

How to Access Independent Study (IS) Completion Documents

Technical recommendations for the NDEMU Student Portal:

- Use Microsoft Edge or Mozilla Firefox for your internet browser.
- Use a desktop or laptop computer.
- Disable your pop-up blocker. (Directions available on our website under Quick Help Guide)
- Clear your browsing data. (Directions available on our website under Quick Help Guide)
- Ensure current version of Adobe Reader is installed. (Free download at <https://get.adobe.com>)

To access IS completion documents, go to the NDEMU Student Portal at <https://training.fema.gov/student/sssp.aspx>.

The portal is also available on the website at <https://training.fema.gov/is> by selecting “NDEMU Student Portal”.

NDEMU Student Portal

Download IS completion certificates & submit request for copies of your IS transcript.



After selecting “NDEMU Student Portal”, click “Sign in, or create a Login.gov account now”.

NDEMU is using Login.gov

NDEMU requires a login.gov account to ensure a safe and secure sign in process.

To access your student account, your login.gov personal information, and **one verified login.gov email address** must match **your FEMA SID profile**.

Sign in to your current login.gov account, or create one now.

[Sign in, or create a Login.gov account now](#)



Unsure if your FEMA SID is compatible?

Sign in, or create a new login.gov account now. We'll let you know if we are unable to locate your FEMA SID account, and provide compatibility help.

Enter the email address and password associated with your Login.gov account and click “Submit”, then authenticate using the method you enabled on that account.



FEMA National Disaster & Emergency Management University is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

[Submit](#)

If you do not have a Login.gov account, click “Create an account”, enter your email address, select your email language preference, click the box to acknowledge acceptance of Login.gov Rules of Use, and click “Submit”. Check for an email from Login.gov to confirm your email and create that account. After this has been completed, go back to the portal to sign in.



FEMA National Disaster & Emergency Management University is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference

You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#) 

[Submit](#)

The following are some common issues that can occur when trying to open the portal link provided in your completion email. The steps for correcting these issues are provided below:

- The link to the NDEMU Student Portal will not open when clicking on the link (link is not underlined or takes you to an error screen): we recommend following the directions provided below to copy and paste the portal link received from Independent Study into the address bar of your web browser.
- If “safelinks.protection” or similar text has been added to your portal link (this usually occurs due to a situation with Microsoft Office 365 where a service titled “Safe Link” may have been enabled by your email administrator to provide link protection software that caused your portal link to not function properly): we recommend contacting your IT department to request that they follow the directions provided below to allow links from NDEMU/Independent Study to pass through your email system unchanged.

Disclaimer: Please note that any changes made are to assist you in completing a specific task on the Independent Study website. NDEMU is not responsible for any issues the changes might cause when using other websites or programs. Links to plug-ins and applications are provided so our viewers may access information using these products stored on our website. NDEMU does not endorse any non-government websites, companies, or applications.

****NDEMU does not endorse any outside entity. Links are provided for informational purposes only.***

**** The following steps and or pictures should be similar based upon your browser version.***

*****If you are using a work or school computer, you may need to contact that system administrator for assistance with making setting changes.***

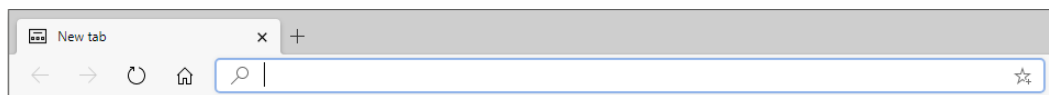
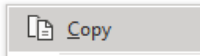
Directions for how to copy and paste your link:

1. With your mouse, hold down the left click button and highlight the entire link. Be sure to include the https:// at the beginning of the link.

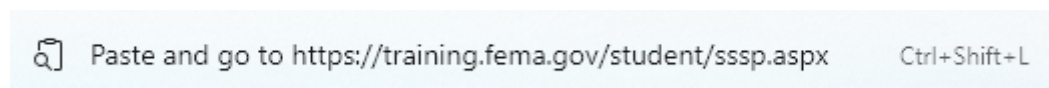


<https://training.fema.gov/student/sssp.aspx>

2. Right click in the highlighted area.
3. Left click “Copy”.
4. Open a new browser (internet) window and delete any text in the address bar.



5. Right click in the address bar and click “Paste and go to ” <https://training.fema.gov/student/sssp.aspx>. This will automatically populate the link into the address bar. Note: When clicking on “Paste”, the link should show in the address bar, then press the enter key on your keyboard.



Directions for addressing issues with links that were enabled with protection software:

1. Check your link to determine if it contains text similar to <https://na01.safelinks.protection.outlook.com/?url=>
2. Please contact your IT department and ask to allow links from NDEMU/Independent Study to pass through your email system unchanged.

Additional information for EMAIL ADMINISTRATORS regarding enabled link protection software issues:

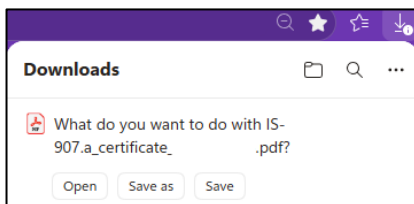
- The safe link option is usually on by default and may need to be adjusted.
- Add NDEMU/Independent Study as “safe” senders.
- More information regarding correcting this issue can be found at: <https://docs.microsoft.com/en-us/office365/securitycompliance/set-up-atp-safe-links-policies>

Directions for how to print/save a copy of your IS Course Certificate:

To print/save your IS Course Certificate:

1. When signed into the portal, select
2. Click on the course title which is the link to the certificate.
3. Go to Downloads.

IS Course Certificates



4. To print, click “Open” to open the certificate in Adobe Reader then click the “Print” icon (picture of a printer) in the toolbar. Print options can also be utilized by right clicking on the page then select print, or by using Control P. Select your printer preferences and click “Print”.



5. To save, click “Save As” under downloads or click “Open” to open the certificate in Adobe Reader then click the “Save As” icon (picture of a disk) in the toolbar. When the save as window opens, select where you would like to save the document on your computer and what you would like to name the file and then click the “Save” option.



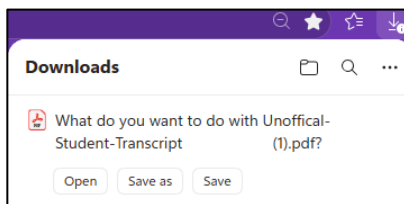
Directions for how to print/save a copy of your Student IS Transcript:

To print your Student IS Transcript:

1. When signed into the portal, select

Student IS Transcript

2. Go to Downloads.



3. To print, click "Open" to open the certificate in Adobe Reader then click the "Print" icon (picture of a printer) in the toolbar. Print options can also be utilized by right clicking on the page then select print, or by using Control P. Select your printer preferences and click "Print".



4. To save, click "Save As" under downloads or click "Open" to open the certificate in Adobe Reader then click the "Save As" icon (picture of a disk) in the toolbar. When the save as window opens, select where you would like to save the document on your computer and what you would like to name the file and then click the "Save" option.

