

# Knowledge Center Tutorial

The FEMA Employee Knowledge Center (FEKC) is an online resource for FEMA information, training resources, and on-line learning. It is available to all FEMA employees behind the firewall. There are several different methods to access the FEKC. From the "online.fema.net" webpage just click on the "Employee Development" link on the left-hand side of the page. (Fig. 1)

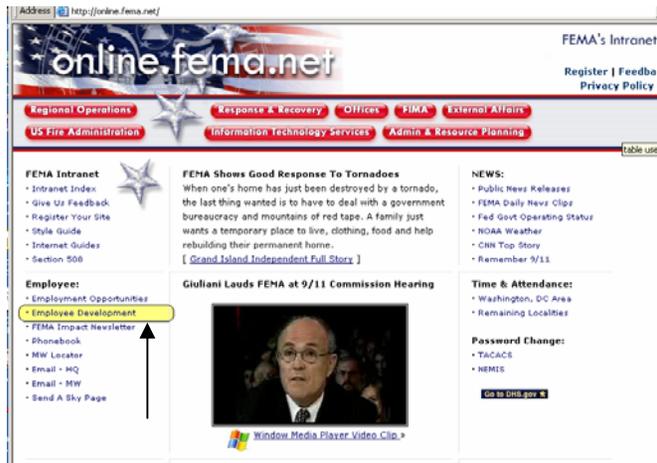


Fig. 1

This will take you to the Employee Development page. (Fig. 2) Note on this page there are links to other information, such as mandatory training requirements and independent study course offerings. (This page is directly accessible as "ed.fema.net") From here, click on the link to the "FEMA Employee Knowledge Center".

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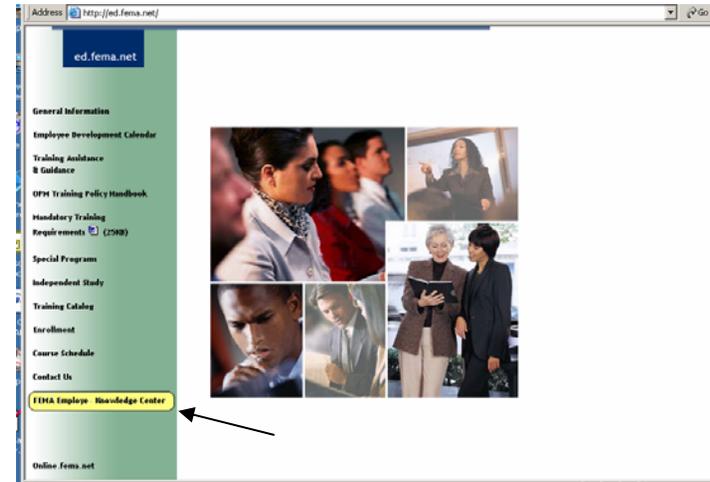


Fig. 2

This takes you to the FEKC login page. (Fig. 3) A more direct method of getting here is to just type "kc.fema.net" into the address window of your browser. First time users will need to click on either of the "Register" links before being able to log in.



Fig. 3

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On the registration page, you will need to enter your SSN, then click "submit". (Fig. 4) When you submit the information, you will next be able to enter a username and password for accessing the KC. If you use your NEMIS id and password it will make it easier to remember.



Fig. 4

The KC password will NOT change when you change your NEMIS password, however, so don't forget what you use. (Should you forget your username or password, don't panic. Just click on one of the password help links, (Fig. 5) and follow the prompts. Your username will be presented to you immediately, your password will be emailed to you in order to protect your confidentiality.)

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Fig. 5

Once you have your username and password established, you may go ahead and use them to log on to the KC. The first screen gives you a pictorial layout of options that mirror the table of contents found on the left-hand side of the page. (Fig. 6)

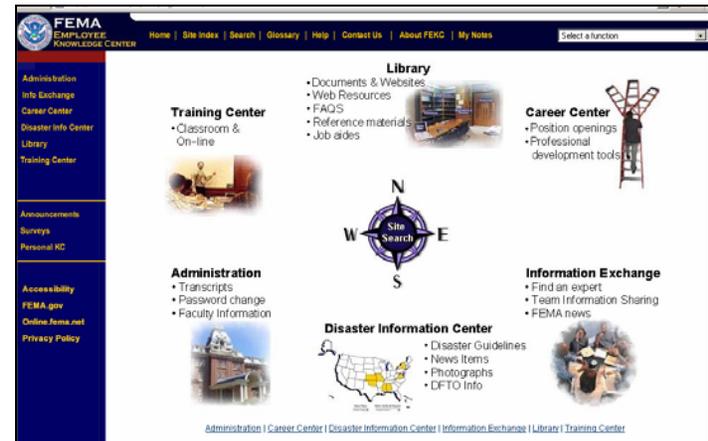


Fig. 6

You are presented with numerous options - leading to a wealth of information - on this page. We'll look at each option briefly.

