NC TERMS

Creating Profile & Volunteering to Help in TERMS

https://terms.ncem.org/TRS/
CREATING A TERMS ACCOUNT

Start off by heading to the North Carolina TERMS Home Page. Once at the site, click on “Create Account Now”.

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TERMS Team Management Update

While we are in the process of implementing all of the new features of TERMS Team Management, we ask that you not request a credential through the system until we finish building them out. Requested credentials will not be reviewed until the system is updated in the next 2-3 months and requests may be lost as updates are rolled out. This notice will be updated when that piece is complete and we can begin processing credential requests. (Updated 3/28/2019)

2019 Central Branch Training Week

Central Branch Training Week is scheduled for August 5-9 at Central Carolina Community College in Sanford. Registration is open in TERMS now! Hotel information has been added to each class posting. Download the flyer and class grid for more information.

NC Response Partners,

Welcome to the new and improved NC Training - Exercise - Response Management System (NC TERMS). We are excited to roll out significant updates to this vital preparedness and response tool. You will notice an updated look as well as an improved workflow in the new system. The biggest addition is a new Team Management Module where you can now manage your own response profile, volunteer to participate in many of the state response programs, and manage your training and credentials within the TERMS system. In the coming months, additional functionality will be released that will allow team members and managers to communicate as well as roster response resources within the system to respond across the state in times of need.

As this new system comes online, we will be offering additional trainings to end users.
FIRST TIME REGISTRATION

Fill out the required information and click “Continue”.

Training, Exercise & Response Management System

First Time Registration

Please input the required information and press Continue so that we may first check for an existing account.

*First Name
John

*Last Name
Doe

*Last 4 SSN
7892

Continue Cancel
PERSONAL PROFILE

Fill out the required information on the personal profile page. To get FEMA ICS Courses automatically added to your transcript you MUST add your FEMA SID (Student ID Number). To sync any EMS credential, please also add your OEMS P-Number (if applicable).
PERSONAL PROFILE (CONT.)

Fill out the required information on the personal profile page

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>Apt/Unit</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
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<td>Zip Code</td>
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<table>
<thead>
<tr>
<th>Work Address</th>
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<tr>
<td>* Address Line 1</td>
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<tr>
<td>Suite/Unit</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>* City</td>
</tr>
<tr>
<td>Other City</td>
</tr>
<tr>
<td>* State</td>
</tr>
<tr>
<td>* Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>* Primary Email</td>
</tr>
<tr>
<td>* Confirm Email</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Mobile Carrier</td>
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<tr>
<td>* Contact Preference</td>
</tr>
<tr>
<td>Other Phone Numbers</td>
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<tr>
<td>* Work Phone</td>
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<td>Fax Phone</td>
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<td>Home Phone</td>
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</table>

<table>
<thead>
<tr>
<th>Login &amp; Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Login ID</td>
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<tr>
<td>* Password</td>
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</tbody>
</table>

North Carolina Emergency Management
PERSONAL PROFILE (CONT.)

Fill out the required information on the personal profile page. Once finished, click “Save”.

[Image of a personal profile form with fields for Other Phone Numbers, Login & Password, Security Questions, and Notifications.]

North Carolina Emergency Management
Creating and Maintaining a Response Profile
RESPONSE PROFILE

After saving personal Profile. Click “Welcome” and then click on “Response Profile” and answer the consent statements. Once the consent statements have been answered, click “Continue”.
RESPONSE PROFILE: TEAM PARTICIPATION

To request membership on a response team, click “Join a Team”. Some teams elect to allow for volunteers to request membership through the system. For those teams, you can request to join through the system here. Each program maintains their own membership process and requirements.
RESPONSE PROFILE: TEAM PARTICIPATION

Once you have clicked “Join a Team” a dropdown list of programs and teams by Emergency Support Function (ESF) will appear. Teams are organized by ESF throughout TERMS.
RESPONSE PROFILE: TEAM PARTICIPATION

Click on one of the ESF categories to reveal programs within the ESF that you can request to join.
RESPONSE PROFILE: TEAM PARTICIPATION

Select the team you are requesting to join from the dropdown box and click “Request Membership”. This will automatically send your request for review by the team manager(s).

