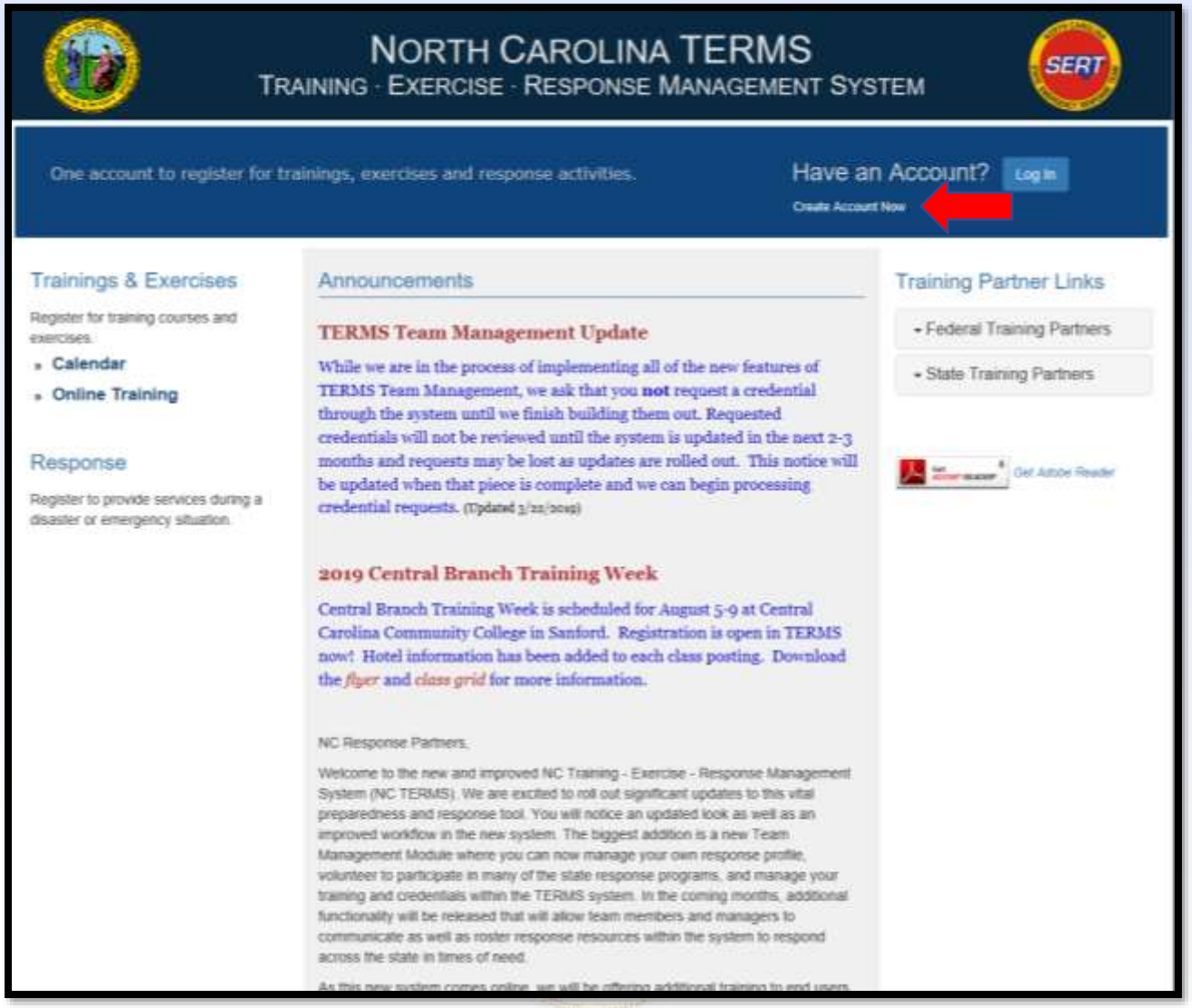
NC TERMS

Creating Profile & Volunteering to Help in TERMS

https://terms.ncem.org/TRS/

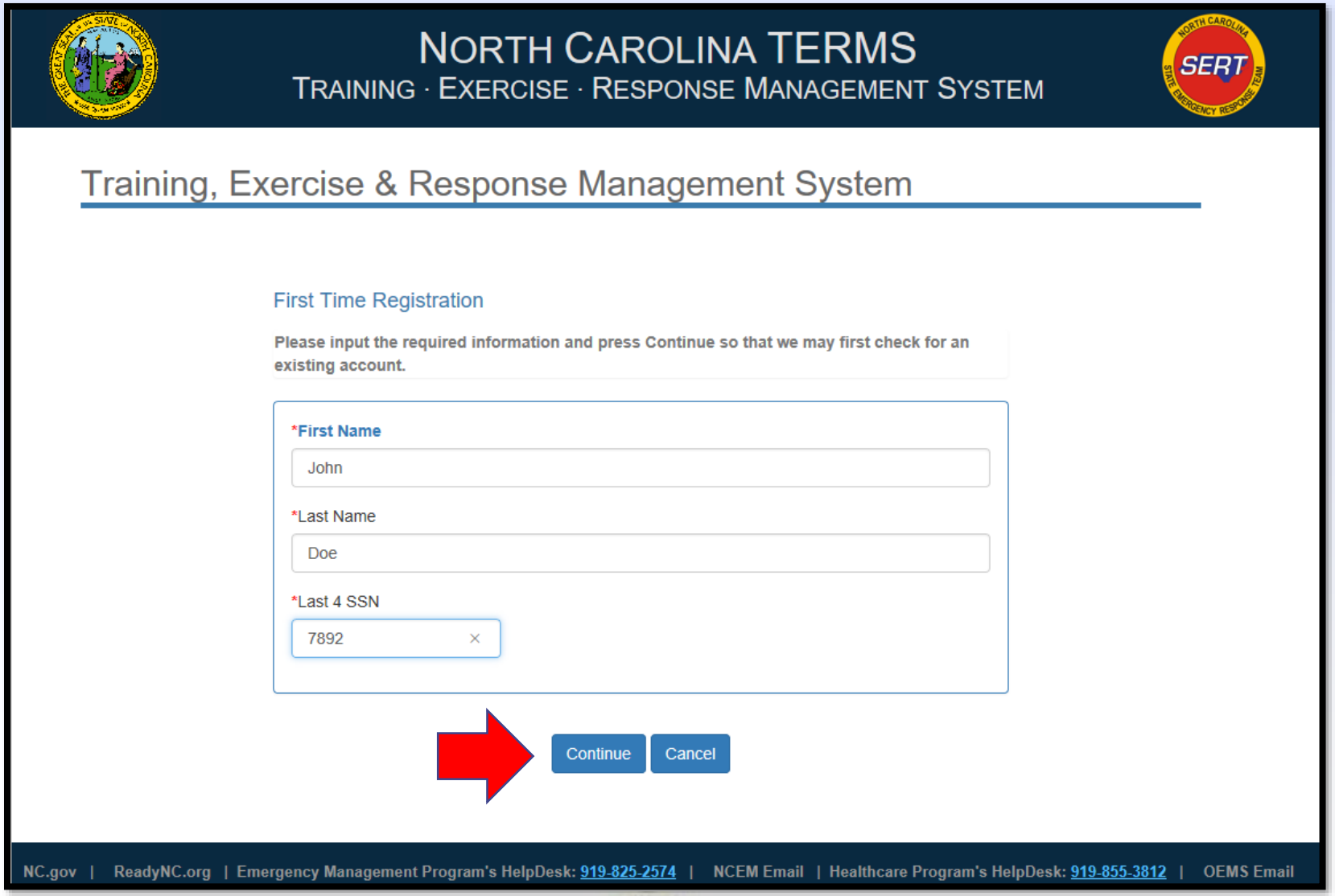
CREATING A TERMS ACCOUNT

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



FIRST TIME REGISTRATION

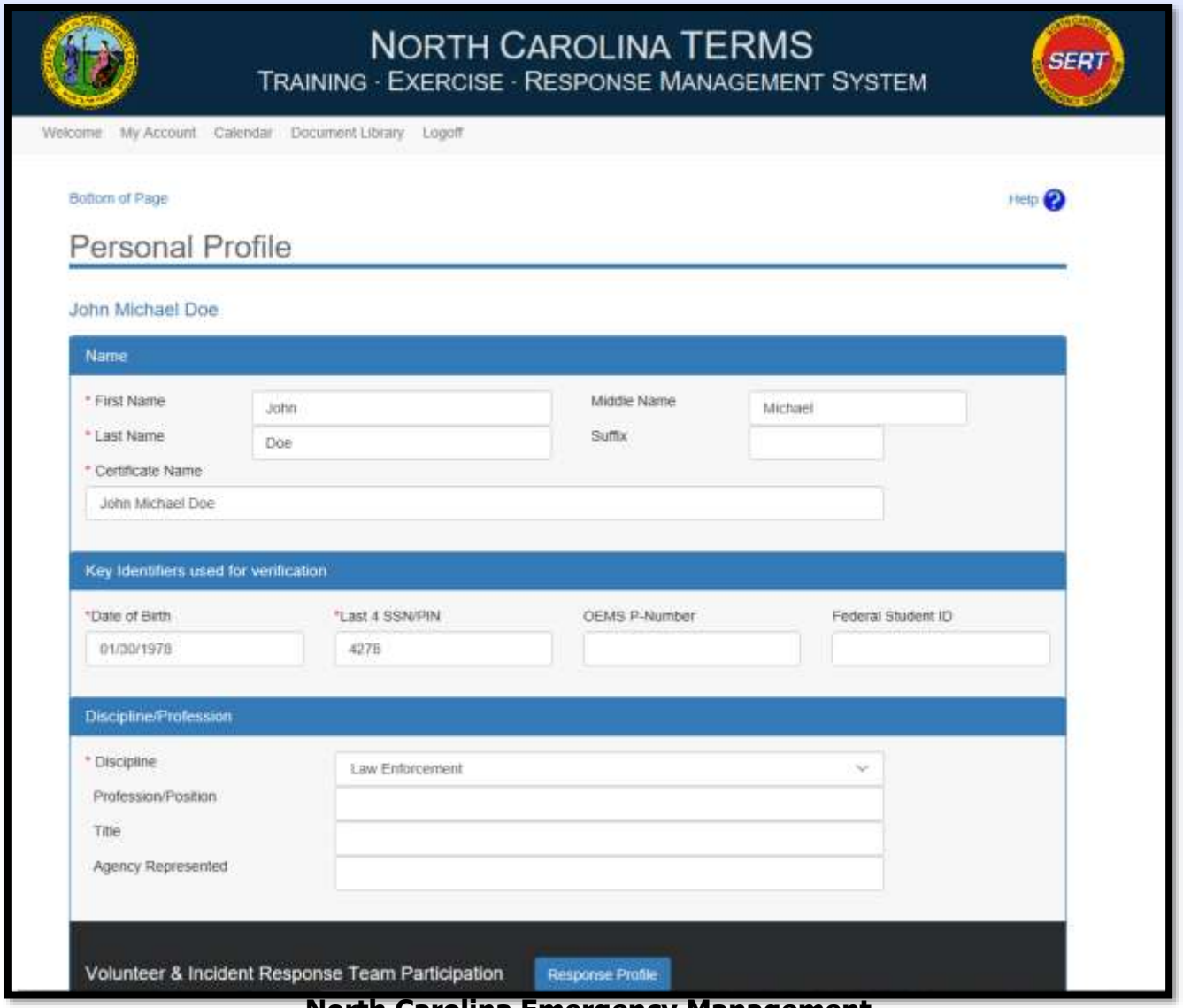
Fill out the required information and click "Continue".



PERSONAL PROFILE

EMERGENCY SERVICES

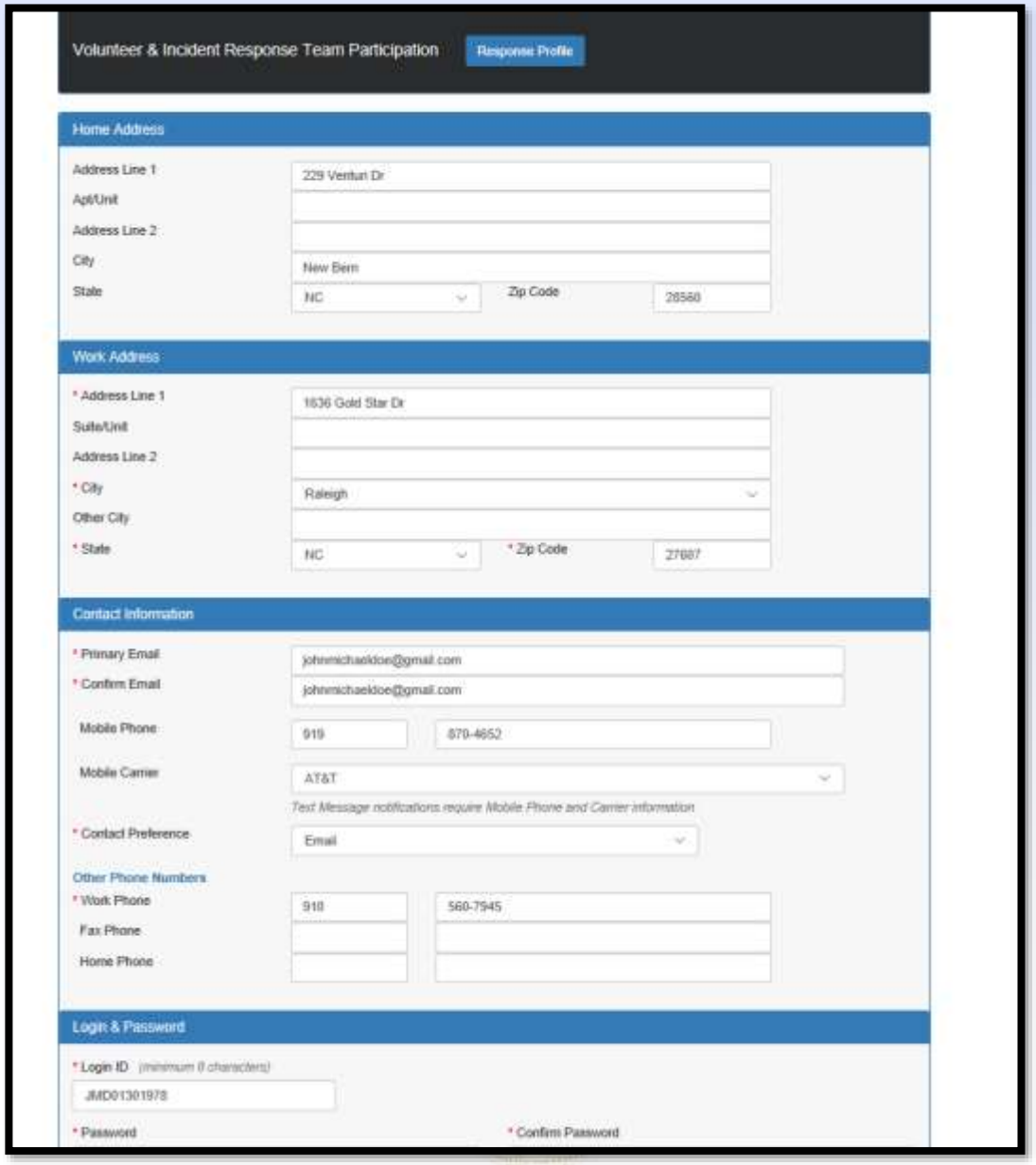
Fill out the required information on the personal profile page. To get FEMA ICS Courses automatically added to your transcript you MUST add your FEMA SID (Student ID Number). To sync any EMS credential, please also add your OEMS P-Number (if applicable).



PERSONAL PROFILE (CONT.)

