

The Emergency Management Response System (EMRS) is a web-based application used for the reporting of routine investigations of foreign animal diseases (FADs), surveillance and control programs, State specific disease outbreaks, and National Animal Health Emergency responses.

Please note: This document may be updated or changed at any time, based on the needs of the response effort or changes in EMRS.

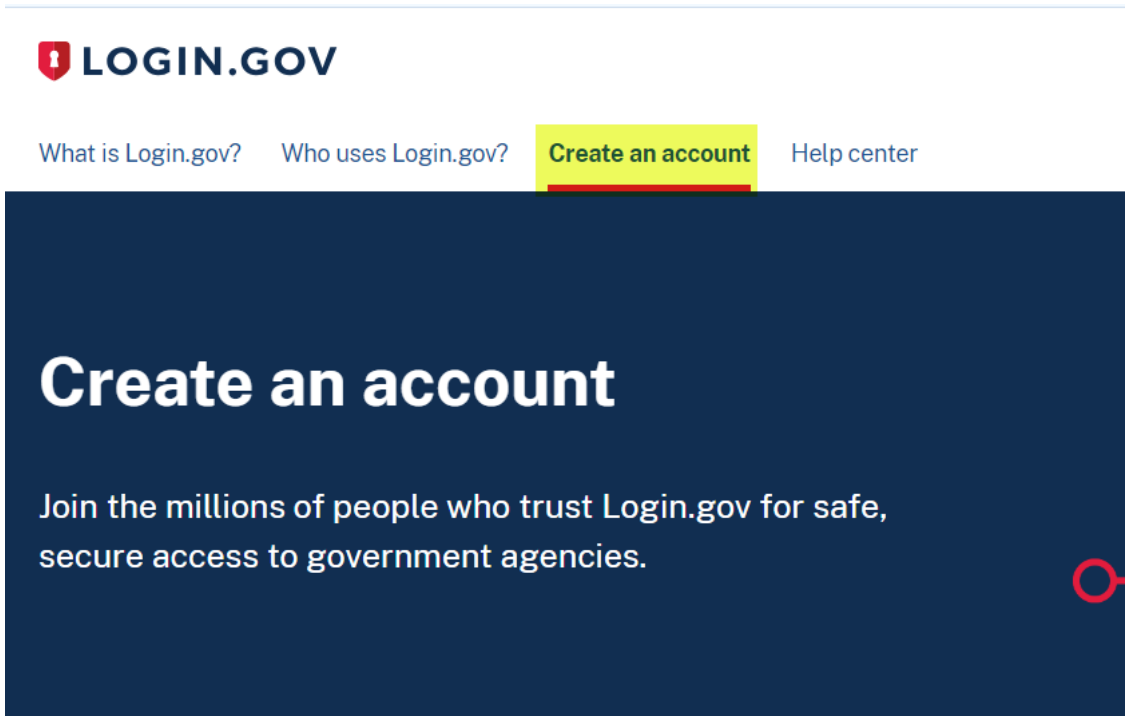
Listed below are the four items that State personnel need to complete to gain initial access to EMRS. An ISA cert and 513 are also required in order to activate a disabled EMRS account for State Users.

1. Create a [Login.gov Account](#)
2. Complete the [Information Security Awareness \(ISA\)](#) course and obtain certificate
3. Complete the APHIS Form [513](#)
4. Email the completed 513 and ISA certificate to an [EMRS Network Associate](#)

## 1. Create a Login.gov Account

Navigate to the Login.gov website and select Create an Account

[Create an account | Login.gov](#)



2. Complete the current Information Security Awareness Training online course.

## Instructions for completing the ISA Security Awareness Training:

### ISA Security Training

<http://deliver.courseavenue.com/Login/usda>

- Click: **Create an account**
- Keep track of your account information.



**USDA Information Security Awareness and Rules of Behavior Training Website**

**Welcome to USDA**

The Federal Government has high standards and high expectations for its employees, contractors, partners and affiliates. To help achieve and maintain these high standards, all Federal employees, contractors, partners and affiliates are required to complete the Information Security Awareness and Rules of Behavior Training.

**Agency AgLearn Account:** If you have an AgLearn account, then you should [take the course on AgLearn](#) and not on this site.

**New User:** If you do not have an Agency AgLearn account yet, and your Agency requires this course to be completed before showing up for duty, please create an account and complete the Information Security Awareness and Rules of Behavior Training course on this site.

**Click to create an account.** ✓

**Existing User Login:** If you have already created an account on this site, and would like to review the Information Security Awareness and Rules of Behavior Training course or reprint your certificate, then enter your credentials below.

Email Address:

Password:

[I Forgot My Password](#)

Powered by: CourseAvenue  
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- Complete the registration.