- ESF6 - Mass Care and Human Services
- ESF7 - Logistics
- ESF8 - Public Health and Medical Services
- Ambulance Strike Teams (AST) Program
- COVID-19 Medical Response Volunteers

Select the Response Teams you wish to join: [ ] Medical Provider Personnel (PA-C, NP, MD, DO)
[ ] Medical Staff Personnel (MA, CNA)
[ ] Nursing Staff Personnel (RN, BSN, LPN)
[ ] Prehospital Medical Personnel (EMT, EMT-A, Paramedic)

- Healthcare Preparedness Coalitions
- Medical Reserve Corps (MRC) Program
RESPONSE PROFILE: TEAM PARTICIPATION

After requesting membership on the selected team(s), your requests will be found underneath “Membership Requests & Invitations”. Invitations to join teams can also be found here.
RESPONSE PROFILE: TEAM PARTICIPATION

To see your response history, click on "Response History". This will give you the option to print your response history and see the Incident/Mission, Position, and Start-End of each event responded to.
Under “Badge Photo/Sizing Information” fill out all the required information. Insert a photograph suitable for a badge. Clothing/sizing information will help in ensuring your equipment/uniforms are sized correctly. You must be assigned to a team prior to uploading a photo for a badge and filling out badge information.
RESPONSE PROFILE: HOME ADDRESS

Under “Home Address” fill out all required information.
RESPONSE PROFILE: CONTACT INFO

Under “Contact Information for Team Response”, fill out all required information. For team management participants, please ensure you add SMS/Text under additional contact number if you want to receive text messages. This applies even if this is the same as your mobile contact number.
RESPONSE PROFILE: CONTACT INFO

To add additional contact numbers, select “Add Number”. Then provide all required information. **You must add an SMS/Text number to receive texts from the system under additional contact numbers.**
RESPONSE PROFILE: DEPLOYMENT PREFERENCES

Under “Deployment Preferences” fill out all required information.
RESPONSE PROFILE: EMERGENCY CONTACT

Under “Emergency Contact”, you can view your emergency contacts. You must list at least 1 emergency contact.
RESPONSE PROFILE: EMERGENCY CONTACT

To add an emergency contact, click “Add Emergency Contact”. Then complete all required information. Once completed, click “Save”. To add multiple contacts, repeat this process.
RESPONSE PROFILE: DRIVER’S LICENSE/ID

Under “Driver’s License/ID”, fill out all required information.
RESPONSE PROFILE: LANGUAGE SKILLS

Under “Language Skills” you can view your language skills.
RESPONSE PROFILE: LANGUAGE SKILLS

To add a language, click “Add Language”. Then complete all required information. Once completed, click “Save”. To add multiple languages, repeat this process.
RESPONSE PROFILE: MEDICAL

Under “Medical” fill out all required information. To print your medical report, click “Print Medical Report”. By completing/updating your basic medical information, your team manager can provide this information to your medical providers in the event of a medical emergency.
RESPONSE PROFILE: MEDICAL

Fill out all required information. The more information you provide, the more information that can be provided to your healthcare team.
RESPONSE PROFILE: MEDICAL

Fill out all required information.
RESPONSE PROFILE: MEDICAL

Fill out all required information

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Most Recent Dose</th>
<th>Dose #1</th>
<th>Dose #2</th>
<th>Dose #3</th>
<th>Dose #4</th>
<th>Dose #5</th>
<th>MCV4 Comments</th>
<th>MPSV4 Comments</th>
<th>Pertussis Comments</th>
<th>PPD Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus / Diphtheria (Td)</td>
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<td>Meningococcal Conjugate (MCV4)</td>
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<td>Meningococcal Polysaccharide (MPSV4)</td>
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<tr>
<td>Pertussis</td>
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<td>Tuberculosis Testing</td>
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</tbody>
</table>

Other Immunizations
List any other immunizations that you have received
RESPONSE PROFILE: MEDICAL

Once you have filled out all of the required information, click “Save”.

