

## **APPENDIX U – HOW TO UPDATE YOUR TRAINING RECORD FLIER**

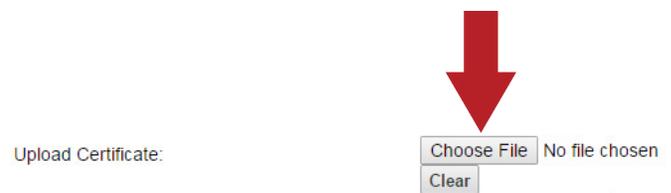
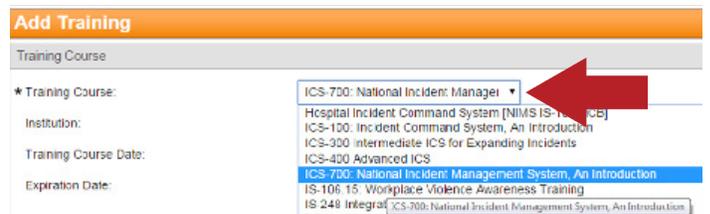
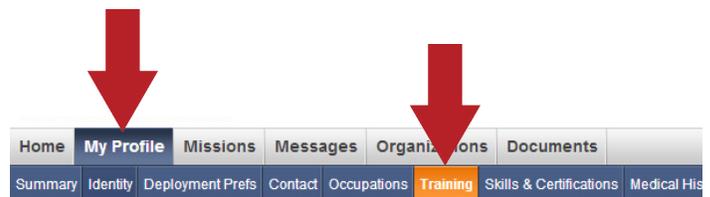
This flier was created to instruct volunteers in how access and update their training record in the online Maryland Responds MRC Registry. This flier can be distributed by Unit Administrators at recruitment events or via email to volunteers looking for instructions.



## HOW TO UPDATE YOUR TRAINING RECORD

Upon completion of a training course, it is important to add the course to your Responder profile along with your certificate (if applicable) for verification. Follow the directions below to add a course to your Responder profile. For a list of required and recommended training courses, visit: <http://bit.ly/MDRTraining>.

1. Log into your Responder profile at <https://mdresponds.health.maryland.gov/>.
2. Open the **Training** section of your profile by clicking the **My Profile** tab and then the **Training** subtab.
3. Click the **Add Training Course** link.
4. Select the title of the training course to add from the **Training Course** dropdown box.
5. For **Institution**, enter the name of the organization that provided the course (Maryland Responds, FEMA, etc.).
6. For the **Training Course Date**, enter the date you completed the course.
7. For **Expiration Date**, enter the course expiration date, if applicable (e.g., CPR certifications expire after 2 years).
8. To **Upload Certificate**, click the **Choose File** button to upload your training certificate (if applicable). This step is **required** for verification of the Maryland Responds Orientation, IS 100 and IS 700 courses.
9. Click **Save Changes**.



### MARYLAND RESPONDS MEDICAL RESERVE CORPS



### MARYLAND RESPONDS STATE PROGRAM

Email: [mdresponds.health@maryland.gov](mailto:mdresponds.health@maryland.gov)  
Web: [mdr.health.maryland.gov](http://mdr.health.maryland.gov)  
Registry: [mdresponds.health.maryland.gov](http://mdresponds.health.maryland.gov)  
Facebook: [facebook.com/mdresponds](https://facebook.com/mdresponds)