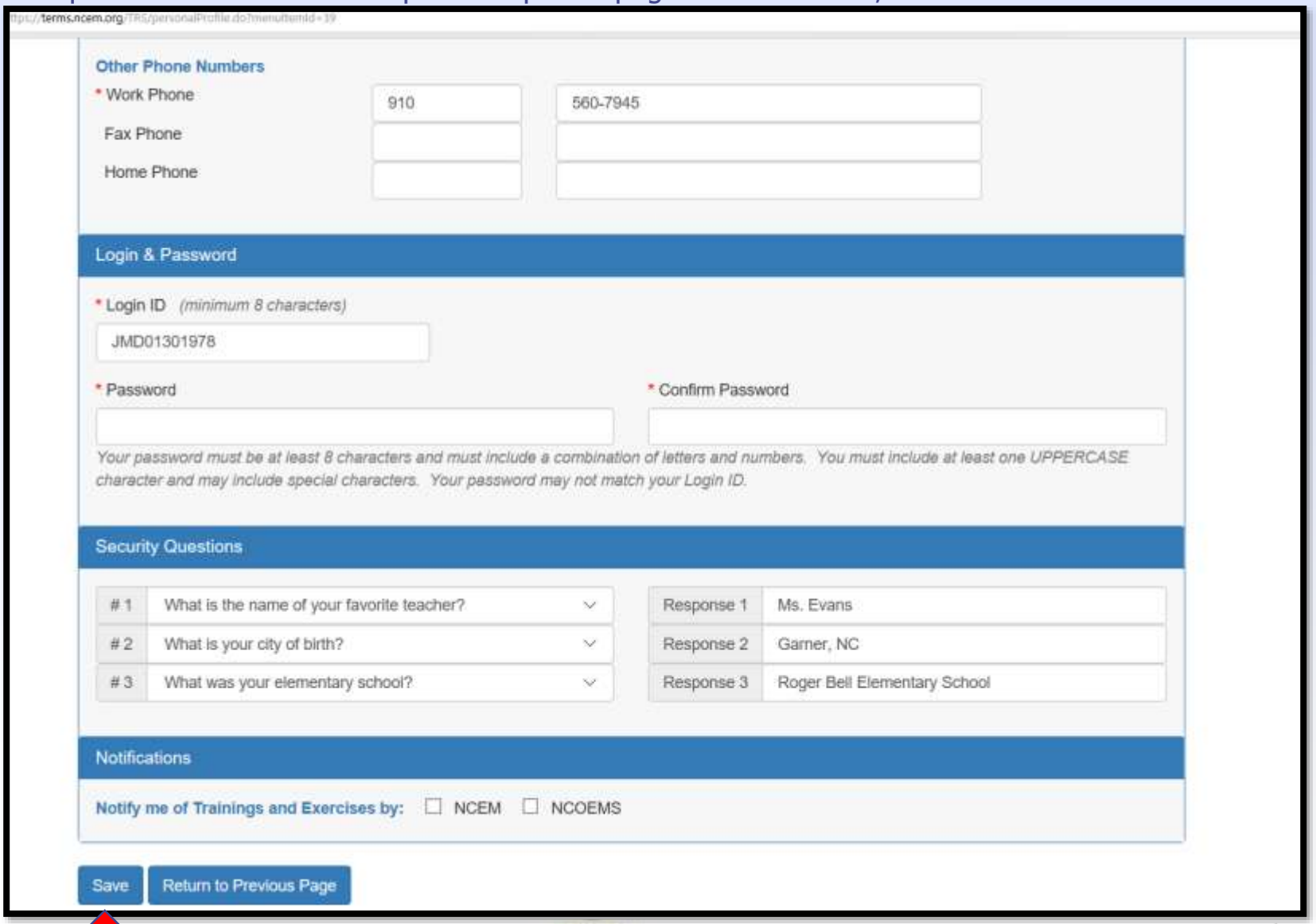
EMERGENCY SERVICES

Fill out the required information on the personal profile page



PERSONAL PROFILE (CONT.)

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

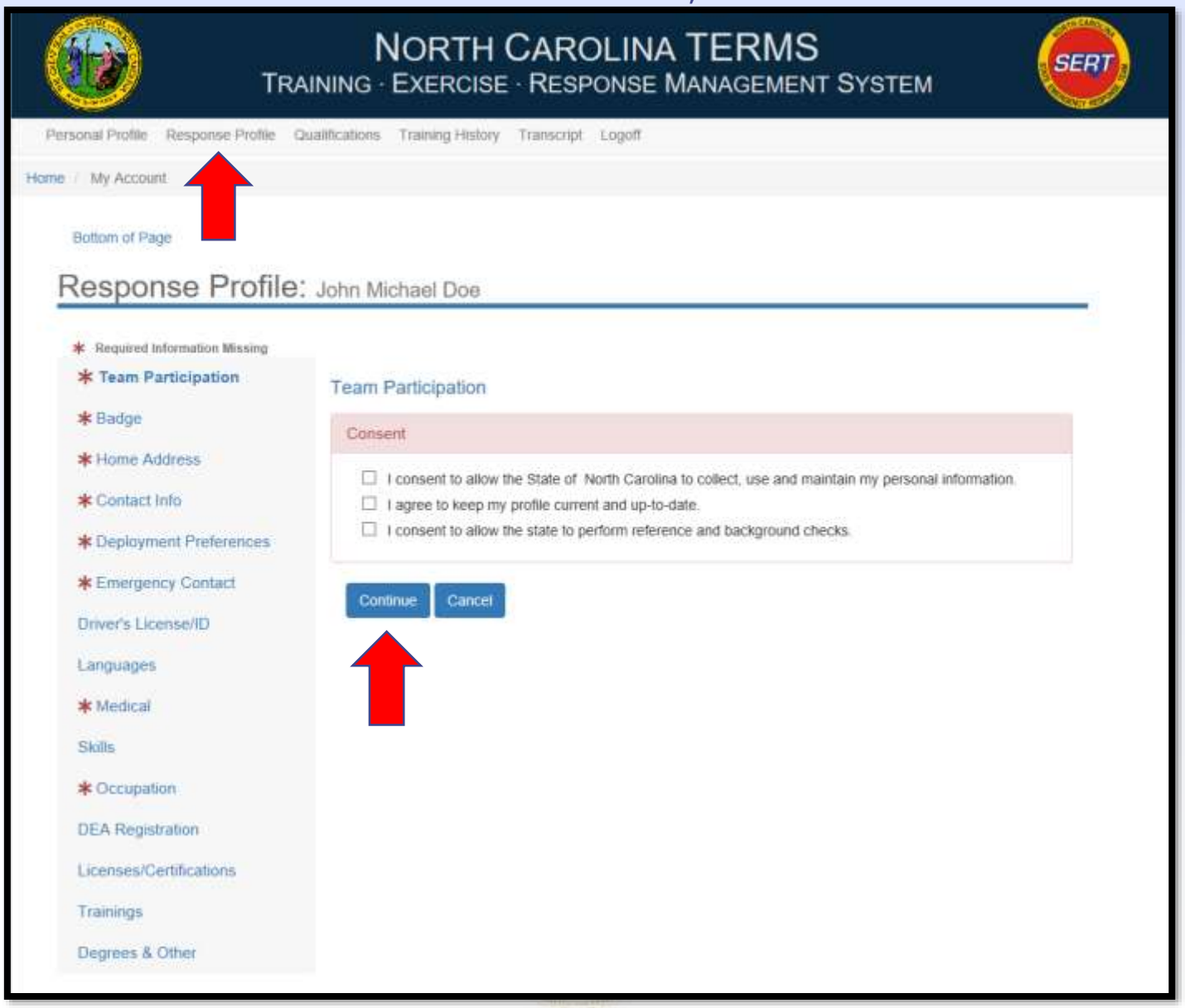


Creating and Maintaining a Response Profile

RESPONSE PROFILE

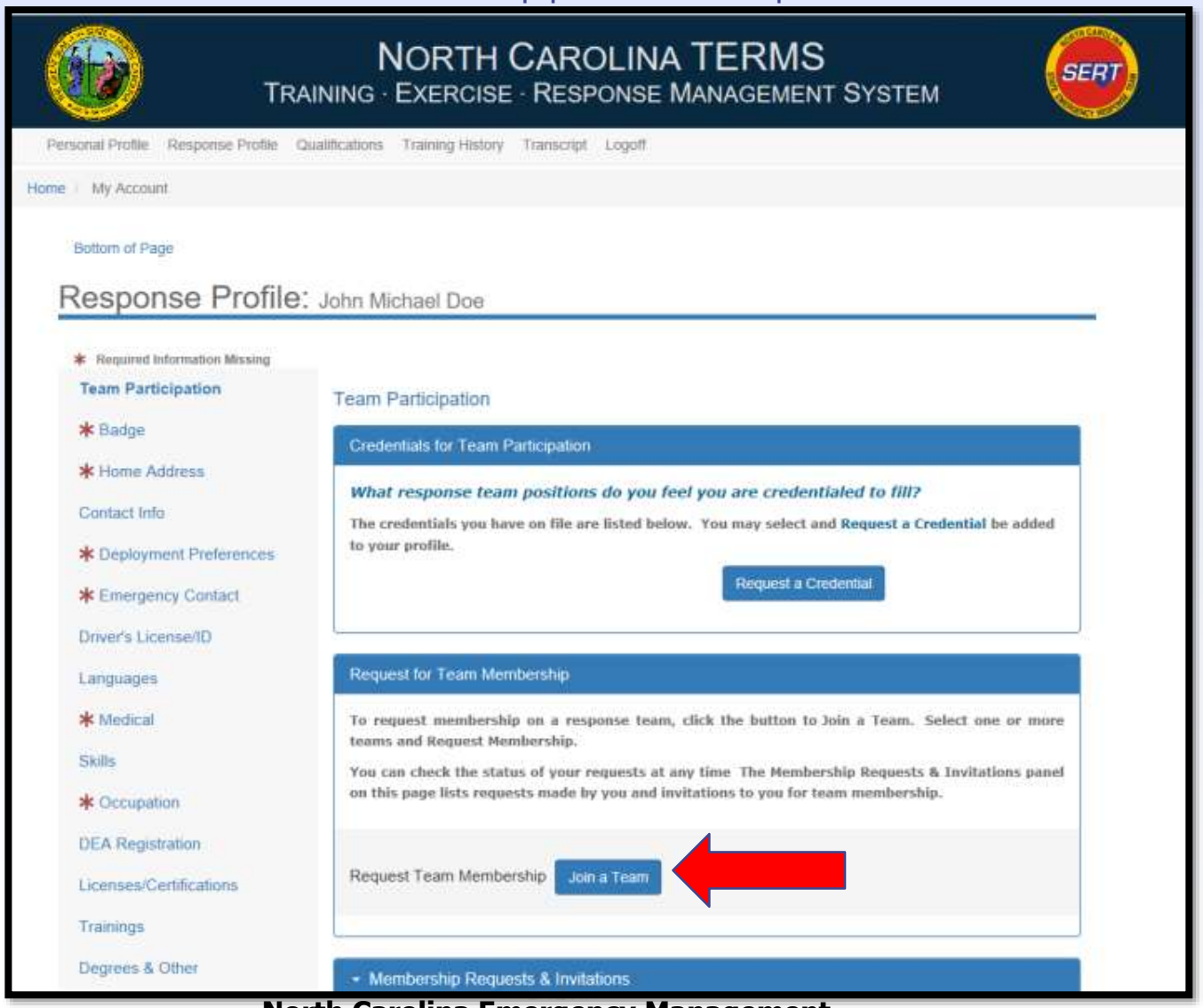
EMERGENCY SERVICES

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".



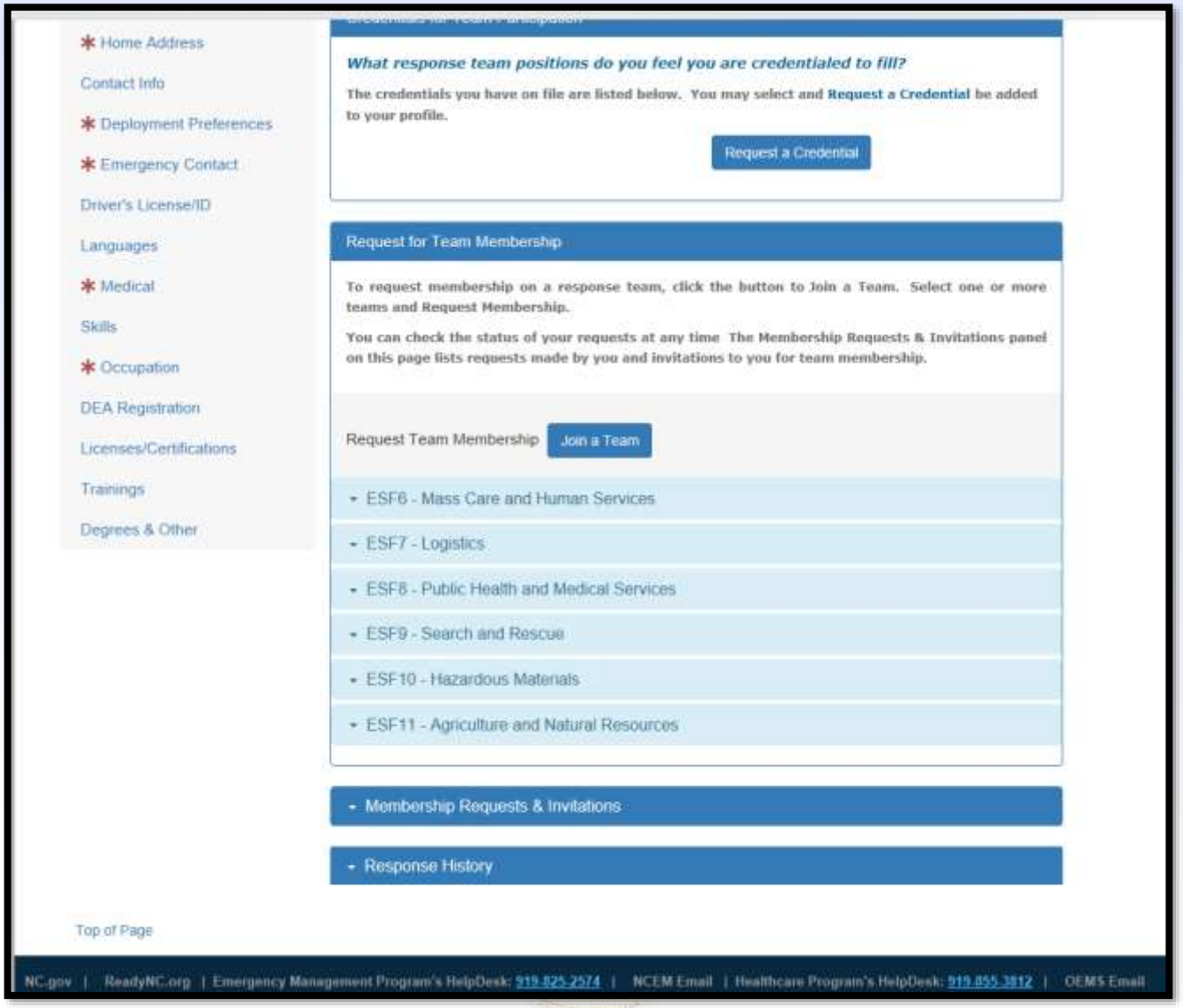
RESPONSE PROFILE: TEAM PARTICIPATION

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.



