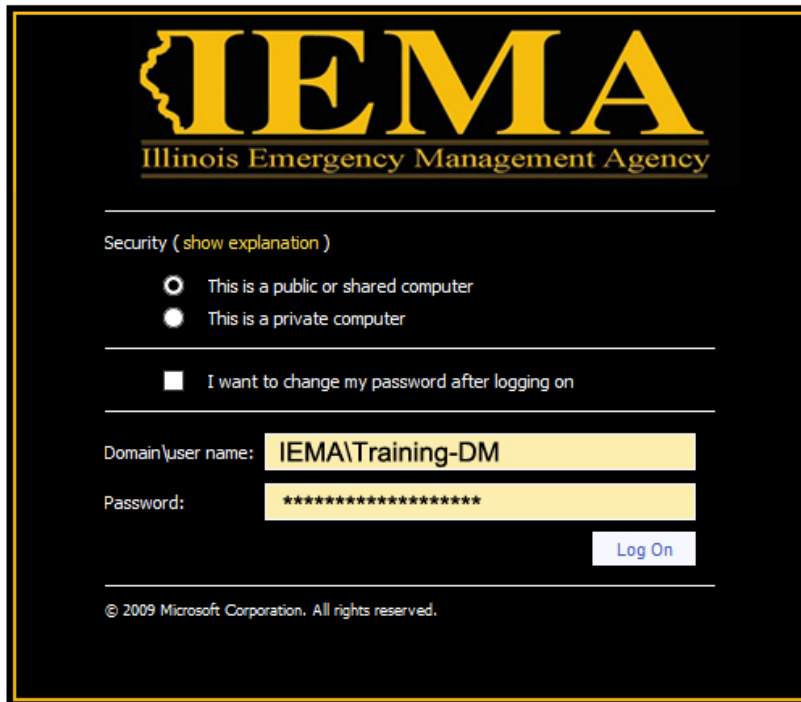


# IEMA Training Materials Portal Instructions

1. Go to the IEMA Training Materials site at <https://portal.iema.state.il.us/Training/>
2. You will be prompted with the following screen to login. Use the username and password assigned to you by the IEMA Training Coordinator.



**IEMA**  
Illinois Emergency Management Agency

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

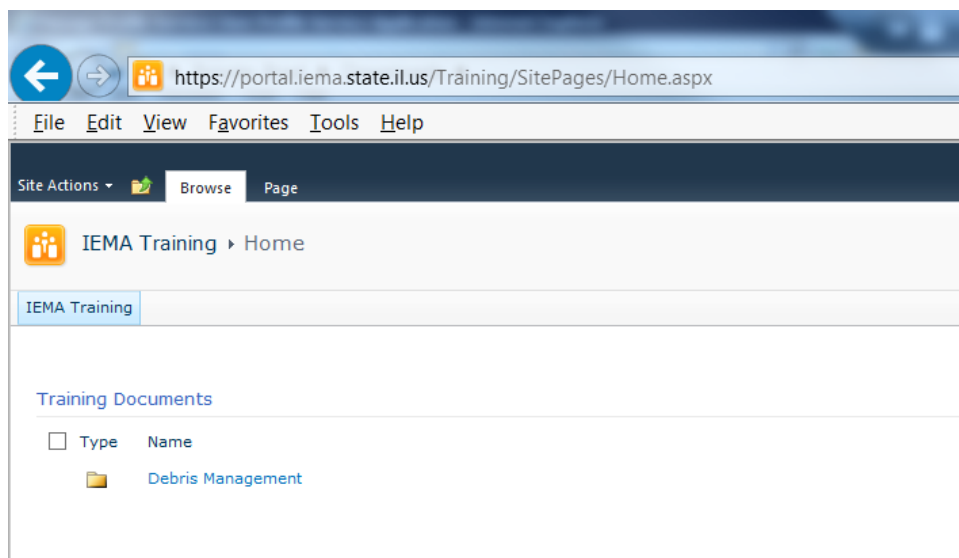
I want to change my password after logging on

Domain\user name:

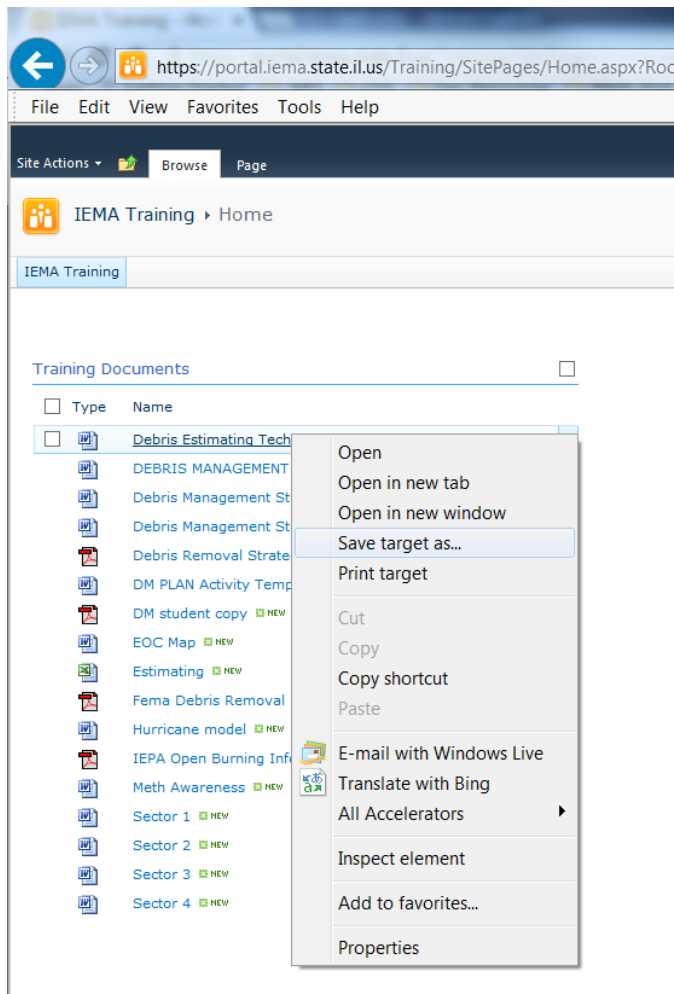
Password:

© 2009 Microsoft Corporation. All rights reserved.

3. A folder containing the materials you will need to download will be displayed on the homepage. Click on the course title in the "Name" column.



4. To download an item, right click on the file name and select “Save Target As” from the menu.



5. Next, you will be prompted to save the file to your device. Save it to the location of your choice.