

Step 21: Login