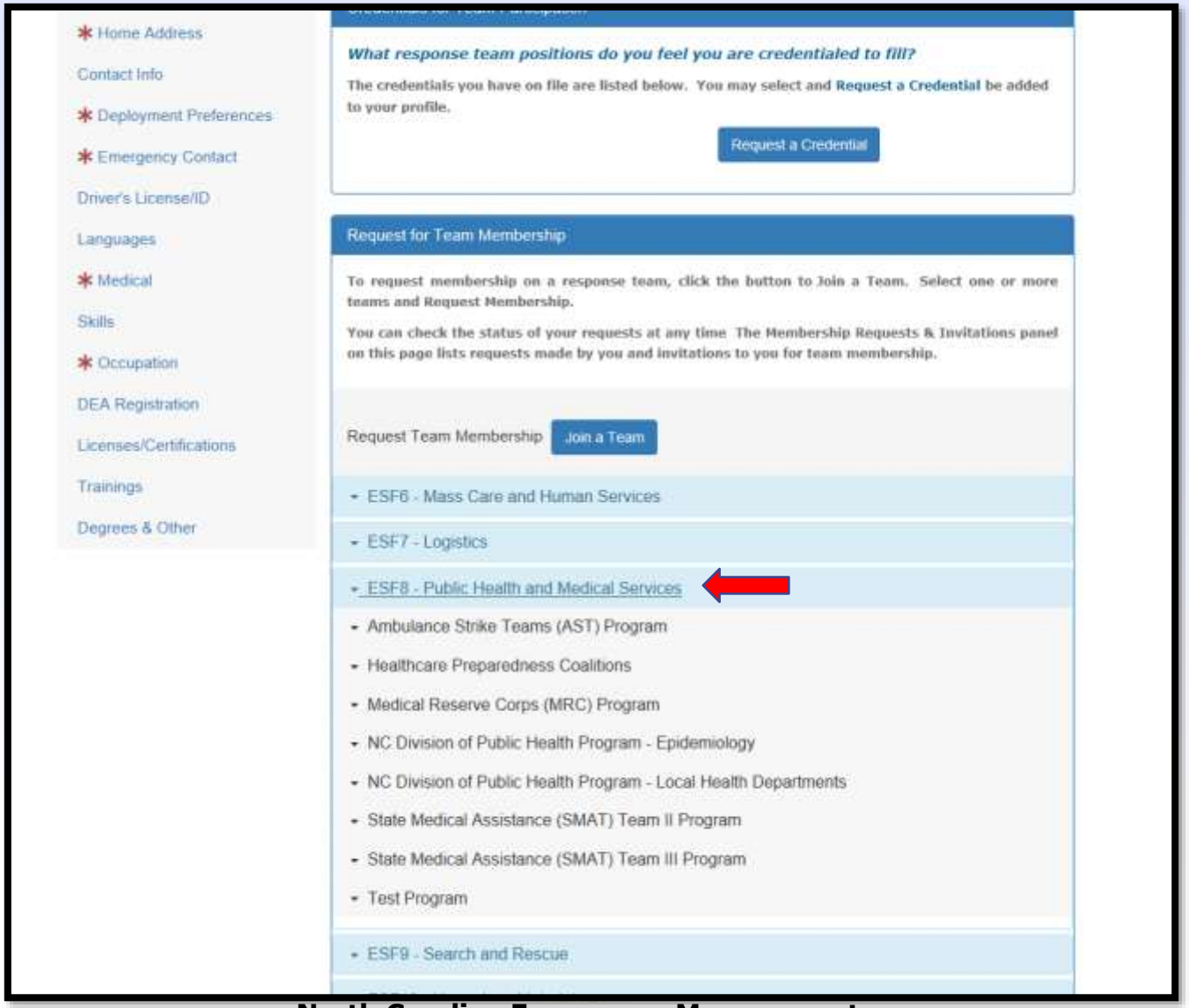
RESPONSE PROFILE: TEAM PARTICIPATION

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

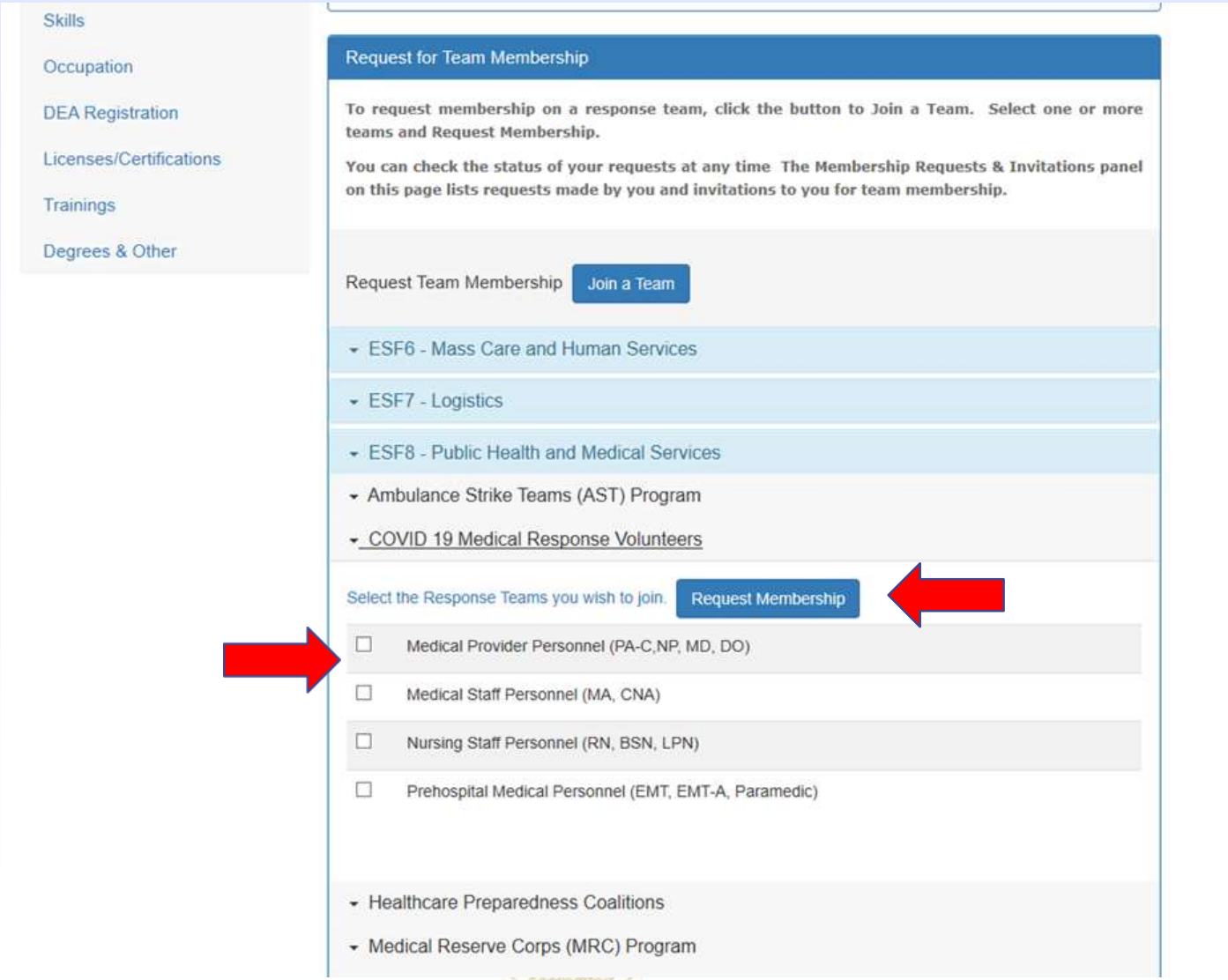
Click on one of the ESF categories to reveal programs within the ESF that you can request to join.



RESPONSE PROFILE: TEAM PARTICIPATION

EMERGENCY SERVICES

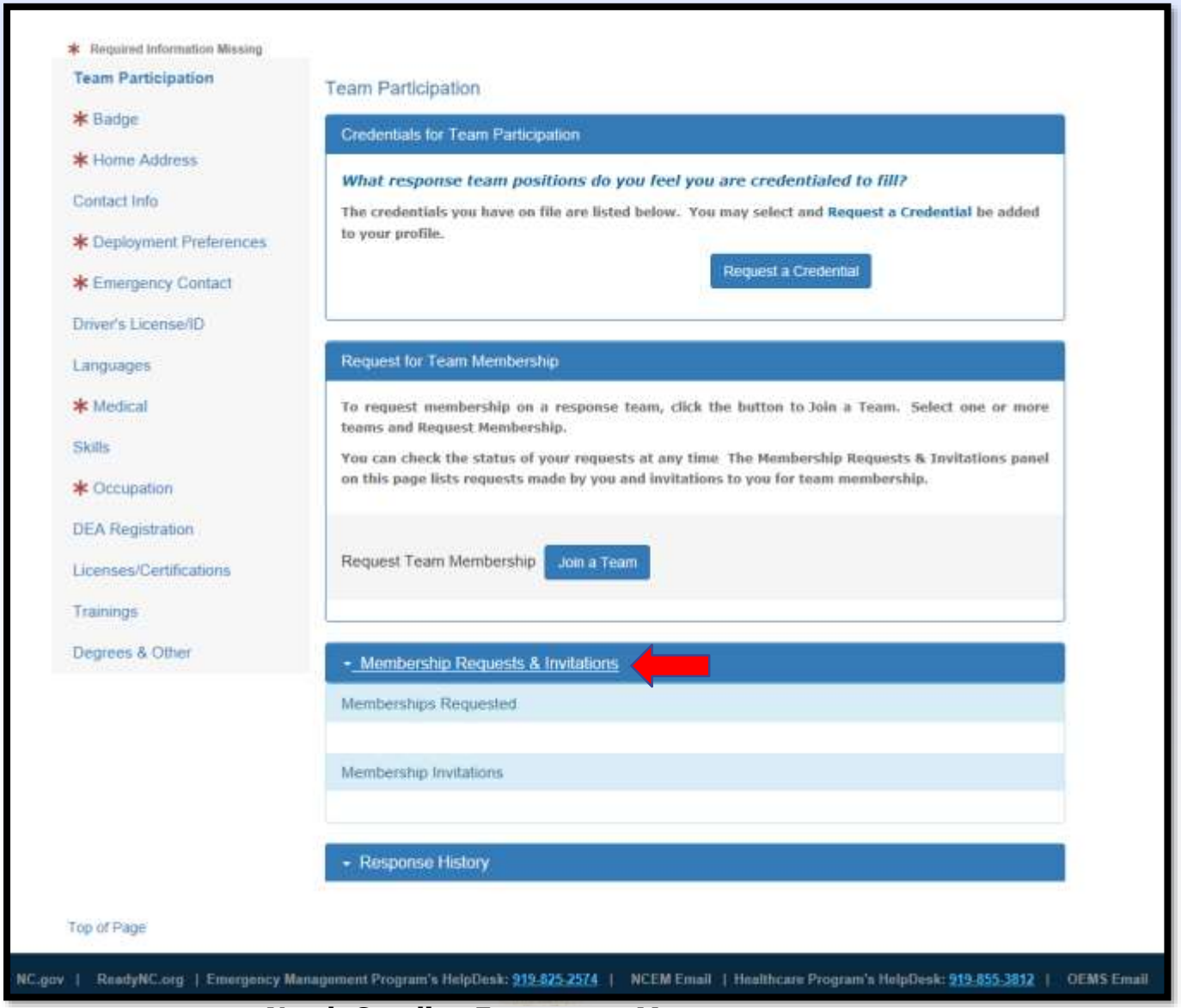
Select the team you are requesting to join from the dropdown box and click "Request Membership". This will automatically send your request for review by the team manager(s).



RESPONSE PROFILE: TEAM PARTICIPATION

EMERGENCY SERVICES

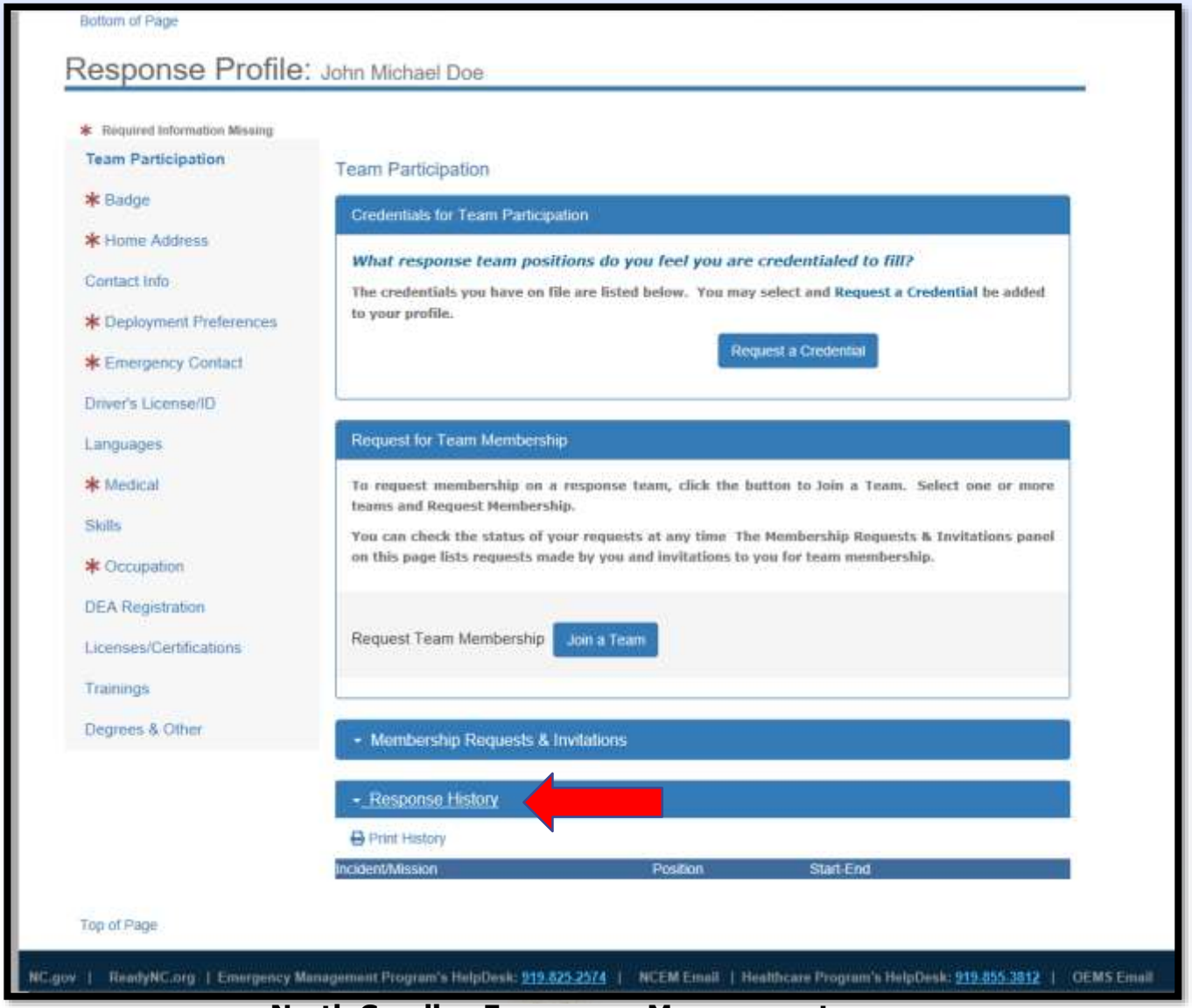
After requesting membership on the selected team(s), your requests will be found underneath "Membership Requests & Invitations". Invitations to join teams can also be found here.



RESPONSE PROFILE: TEAM PARTICIPATION

EMERGENCY SERVICES

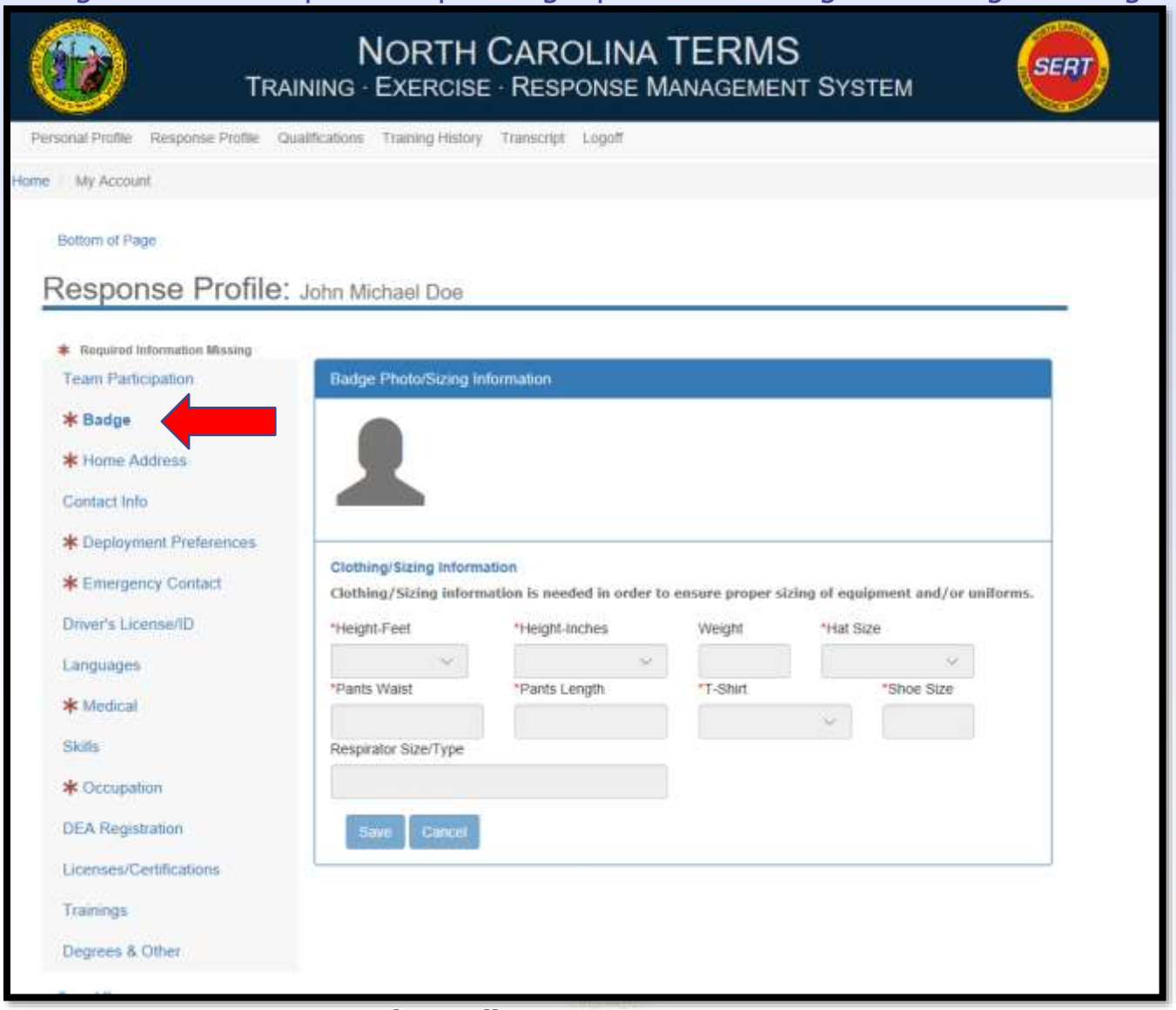
To see your response history, click on "Response History". This will give you the option to print your response history and see the Incident/Mission, Position, and Start-End of each event responded to.