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On the "Administration" page (Fig. 7) the link you are most likely to use is the one to "Student Records".

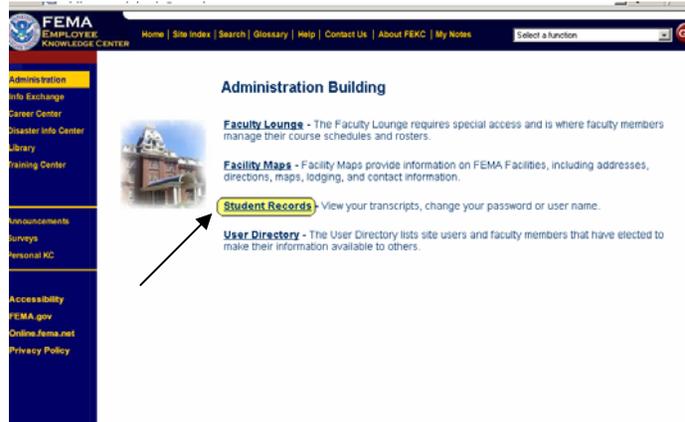


Fig. 7

From this page you can change your login id, password, or profile information and access your personal training transcript. (Fig. 8)

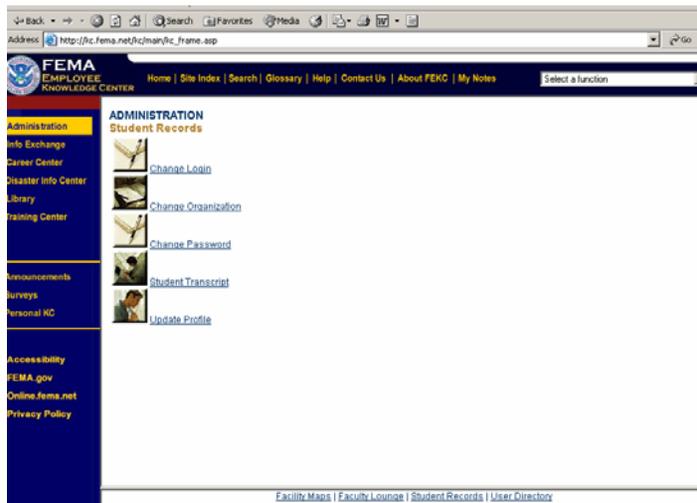


Fig. 8

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The next option in the list is "Information Exchange". (Fig. 9) Here you can access contact information, FEMA news, and "Team Rooms".

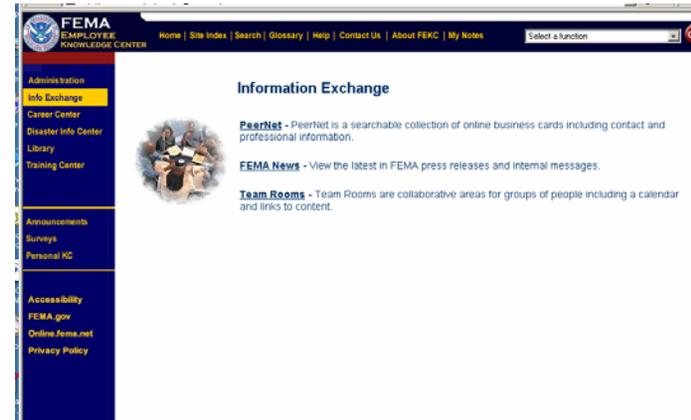


Fig. 9

Team rooms can be created by managers to allow for a central repository of information to facilitate job performance.

Next is the "Career Center" (Fig. 10) and is self-explanatory. Feel free to browse at your leisure.