- Aortic stenosis
- Asthma
- Chronic respiratory disease
- Myocardial infarction
- Other cardiac disease
- Other relevant medical condition
- Phobia to Animals
- Phobia to Confined Spaces
- Phobia to Darkness
- Phobia to Light
- Severe angina pectoris
- Severe musculoskeletal disease
- Severe obesity
- Skin: open sores, rash, sunburn
- Spontaneous pneumothorax
- Symptoms of fever, N/V, D, cough
- Uncontrolled hypertension

Describe any Medical History options that have been checked.

Current Medications

Max of 500 characters
RESPONSE PROFILE: SKILLS

Under “Skills”, select all skills that are applicable to you. Once finished, click “Save”.

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Response Profile: John Michael Doe

Skills

**Healthcare Skills**
- Animal First Aid
- Automated External Defibrillator
- Bloodborne Pathogens
- Cardio-pulmonary Resuscitation
- Containment Control
- Disease Surveillance
- First Aid
- Hospital Emergency ICS
- Hospital Preparedness
- Patient Care/Positioning
- Radiation Physics
- Radiation quality assurance
- Radiological laboratory analyses
- Radiological Monitoring
- Radiology and CT
- SNS Mass Dispensing
- Vaccination Administration
- Vaccine Administration, Smallpox
- Veterinary Medicine

**Other Skills**
- Animal Handling
- Clerical Work
- Community Emergency Response Team Training
- Computer Networking
- Data Entry
- Data Processing Software
- Farm Biosecurity
- Forklift Operator
- Inventory Management
- Loading/Shipping
- Office Management
- Personal Protection Equipment Training
- Psychosocial Support Training
- Risk Communication/Media Relations
- Search and Rescue
- Security/Law Enforcement
- Special Populations Training
- Volunteer Management
- Volunteer Reception Center Training
- Word Processing Software
- Workforce Resilience Program Training
RESPONSE PROFILE: OCCUPATION

Under “Occupations” you can view your entered occupations. You must provide at least 1 occupation. For students or retirees, select your area of work and your status. “Retired” is an example of a status.
RESPONSE PROFILE: OCCUPATION

To add an occupation, click “Add Entry”. Then fill out the required information. Once completed, select “Continue”. “Professional Status” is where you can list active, retired, student, etc.
RESPONSE PROFILE: OCCUPATION

After you click “Continue”, another information area will appear. Fill out all required information. Once completed, click “Save”. Please enter schedule type, shift if applicable, and estimated hourly pay. This will aid in calculating personnel costs for teams deployed during disasters.
RESPONSE PROFILE: OCCUPATION

Once saved, your occupation should appear. To add another occupation, repeat the processes from the previous slides.
RESPONSE PROFILE: DEA REGISTRATION

Under “DEA Registration”, fill out all required information if applicable. Then click “Save”. For medical providers with DEA registrations, team managers can validate your DEA registration by entering the data from your DEA registration.
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

Under “Licenses/Certifications” you will be able to upload various licenses/certifications.
## RESPONSE PROFILE: LICENSES/CERTIFICATIONS

After selecting “Licenses/Certifications”, this screen will appear. To add or register a License/Certification, click “License, Certification, Registration”. License or certification must be in the system to add it. If there are licenses or certification you need to add, please contact the helpdesk to have it added to the system.

### Participant Qualifications and Credentials

Qualifications & Credentials Currently on File for: John Michael Doe

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Status</th>
<th>Number</th>
<th>Effective</th>
<th>Expiration</th>
</tr>
</thead>
</table>

- **Back**

### Requests to Add Items to Transcript

You may request to add a License, Certification, Registration or Credential to your transcript. If your request is approved, the requested item will be added to your transcript. You may withdraw a request if it has a status of Requested.

- **License, Certification, Registration**
- **Request a Credential**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Requested</th>
<th>Request Status</th>
<th>Status Date</th>
</tr>
</thead>
</table>

Top of Page
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

After clicking “License, Certification, Registration”, this screen will appear. Fill out and upload all required information. Then click “Save”. To add another License, Certification, or Registration, repeat this process.
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

To request a credential be added to the TERMS system, select “Request a Credential”. This allows users to request a credential in the system. For the purpose of the TERMS Team Management System a credential equals a position on a team. Some credentials may be added/managed manually, however if your program chooses to utilize it end users can request credentials within their program or credentials that are turned on for requests through the system.