RESPONSE PROFILE: BADGE

EMERGENCY SERVICES

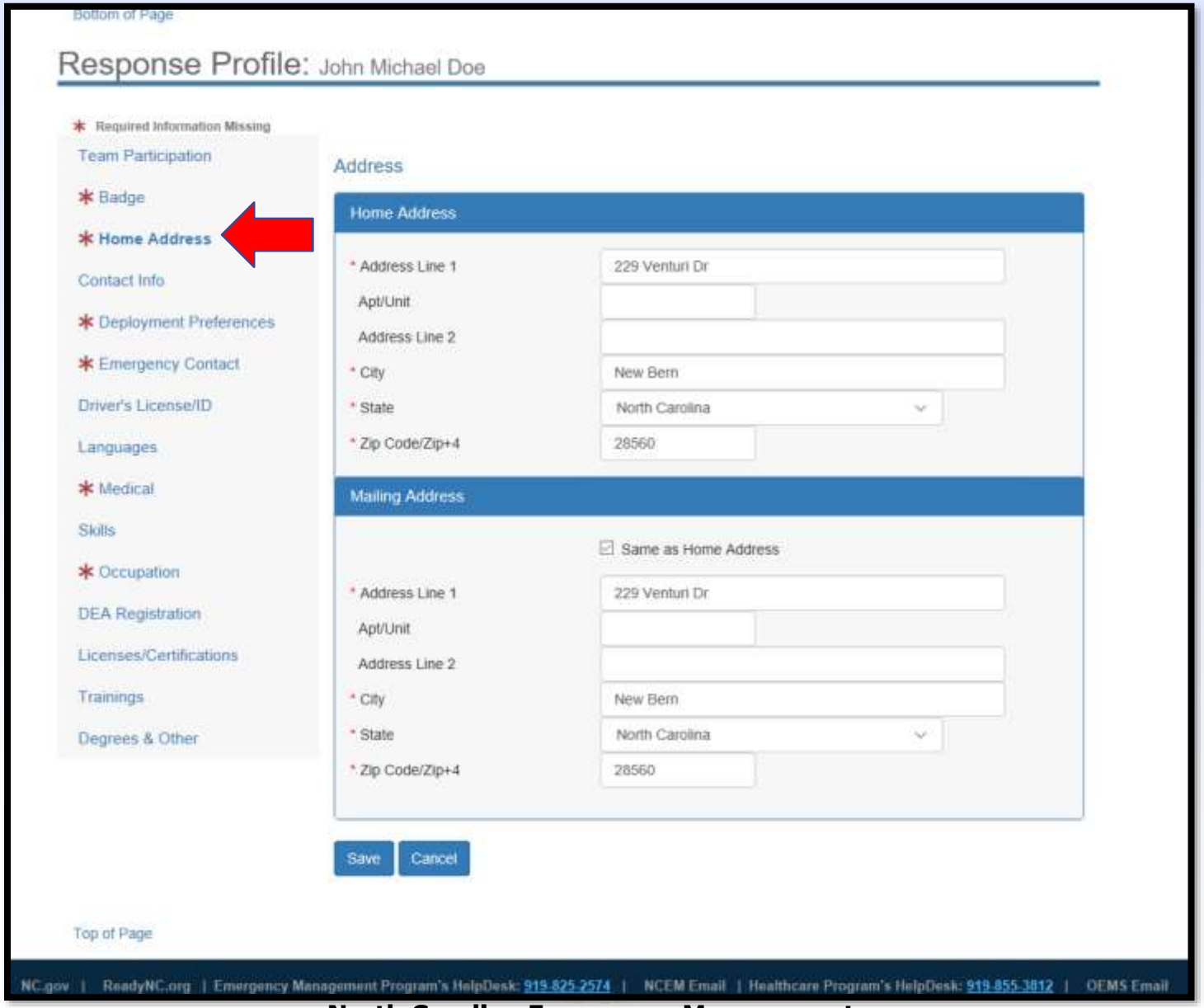
Under "Badge Photo/Sizing Information" fill out all the required information. Insert a photograph suitable for a badge. Clothing/sizing information will help in ensuring your equipment/uniforms are sized correctly. You must be assigned to a team prior to uploading a photo for a badge and filling out badge information.



RESPONSE PROFILE: HOME ADDRESS

EMERGENCY SERVICES

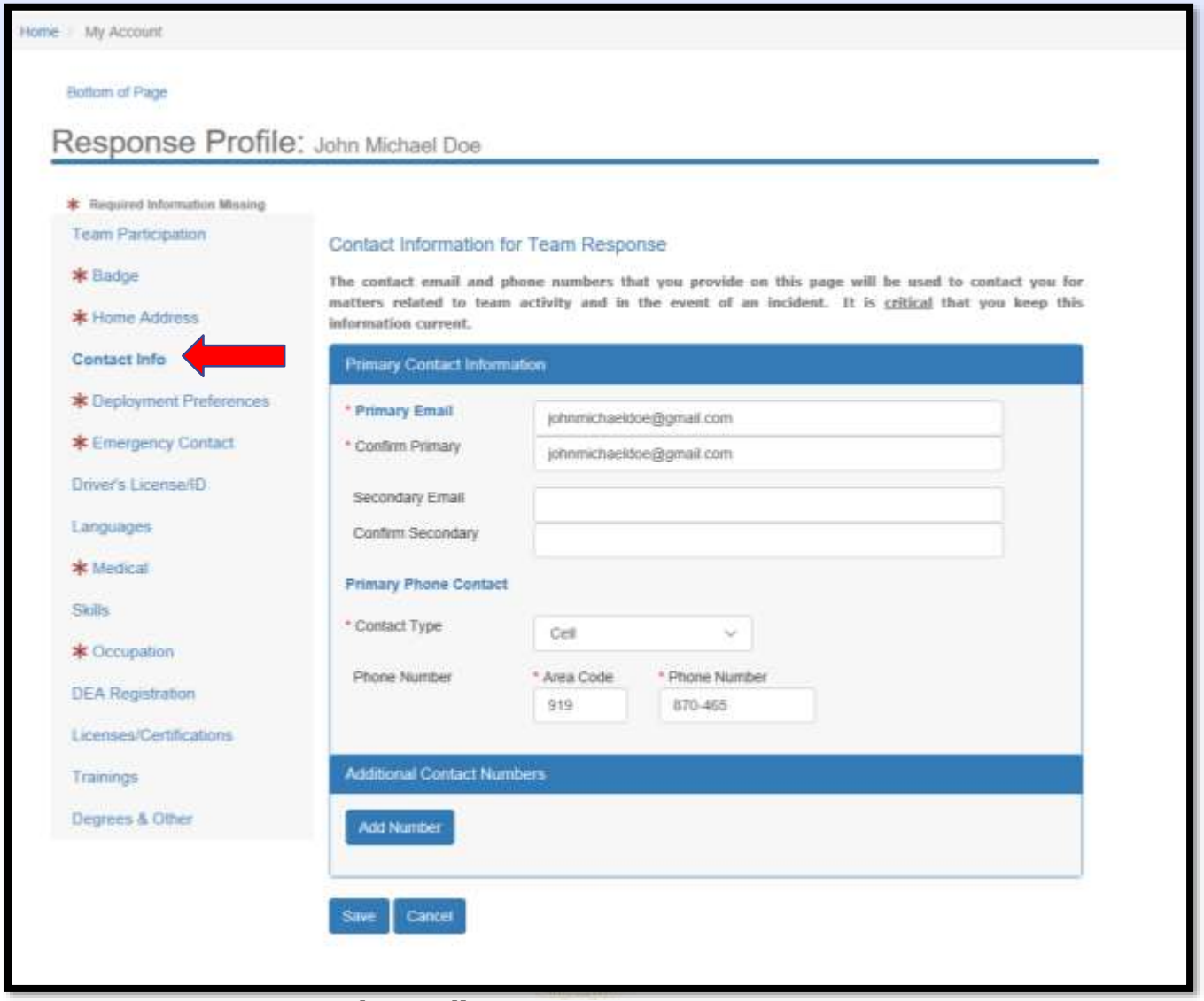
Under "Home Address" fill out all required information.



RESPONSE PROFILE: CONTACT INFO

EMERGENCY SERVICES

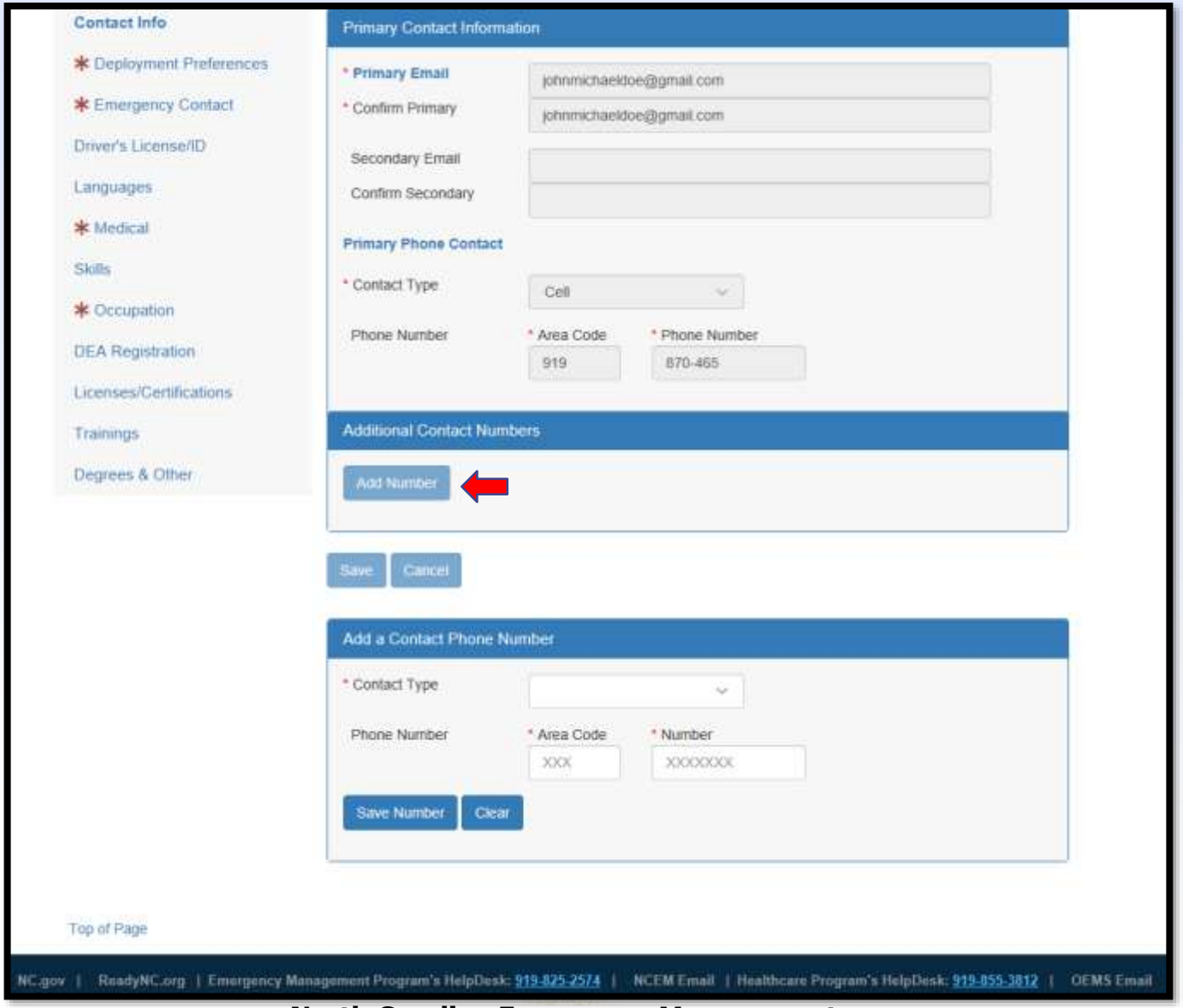
Under "Contact Information for Team Response", fill out all required information. **For team management participants, please ensure you add SMS/Text under additional contact number if you want to receive text messages.** This applies even if this is the same as your mobile contact number.



RESPONSE PROFILE: CONTACT INFO

EMERGENCY SERVICES

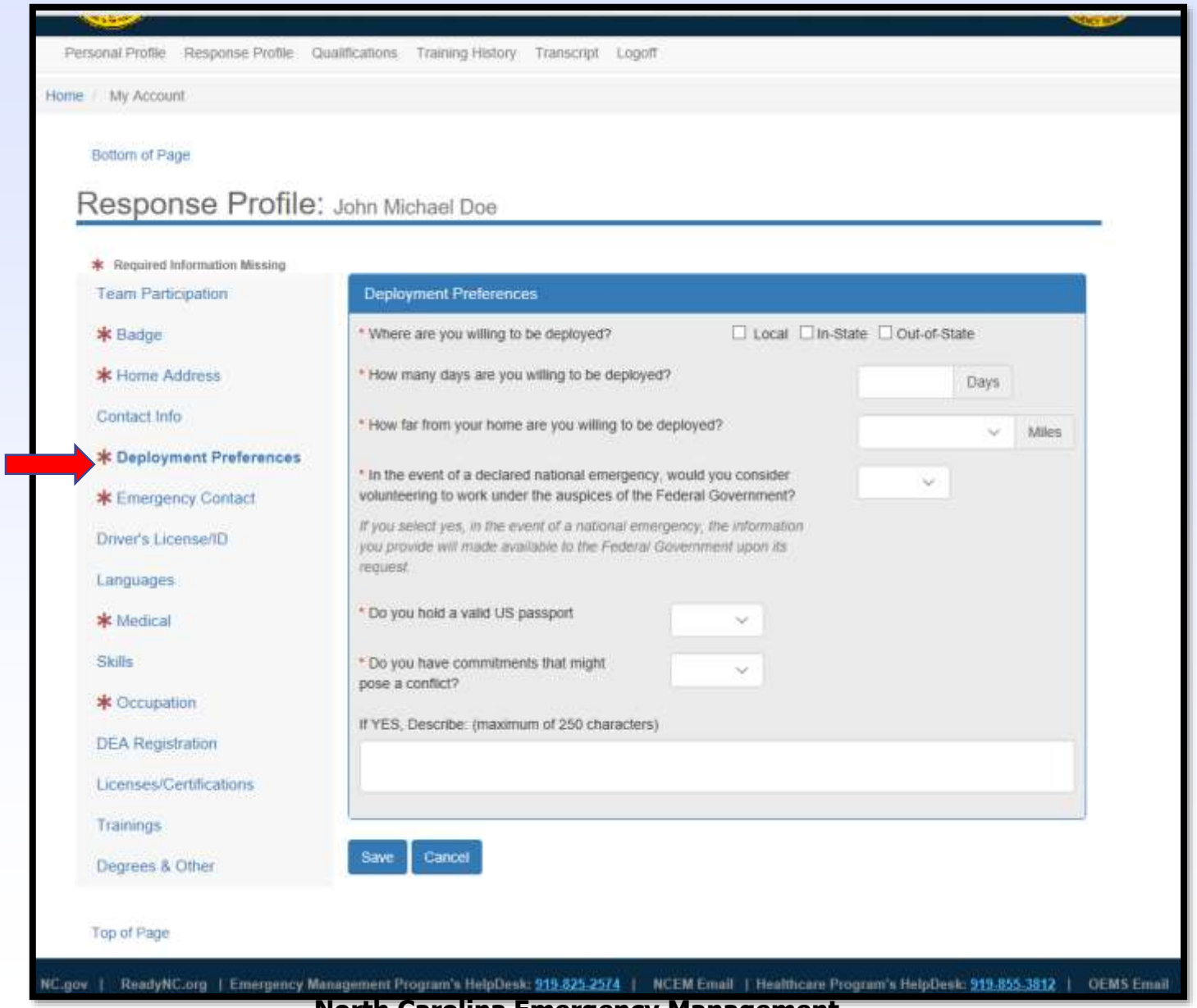
To add additional contact numbers, select "Add Number". Then provide all required information. **You must add an SMS/Text number to receive texts from the system under additional contact numbers.**