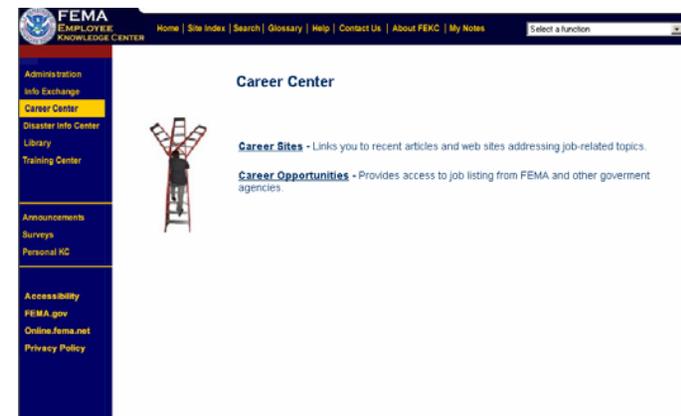


Fig. 10

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Next is "Disaster Info Center". We'll come back to this page shortly.

The next link is "Library". On this page you will see links to various other sources of information. One to note in particular is the "Job Aides and Quick Reference Guides". You may find useful tools listed here to help you do your job more easily and efficiently. Browse the other links at your leisure.



Fig. 11

The final link is to the "Training Center". (Fig. 12) Here you can view course information on some of the offerings from EMI/NETC, view and take Web-based training, and link to training calendars by Region.

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Fig. 12

If you follow the links to the web-based or EMI training, you will also need to click on the "Search" box to bring up a list of all courses available. (Figs. 13 & 14)

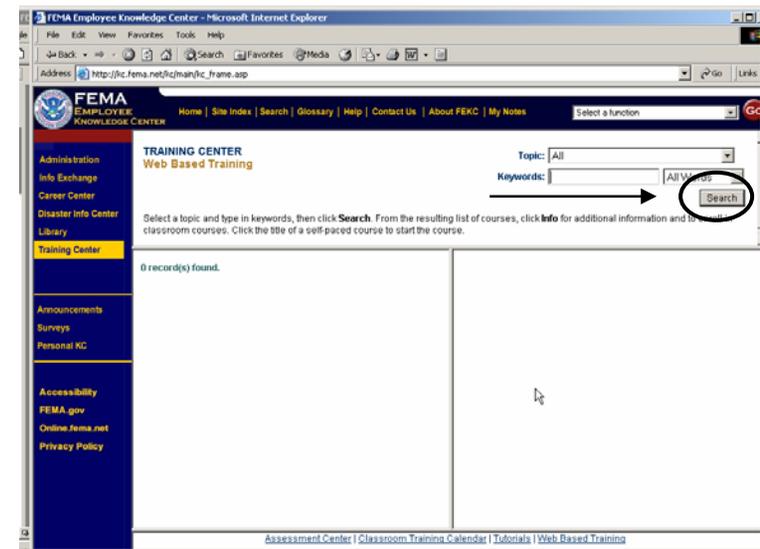


Fig. 13

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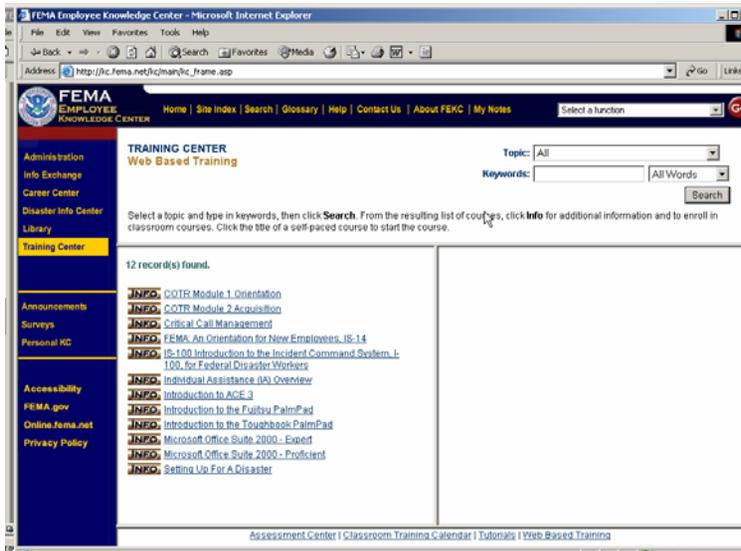


Fig. 14

Now let's return to and click on the "Disaster Info Center" link. Initially you are presented with a US map, highlighting those states with active disasters. (Fig. 15)



Fig. 15

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Click on the state where you are deployed, you will see links to specific information about that disaster (Fig. 16).