The screenshot shows the 'New Learner Self Registration' form on the USDA Information Security Awareness and Rules of Behavior Training Website. The form includes fields for Email, First Name, Last Name, Password, Confirm Password, Security Code (with a CAPTCHA image), and Enter Security Code. There are 'Continue' and 'Cancel' buttons at the bottom. The website header features the USDA logo and the ASOC (Ag Operations Security Operations Center) logo.

- Look for email from [no-reply@courseavenue.com](mailto:no-reply@courseavenue.com) to finalize registration and complete the training. (check spam mail if the message does not appear in your inbox)

The screenshot shows the 'Thank you for registering.' confirmation page. It states: 'An email has been sent from [no-reply@courseavenue.com](mailto:no-reply@courseavenue.com) to the email address you provided with a link and instructions on how to complete the registration process. Please check your email account to proceed.' It also includes a 'Registration Help' link and a note: 'You can now close this window.'

- Click the provided link in the registration email to complete your profile and get to the training course.

The screenshot shows an email titled 'USDA Information Security Awareness Training: New User Registration Notice' from [no-reply@courseavenue.com](mailto:no-reply@courseavenue.com). The email content includes: 'Dear [redacted], You recently requested to register for the USDA Information Security Awareness and Rules of Behavior Training course. In order to complete the registration process, please click on the link below. This step is required to complete the registration process.' A red box highlights the confirmation link: <http://deliver.courseavenue.com/CompleteRegistration.aspx?...>. The email also provides a contact page link: [https://usda.custhelp.com/app/answers/detail/a\\_id/](https://usda.custhelp.com/app/answers/detail/a_id/). It ends with 'Thank You!' and a disclaimer: '\*\*\*please do not reply as this email address is not monitored\*\*\*'.

USDA Information Security Awareness and Rules of Behavior Training Website

Main Menu | Help [ Renee Benson ] | Logout

### Learner Profile

\* Your profile is incomplete. Please update the required fields.

Organization:

Login ID:

First Name:

Last Name:

Email:

Agency (do not enter USDO):

Person Model (contact your supervisor):

Security Question:  Answer:

If you are not changing your password, leave the following fields blank.

Password:

Confirm Password:

Save Continue

- Complete required fields and Save and Continue

USDA Information Security Awareness and Rules of Behavior Training Website

Main Menu | Help [ ] | Logout

**Start Here: Popup Blocker Test!**

### My Workbook

Name ▲	Description	Date Started	Status	Action
FY2018 USDA Information Security Awareness Training	This course will introduce you to the basic concepts for computer security at USDA. Topics include: The Importance of Information Security, Threats and Vulnerabilities, Viruses and Malicious Code, and Roles and Responsibilities. You will learn valuable safeguards in computer security, such as protecting your computer against viruses and attacks, and handling sensitive information. After completion of this course, you will also receive credit toward end-user Security Awareness and Training, which is mandatory.	12/7/2017	Not Started	<a href="#">Launch</a>

Refresh Course Listing

### My Account

- Update My Profile
- View the FAQs
- Message/Support Center

- Perform the Popup Blocker Test
- Launch and complete the course!

**Save (or print to file .pdf) copy of the certificate of completion and provide it to your EMRS2 Network Training Associate.**

EMRS 2.0 Training Network Associates contact information (flyer) is attached to this message.



3. Complete an APHIS Form 513 and submit the form to an EMRS Network Associate  
[https://www.aphis.usda.gov/animal\\_health/emergency\\_management/downloads/aphis\\_513.pdf](https://www.aphis.usda.gov/animal_health/emergency_management/downloads/aphis_513.pdf)
  - The requesting individual must complete boxes:
    - Boxes 1-4 – enter your name, phone, email and date of request
    - Box 5 – select Other as the employer and specify which agency you work for
    - Box 6 – select permanent or temporary
    - Box 7 – enter EMRS2
    - Box 8 – select as appropriate
    - Boxes 11 and 12
    - Box 15 – enter the State that access that is requested for and any special roles requested (Epi, DRO, Permitting, etc)
  - Forward the APHIS Form 513 to the Area Veterinarian in Charge located in your State for signature in Box 16.
  
4. Once the APHIS Form 513 has been completed and signed by the AVIC in the State that you are requesting access to, please forward both the 513 and the ISA certificate to an EMRS Network Associate.

[EMRS Training Network for End Users \(usda.gov\)](https://www.usda.gov/emrs-training-network-for-end-users)

You will receive an email from the VS IT Helpdesk once your EMRS account has been created, please follow the link provided to EMRS. At that time, you will be required to verify your identity.

Once you have completed the identity verification process, click “Agree and Continue” to be redirected back to your Login.gov account page then onto the EMRS Home Page.