### Participant Qualifications and Credentials

<table>
<thead>
<tr>
<th>Item</th>
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<th>Requested</th>
<th>Request Status</th>
<th>Status Date</th>
</tr>
</thead>
</table>
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

After selecting “Request a Credential”, this screen will appear. Fill out and upload all required information and click “Submit Request”. To add another request, repeat this process.
RESPONSE PROFILE: TEAM PARTICIPATION

To request a credential be added for Team Participation, click “Request a Credential”. Some credentials are managed directly by a response program or are limited to a response program. Through this utility you can only request credentials for programs that you are a member of and is setup for individual requests. A credential is equal to a position on a response team.
RESPONSE PROFILE: TEAM PARTICIPATION

Fill out and upload the required information and upload documentation of the credential. Then click “Submit Request”. Not all credentials can be requested by the end user. Please contact your team/program manager for details on how your program’s credentials are managed.
RESPONSE PROFILE: TRAININGS

To view your training history or request trainings/exercises to be added to your transcript, select “Trainings”. You can utilize this utility to add additional courses to your transcript. Any course you register through TERMS will be added automatically. Courses taken outside the system, but required to be tracked by your program should be added here as an upload. If the course you are looking for is not listed please contact the helpdesk for assistance.
RESPONSE PROFILE: TRAININGS

After selecting “Trainings”, you will be brought to this page. Here you will be able to search your registration history. You can also request trainings/exercises be added to your transcript by clicking “Add Request”.

North Carolina Emergency Management
RESPONSE PROFILE: TRAININGS

After selecting “Add Request”, you will be brought to this screen. Fill out and upload all required information and click “Submit Request”.

Add Training/Exercise to Transcript

John Michael Doe

*Title of Course/Exercise
Selection list will populate as you type in the full or partial title

*Completion Date
MM/DD/YYYY

Institution

*Comment
Max of 250 characters

*Documentation
Browse...

Submit Request  Cancel  Back
RESPONSE PROFILE: DEGREES & OTHER

Under “Degrees & Other” you will be able to add degrees and other relevant experience. To add a degree, select “Add Degree”.

<table>
<thead>
<tr>
<th>Team Participation</th>
<th>Degrees</th>
<th>Add Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
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<tr>
<td>Contact Info</td>
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<tr>
<td>Deployment Preferences</td>
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<td>Emergency Contact</td>
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<td>Driver’s License/ID</td>
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<td>Languages</td>
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<td>Medical</td>
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<td>Licenses/Certifications</td>
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<td>Trainings</td>
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<tr>
<td>Degrees &amp; Other</td>
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</tbody>
</table>

To add an entry, press the button to Add Degree. Click the hyperlink on a listed Degree to update that entry.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Conferred</th>
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</thead>
</table>

Other Relevant Experience | Add Experience |

To add an entry, press the button to Add Experience. Click the hyperlink on a listed Experience to update that entry.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Start Year</th>
<th>End Year</th>
</tr>
</thead>
</table>

North Carolina Emergency Management
RESPONSE PROFILE: DEGREES & OTHER

After selecting “Add Degree”, a drop down will appear. Fill out all required information and then click “Save”. To add multiple degrees, repeat this process.
RESPONSE PROFILE: DEGREES & OTHER

To add relevant experience, select “Add Experience”.

### Degrees

<table>
<thead>
<tr>
<th>Degree</th>
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</tr>
</thead>
</table>

**Add Degree**

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### Other Relevant Experience

<table>
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<tr>
<th>Experience</th>
<th>Start Year</th>
<th>End Year</th>
</tr>
</thead>
</table>

**Add Experience**

To add an entry, press the button to Add Experience. Click the hyperlink on a listed Experience to update that entry.
RESPONSE PROFILE: DEGREES & OTHER

After selecting “Add Experience”, a drop down will appear. Fill out all required information and then click “Save”. To add more experience, repeat this process.
RESPONSE PROFILE: TRANSCRIPT

To view your transcript, select “Transcript” from the list at the top of the page.
RESPONSE PROFILE: TRANSCRIPT

After selecting “Transcript” you will be brought to this page. All of your trainings and exercises should appear.