RESPONSE PROFILE: DEPLOYMENT PREFERENCES

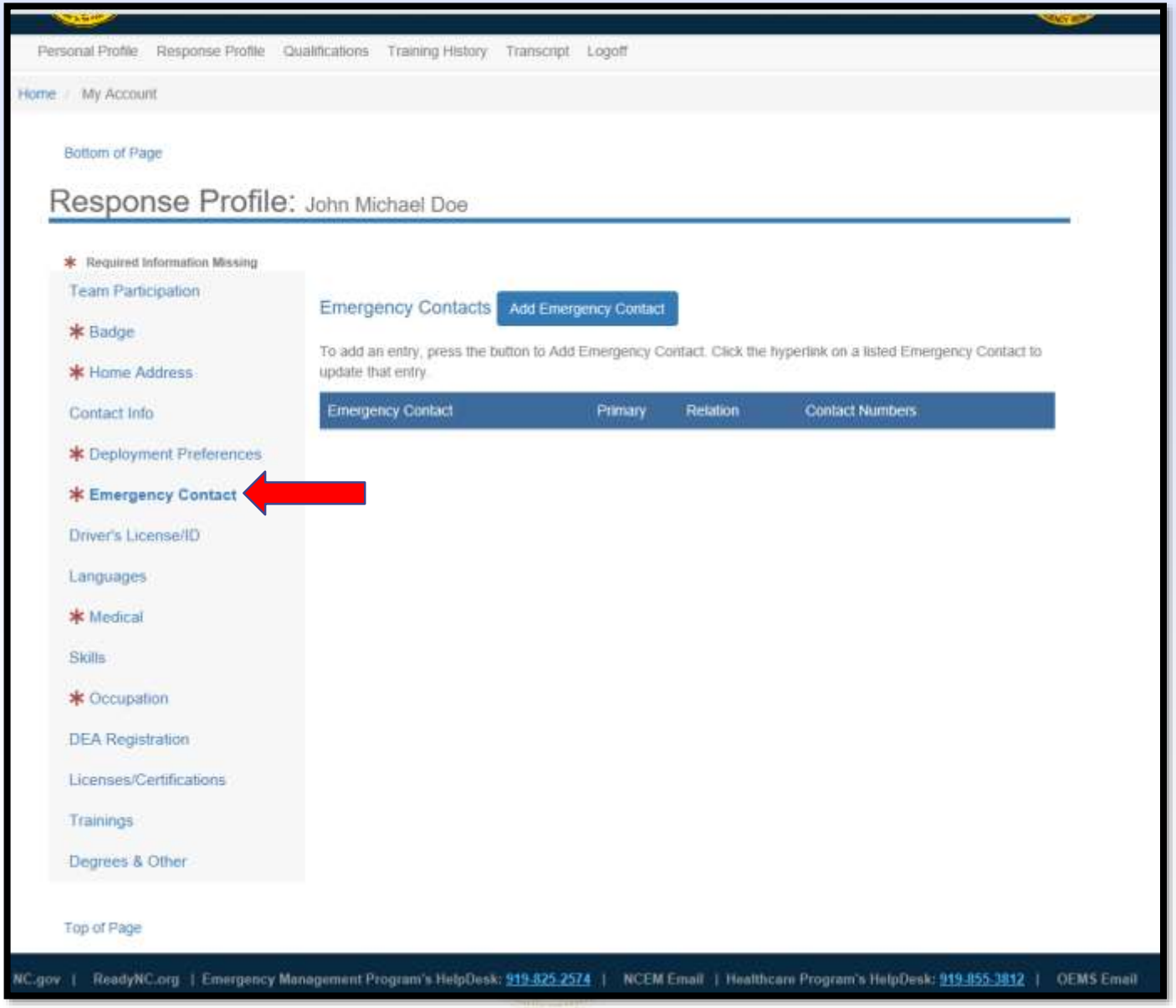
EMERGENCY SERVICES

Under "Deployment Preferences" fill out all required information.



RESPONSE PROFILE: EMERGENCY CONTACT

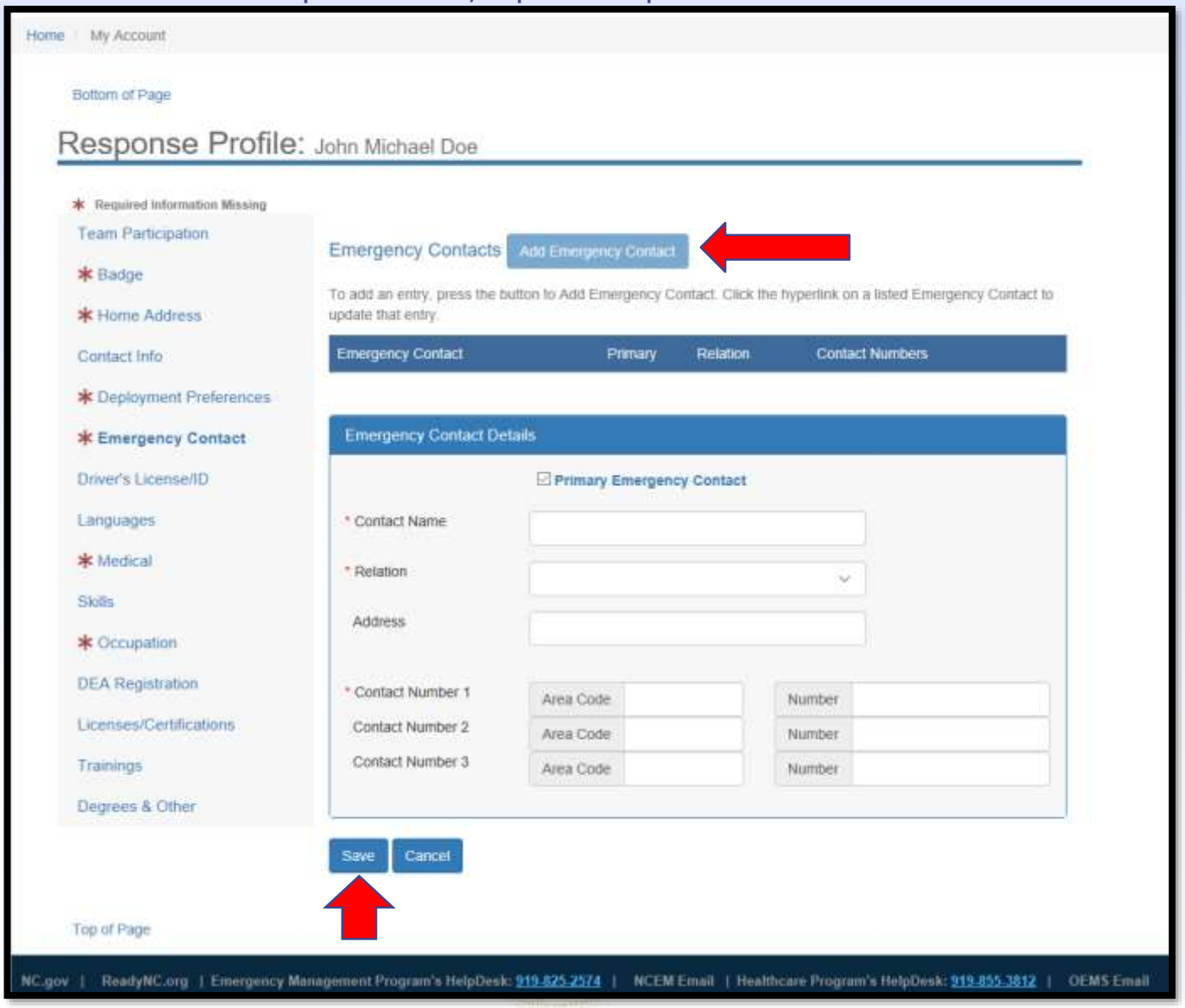
Under "Emergency Contact", you can view your emergency contacts. You must list at least 1 emergency contact.



RESPONSE PROFILE: EMERGENCY CONTACT

EMERGENCY SERVICES

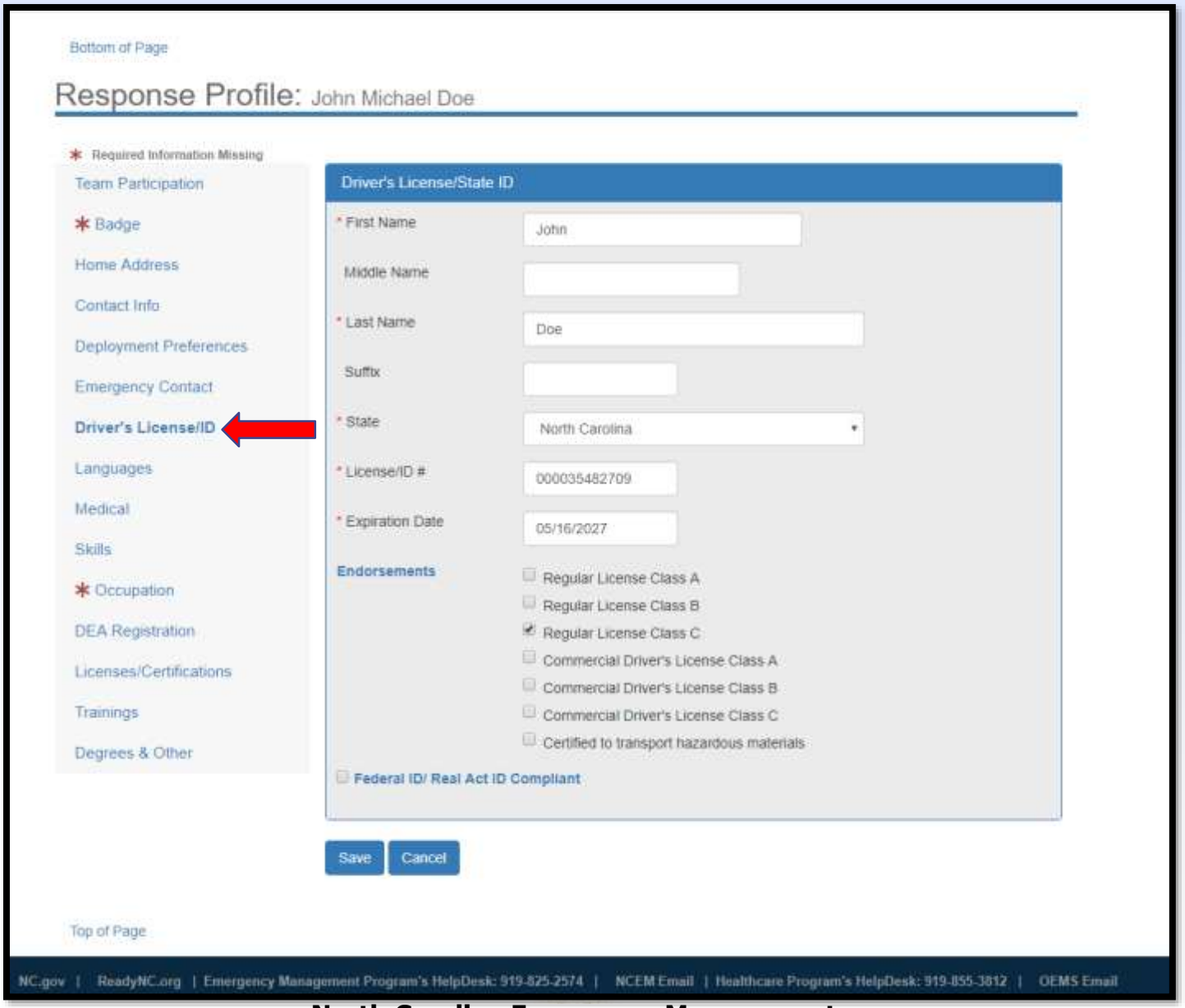
To add an emergency contact, click "Add Emergency Contact". Then complete all required information. Once completed, click "Save". To add multiple contacts, repeat this process.



RESPONSE PROFILE: DRIVER'S LICENSE/ID

EMERGENCY SERVICES

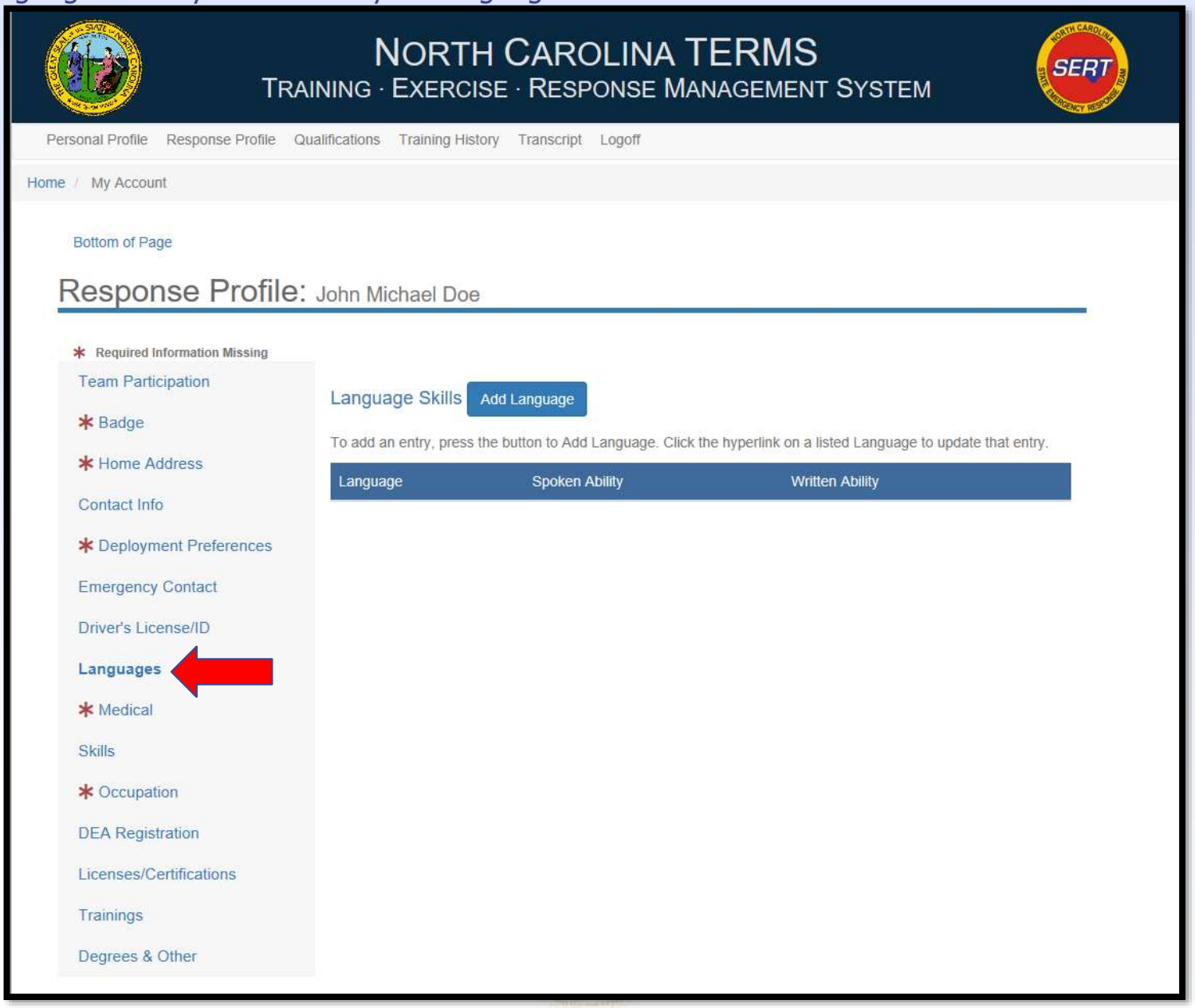
Under "Driver's License/ID", fill out all required information.