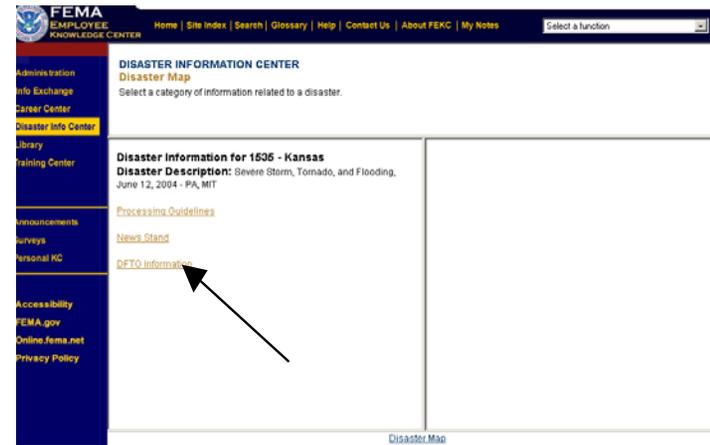


Fig. 16

Here you can read the actual declaration, find processing guidelines and other information, and view the training calendar if DFTO is active. (arrow, Fig. 17) This is your link to training opportunities in the JFO.

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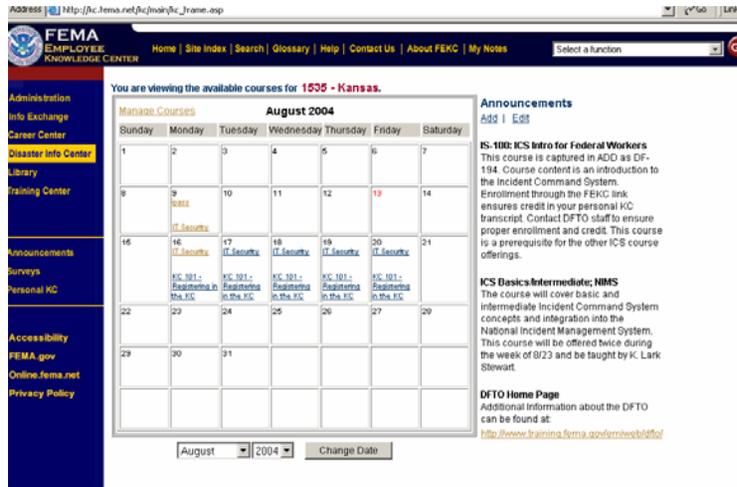


Fig. 17

The first thing you see is a calendar for the current month. At the bottom of the page you can change the date to go back and see what training has already been completed, or look ahead to upcoming opportunities. When you see a session you would like to attend, simply click on the class (Fig. 18) link for more information and/or to enroll.

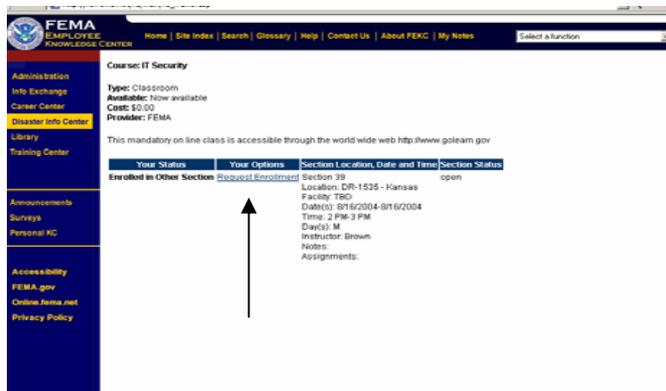


Fig. 18

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The link takes you to the page shown in Fig. 14. You will find details about the specific class/session you have chosen, and a link to "Request Enrollment". When you click the link, a dialog box pops up asking if you're sure you want to enroll. Simply click "OK" to complete the enrollment request, or cancel to go back. You return to the previous screen with the status now showing "Awaiting Approval" (Fig. 19). If you decide you no longer want to take the class you can click on the "Cancel" link.

