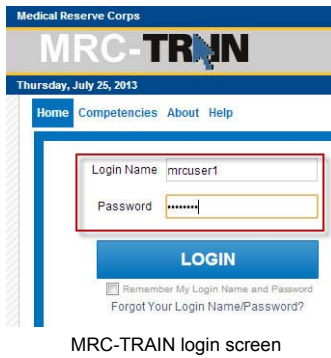


# Course Registration and Completion

## Registering for a Course

1. Login to MRC-TRAIN at [www.mrc.train.org](http://www.mrc.train.org)

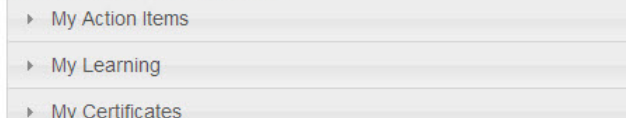


MRC-TRAIN login screen

2. Search for courses by Keyword or Course ID.



### MRC Volunteer's Dashboard



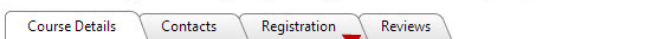
Search by Keyword or Course ID

Title	Type	Sponsor/Offerer	Rating
IS-3 Radiological Emergency Management	Course	Federal Emergency Management Agency (FEMA) / Emergency Management Institute (EMI)	★★★★★ 5 reviews

Course search results

3. To register, click on the title, followed by the **Registration** tab. Next, select your **credit** (if applicable) and click **Launch**. The course will open in a new window.

### IS-3 Radiological Emergency Management



Selecting the Registration tab



Selecting a credit (1) and launching the course (2)

[FMI Home](#) > [Independent Study Program Home](#) > Course Overview - IS-3: Radiological Emergency Management

### IS-3: Radiological Emergency Management

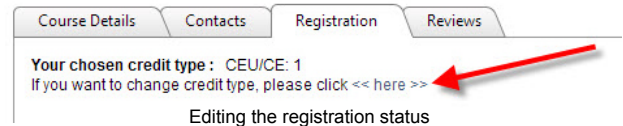
Launching the course on the partner site

## Completing a Course

1. Upon finishing the course, MRC-TRAIN will instruct you to **return** to the Course Details page.

Thank you for launching the course, IS-3 Radiological Emergency Management. Please click [here](#) to return to the course details page.

2. To update your course status, select the **Registration** tab, then click to **edit** your course status. Select **Completed** on the ensuing page.



### Course Registration Management

You have registered for a course:  
IS-3 Radiological Emergency Management  
Registration Status: In Progress  
Chosen Credit Type: CEU/CE: 1

If you would like to change credit type please select --Select-- and click

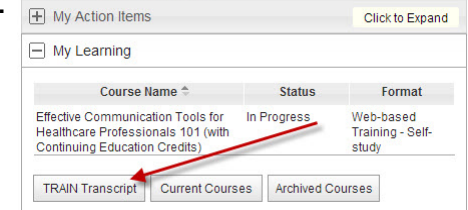
To mark this course as "Completed" please click

Marking yourself Completed

## Uploading a Certificate

1. On the homepage, open **My Learning** within the dashboard and select **TRAIN Transcript** to see completed courses.

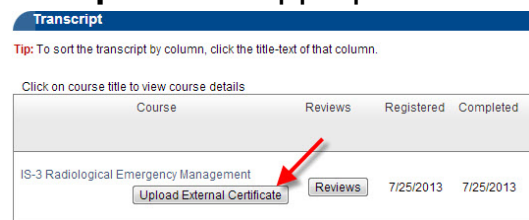
### MRC Volunteer's Dashboard



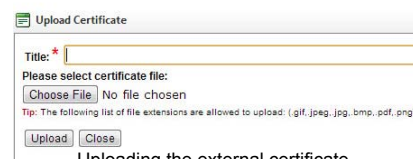
The TRAIN Transcript button

Note: Only courses without TRAIN certificates allow external certificates to be uploaded.

2. Select **"Upload External Certificate"** below the course you wish to attach it to. Follow the prompts to **upload** an appropriate file.



The Upload External Certificate button



Uploading the external certificate

3. Once uploaded, the certificate is now stored on MRC-TRAIN and can be viewed through the My Certificates section of the dashboard.