RESPONSE PROFILE: LANGUAGE SKILLS

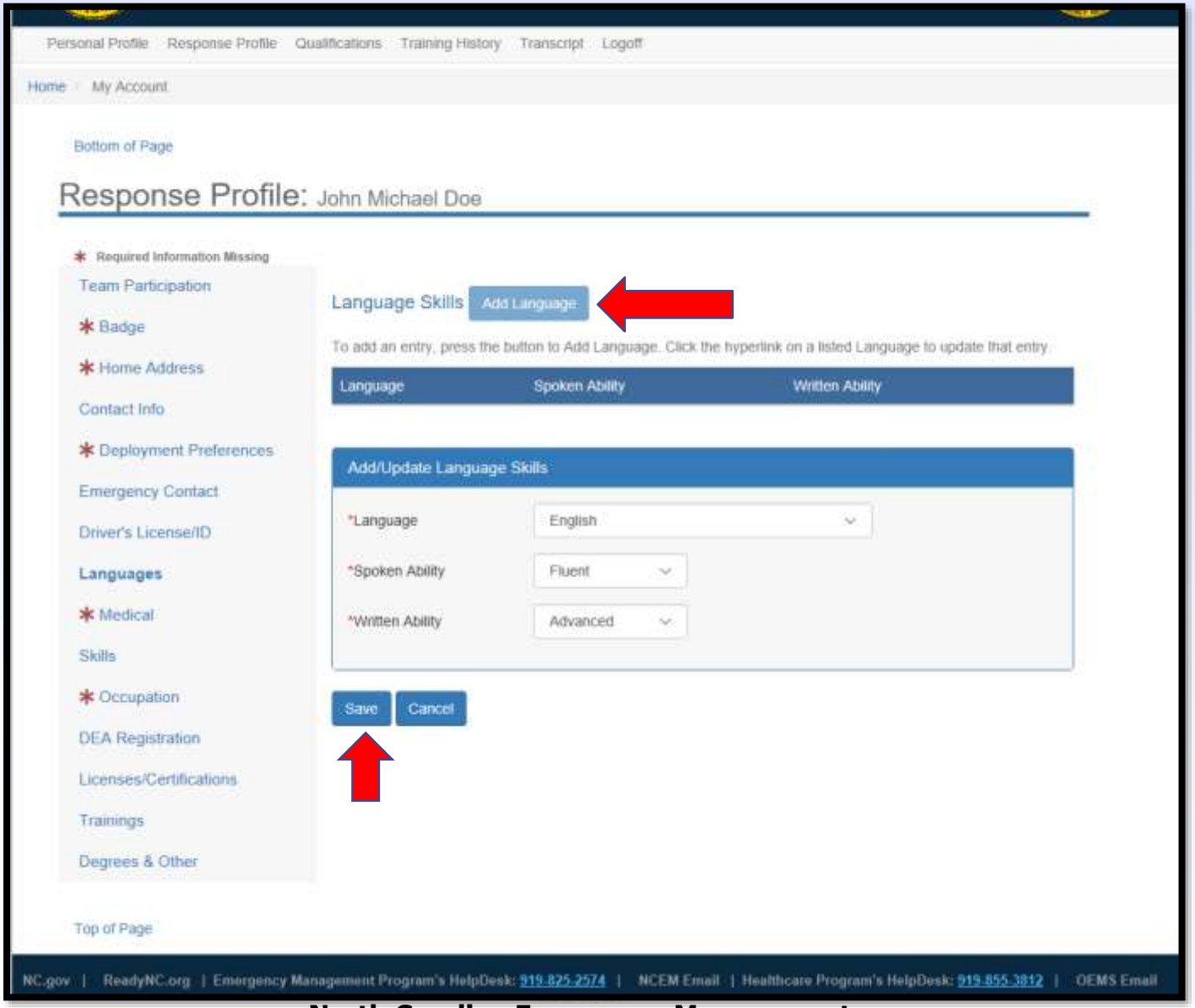
EMERGENCY SERVICES

Under "Language Skills" you can view your language skills.



RESPONSE PROFILE: LANGUAGE SKILLS

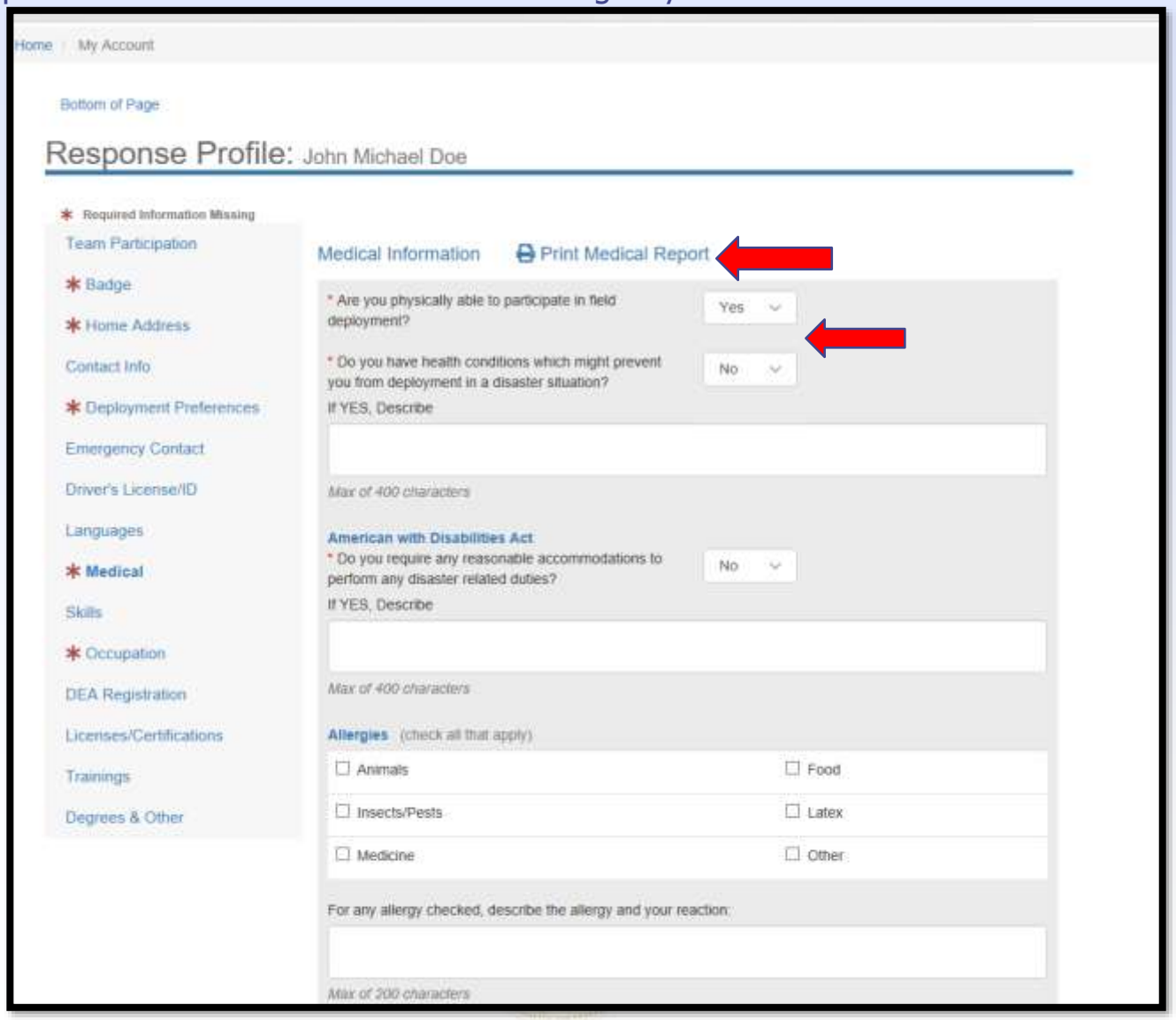
To add a language, click "Add Language". Then complete all required information. Once completed, click "Save". To add multiple languages, repeat this process.



RESPONSE PROFILE: MEDICAL

EMERGENCY SERVICES

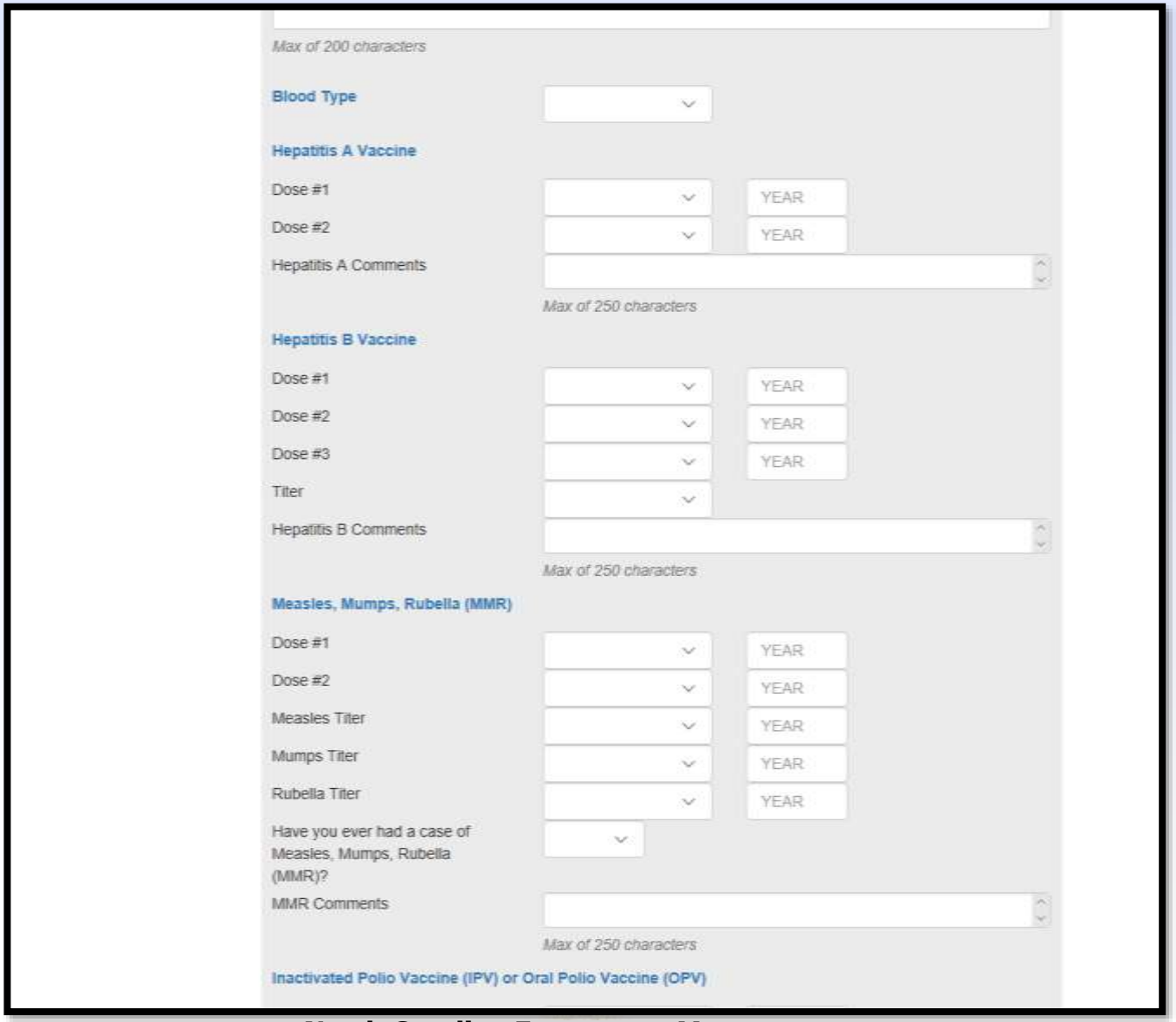
Under "Medical" fill out all required information. To print you medical report, click "Print Medical Report". By completing/updating your basic medical information, your team manager can provide this information to your medical providers in the event of a medical emergency.



RESPONSE PROFILE: MEDICAL

EMERGENCY SERVICES

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



Max of 200 characters

Blood Type

Hepatitis A Vaccine

Dose #1 YEAR

Dose #2 YEAR

Hepatitis A Comments

Max of 250 characters

Hepatitis B Vaccine

Dose #1 YEAR

Dose #2 YEAR

Dose #3 YEAR

Titer

Hepatitis B Comments

Max of 250 characters

Measles, Mumps, Rubella (MMR)

Dose #1 YEAR

Dose #2 YEAR

Measles Titer YEAR

Mumps Titer YEAR

Rubella Titer YEAR

Have you ever had a case of Measles, Mumps, Rubella (MMR)?

MMR Comments

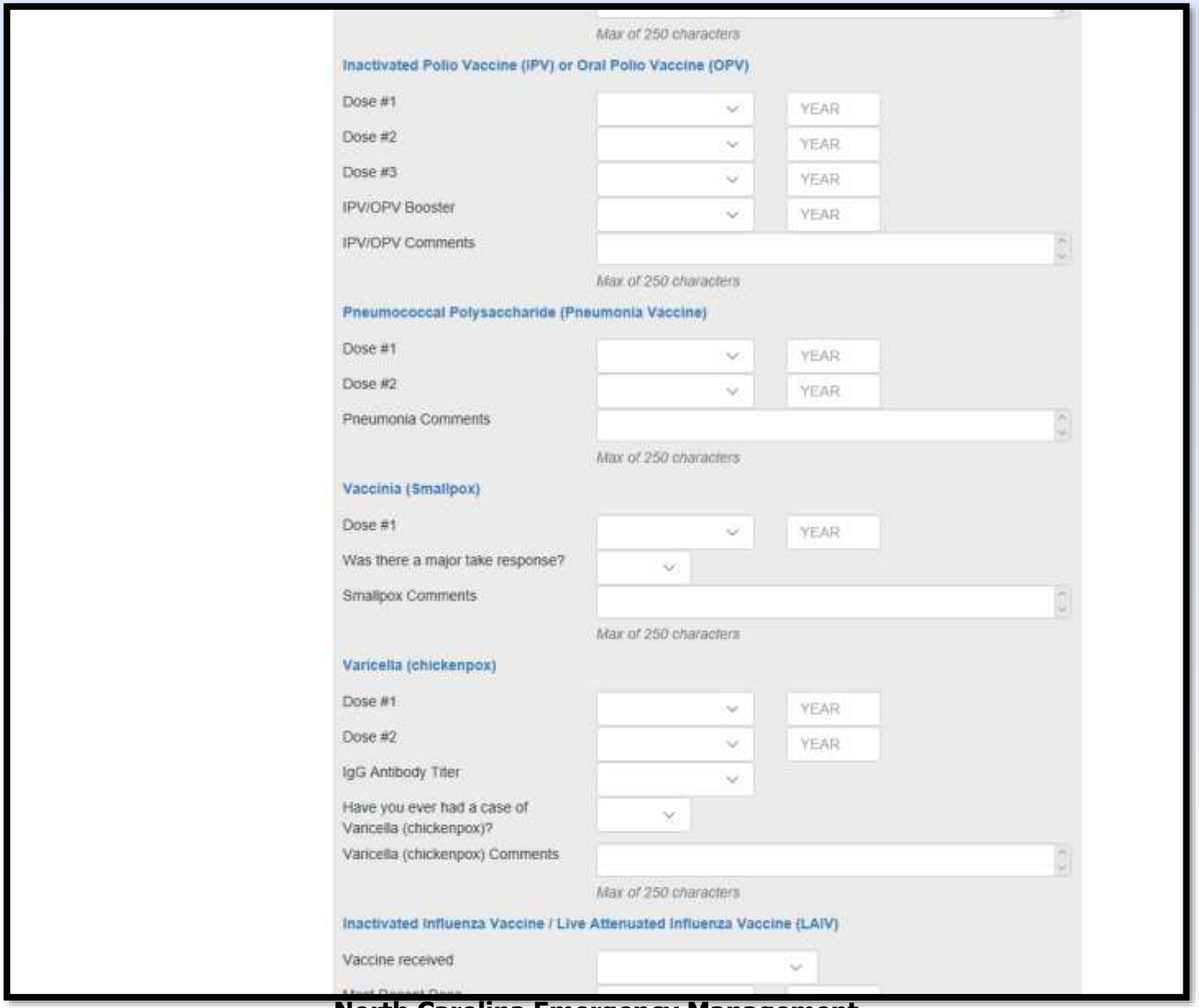
Max of 250 characters

Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV)

RESPONSE PROFILE: MEDICAL

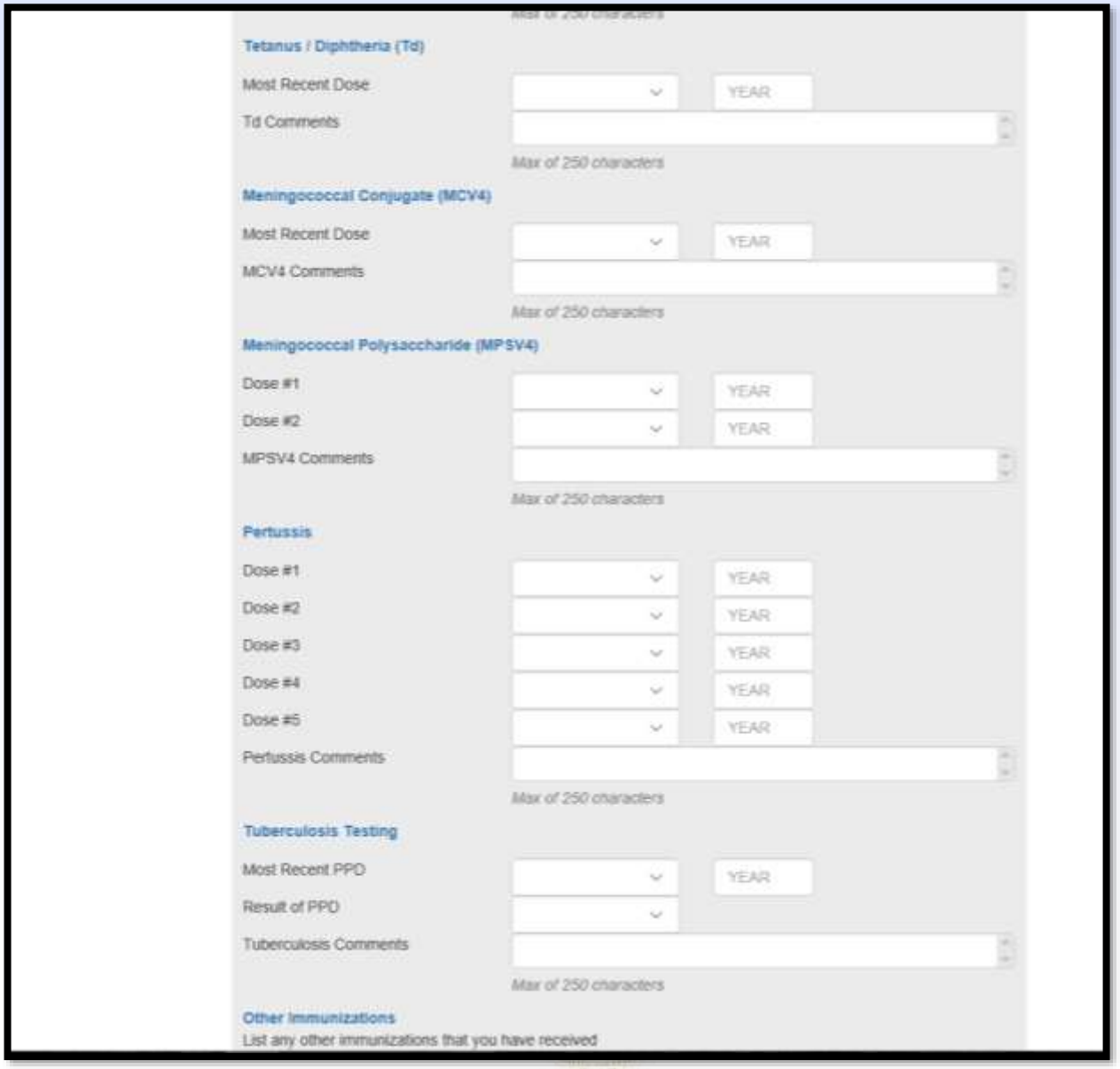
EMERGENCY SERVICES

Fill out all required information.