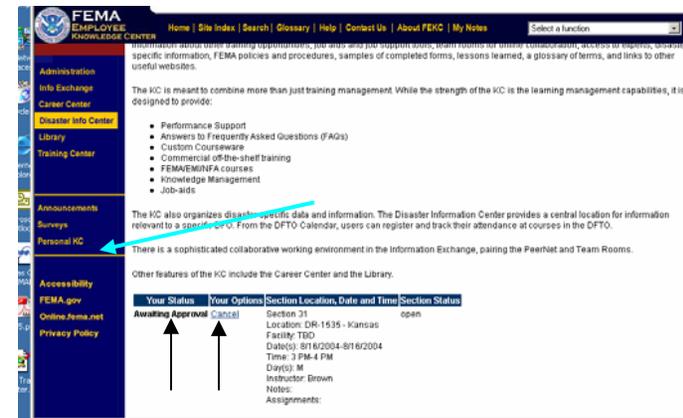


Fig. 19

If you click on the link to your "Personal KC" (pale arrow Fig. 19) you will see this course listed, with the current enrollment status (Fig. 20). Notice the courses listed here have been approved, so the status shows "Enrolled". To enroll in more courses, you will have to start the process from the beginning again. (Review of the process: Click on "Disaster Info Center" → select your state → select "DFTO Information" → select the course you want to enroll

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in → click "Request Enrollment" → click "OK" → click "Personal KC" to see the request

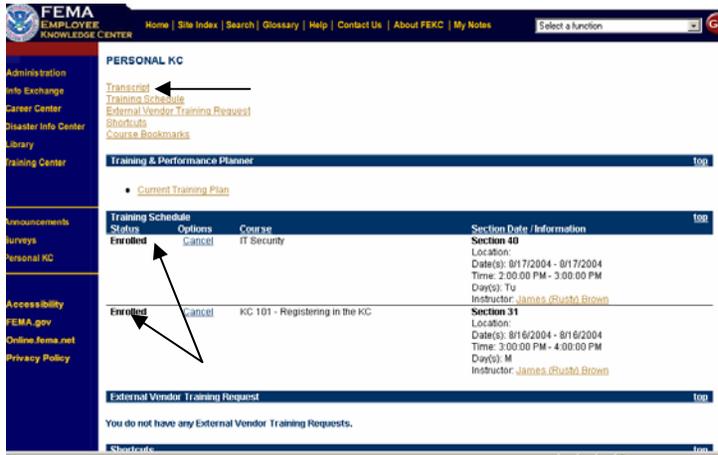


Fig. 20

The next link to check out is at the top of the page and will show you your personal training transcript. (Fig. 21) Only courses enrolled in *through the KC or a NPSC* will be reflected here. This record will be available to you wherever you are deployed. The only "catch" is that you **MUST** enroll through the KC for the course to show up on your transcript.

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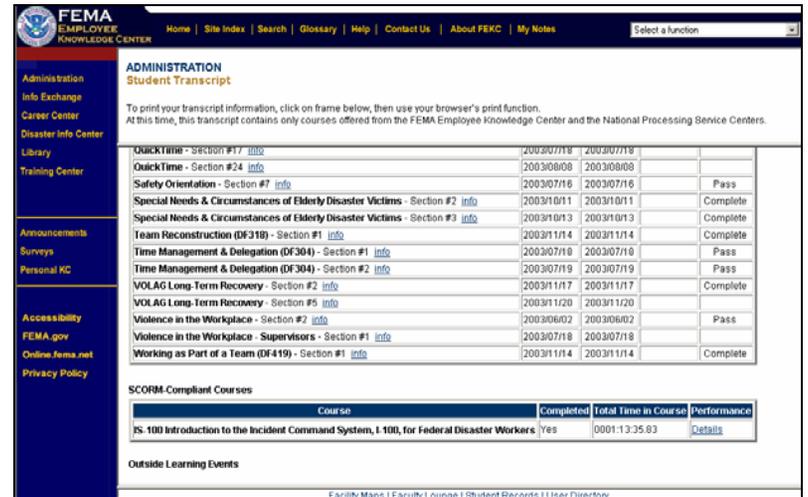


Fig. 21

You can simply print this page to keep with your personal papers so you can easily check what training you have had, and what you need.