RESPONSE PROFILE: MEDICAL

Fill out all required information



Tetanus / Diphtheria (Td)

Most Recent Dose — YEAR

Td Comments

Max of 250 characters

Meningococcal Conjugate (MCV4)

Most Recent Dose — YEAR

MCV4 Comments

Max of 250 characters

Meningococcal Polysaccharide (MPSV4)

Dose #1 — YEAR

Dose #2 — YEAR

MPSV4 Comments

Max of 250 characters

Pertussis

Dose #1 — YEAR

Dose #2 — YEAR

Dose #3 — YEAR

Dose #4 — YEAR

Dose #5 — YEAR

Pertussis Comments

Max of 250 characters

Tuberculosis Testing

Most Recent PPD — YEAR

Result of PPD

Tuberculosis Comments

Max of 250 characters

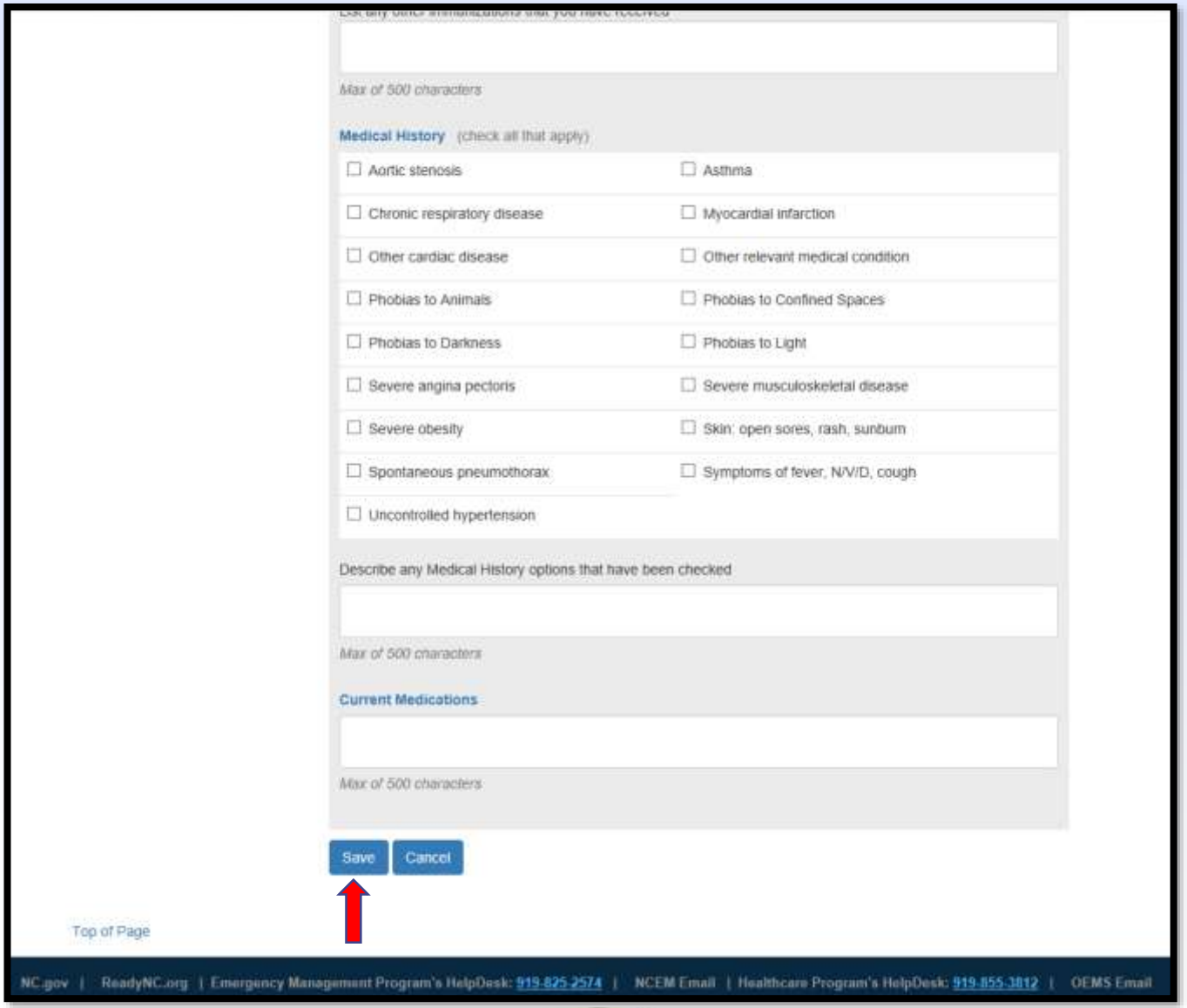
Other Immunizations

List any other immunizations that you have received

RESPONSE PROFILE: MEDICAL

EMERGENCY SERVICES

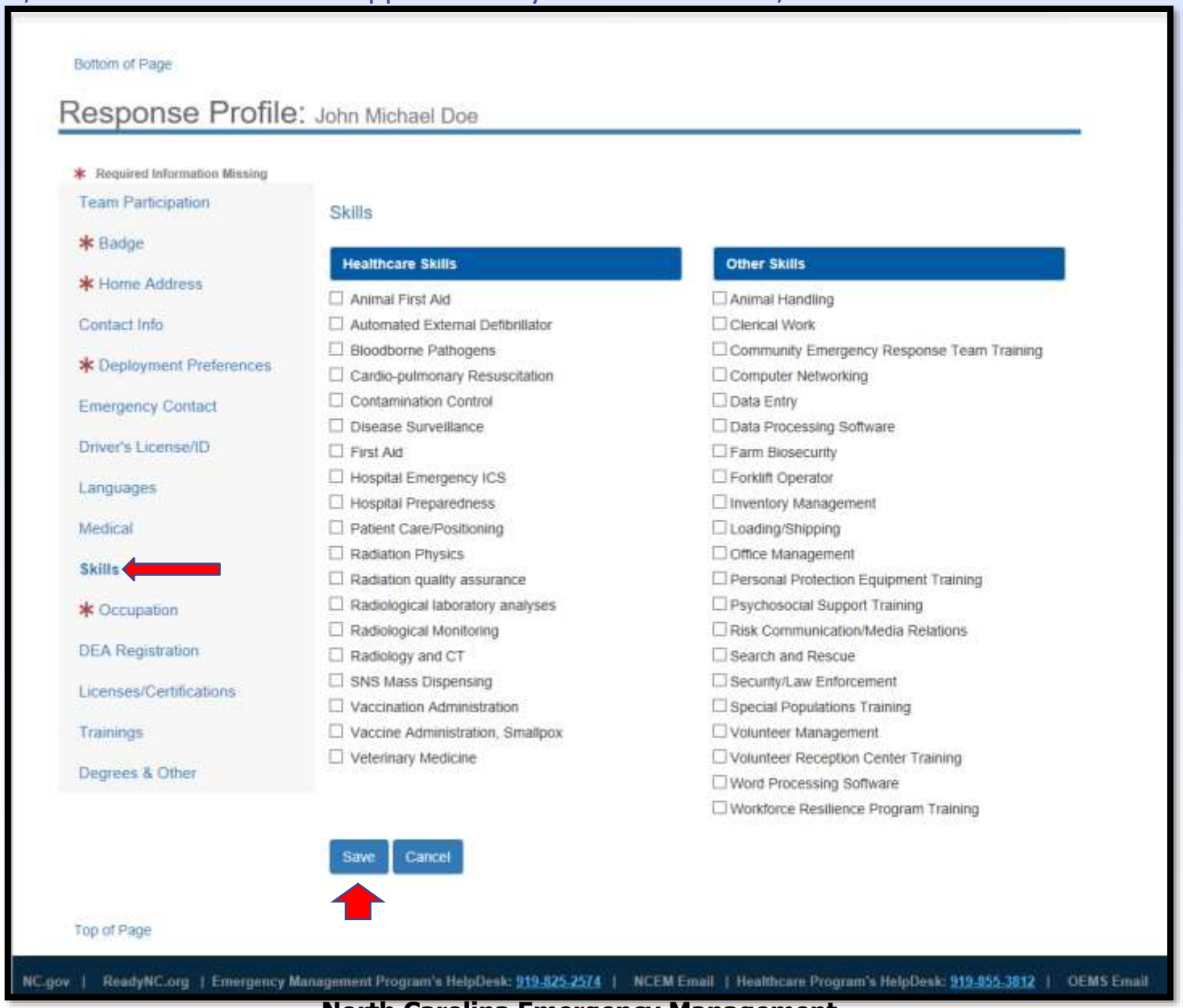
Once you have filled out all of the required information, click "Save".



RESPONSE PROFILE: SKILLS

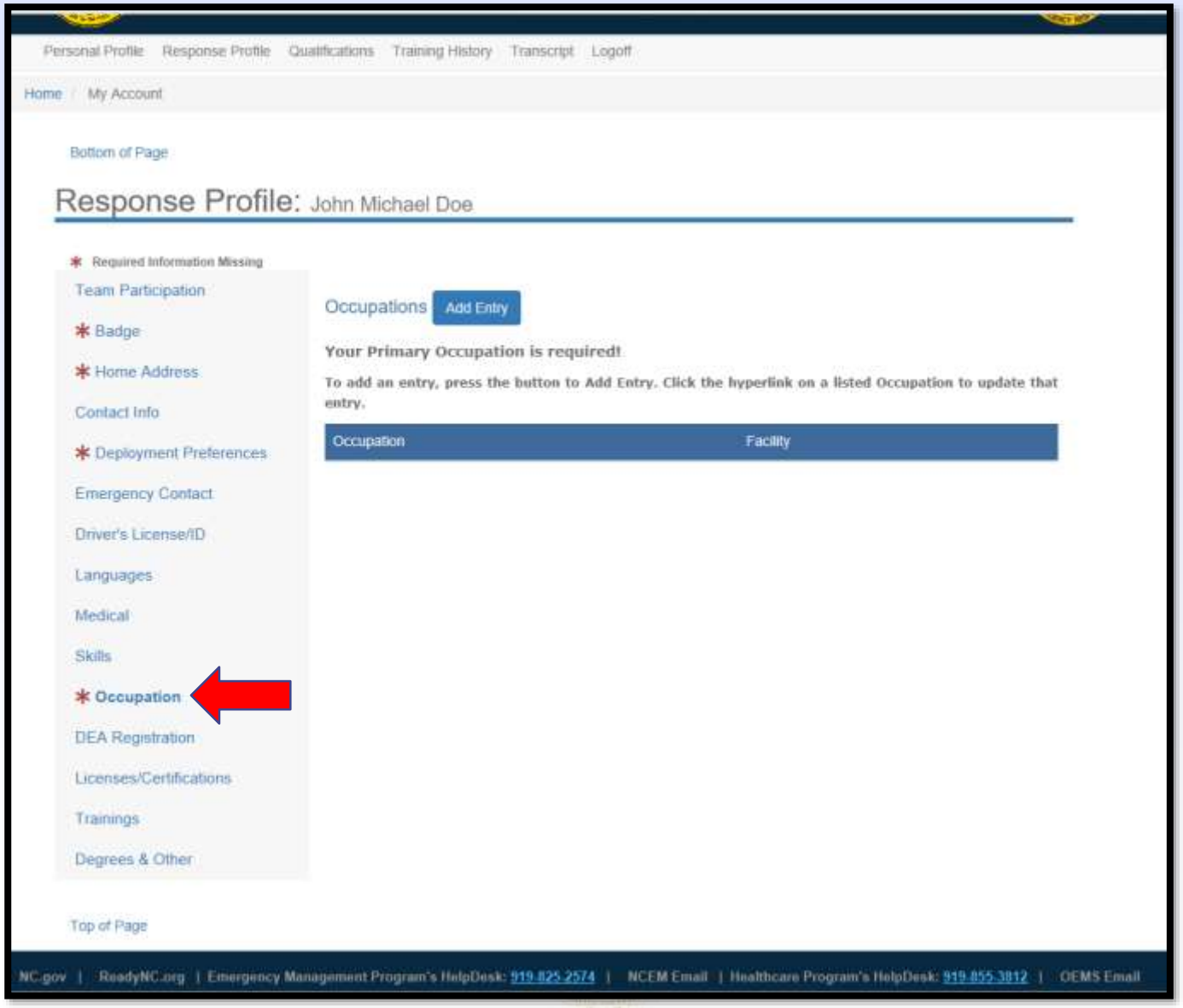
EMERGENCY SERVICES

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



RESPONSE PROFILE: OCCUPATION

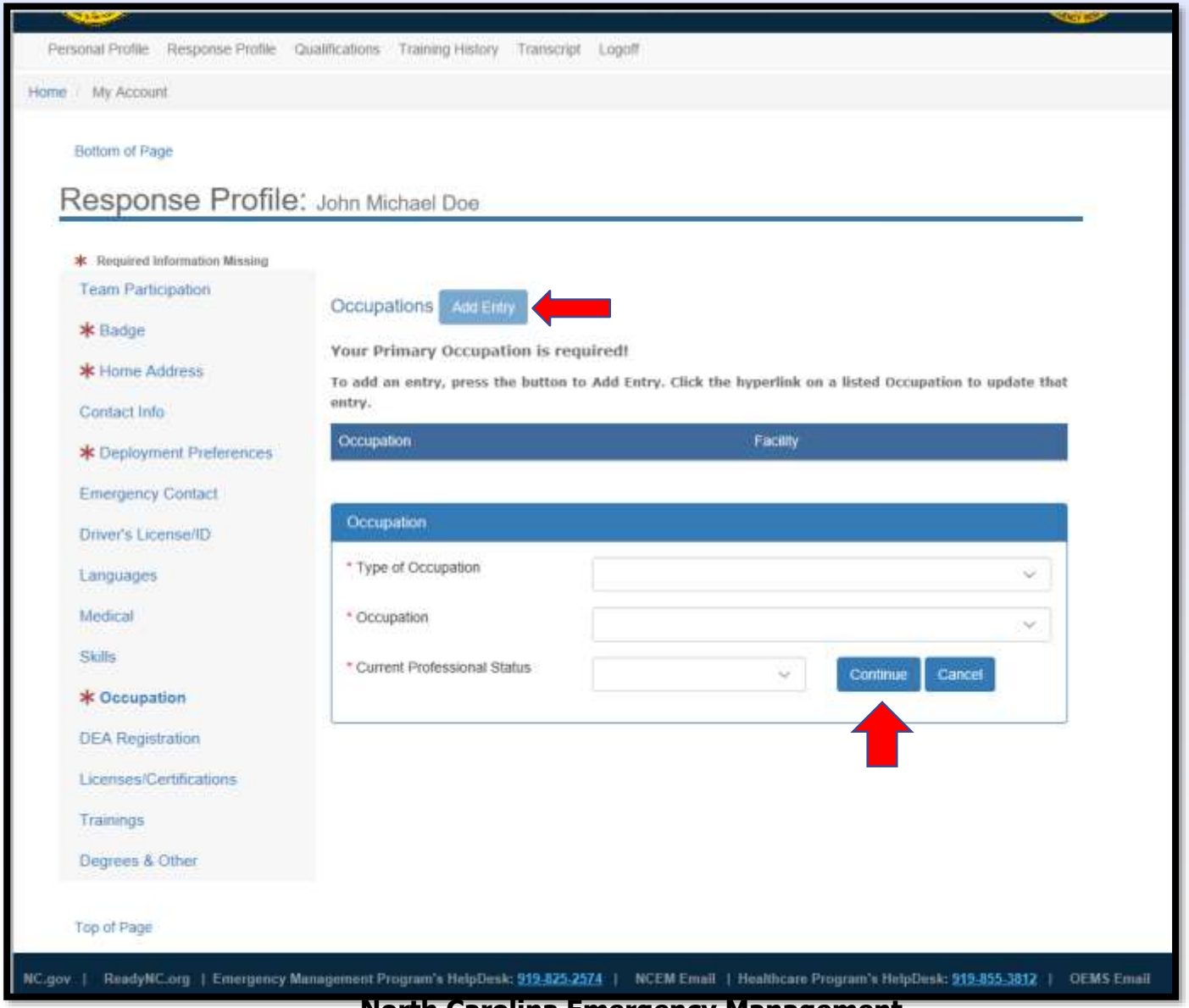
Under "Occupations" you can view your entered occupations. You must provide at least 1 occupation. For students or retirees, select your area of work and your status. "Retired" is an example of a status.



RESPONSE PROFILE: OCCUPATION

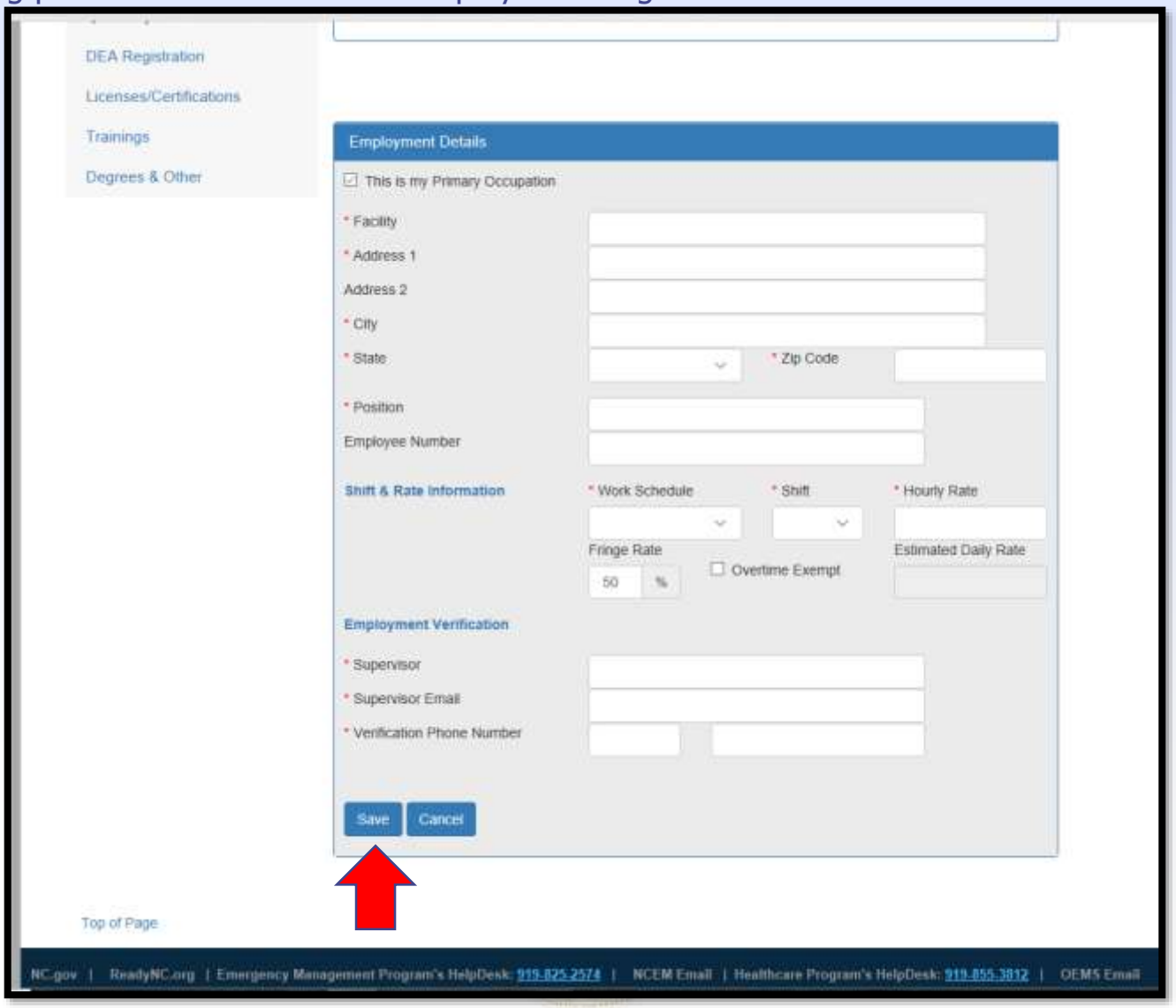
EMERGENCY SERVICES

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.



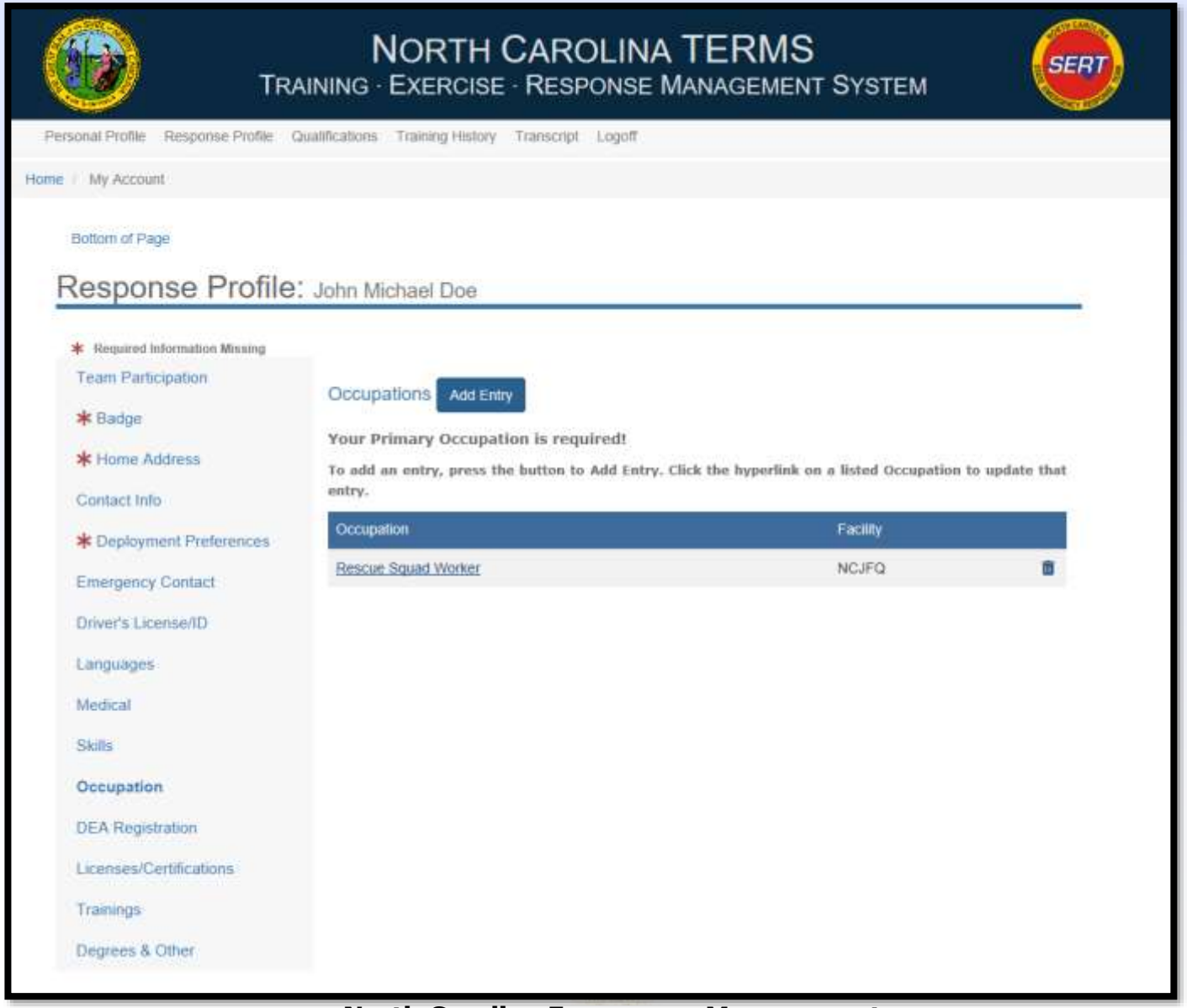
RESPONSE PROFILE: OCCUPATION

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

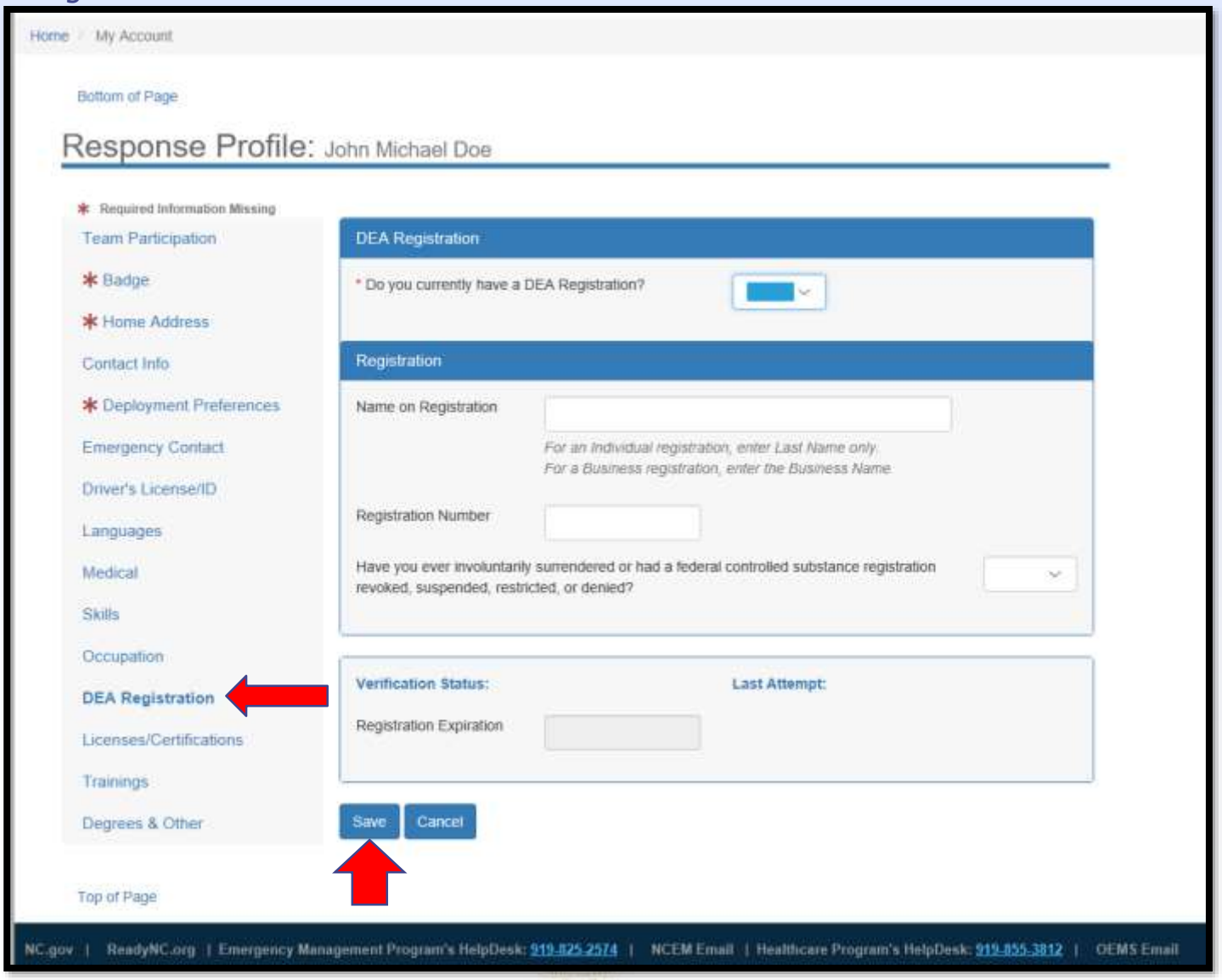
Once saved, your occupation should appear. To add another occupation, repeat the processes from the previous slides.



RESPONSE PROFILE: DEA REGISTRATION

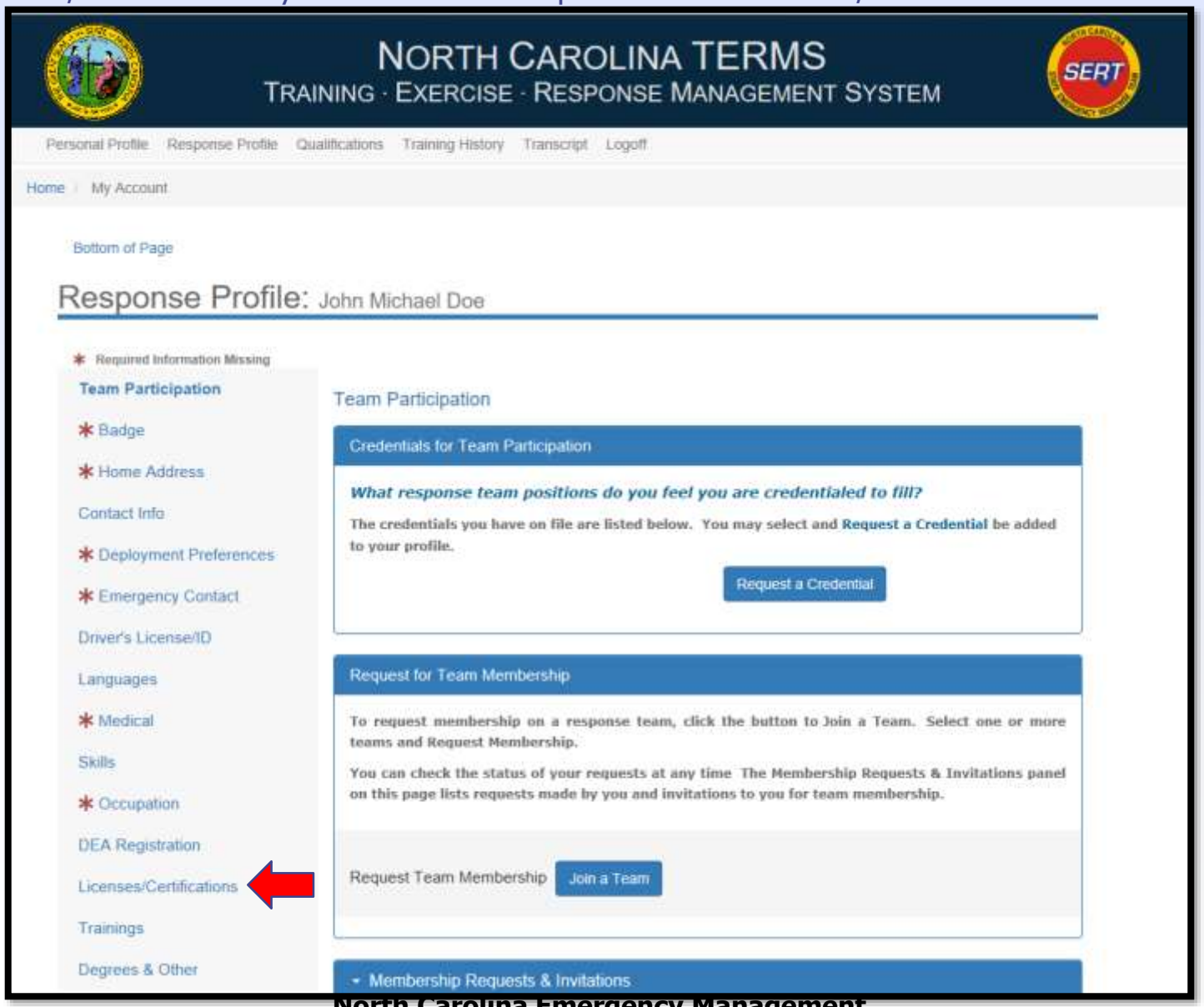
EMERGENCY SERVICES

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.



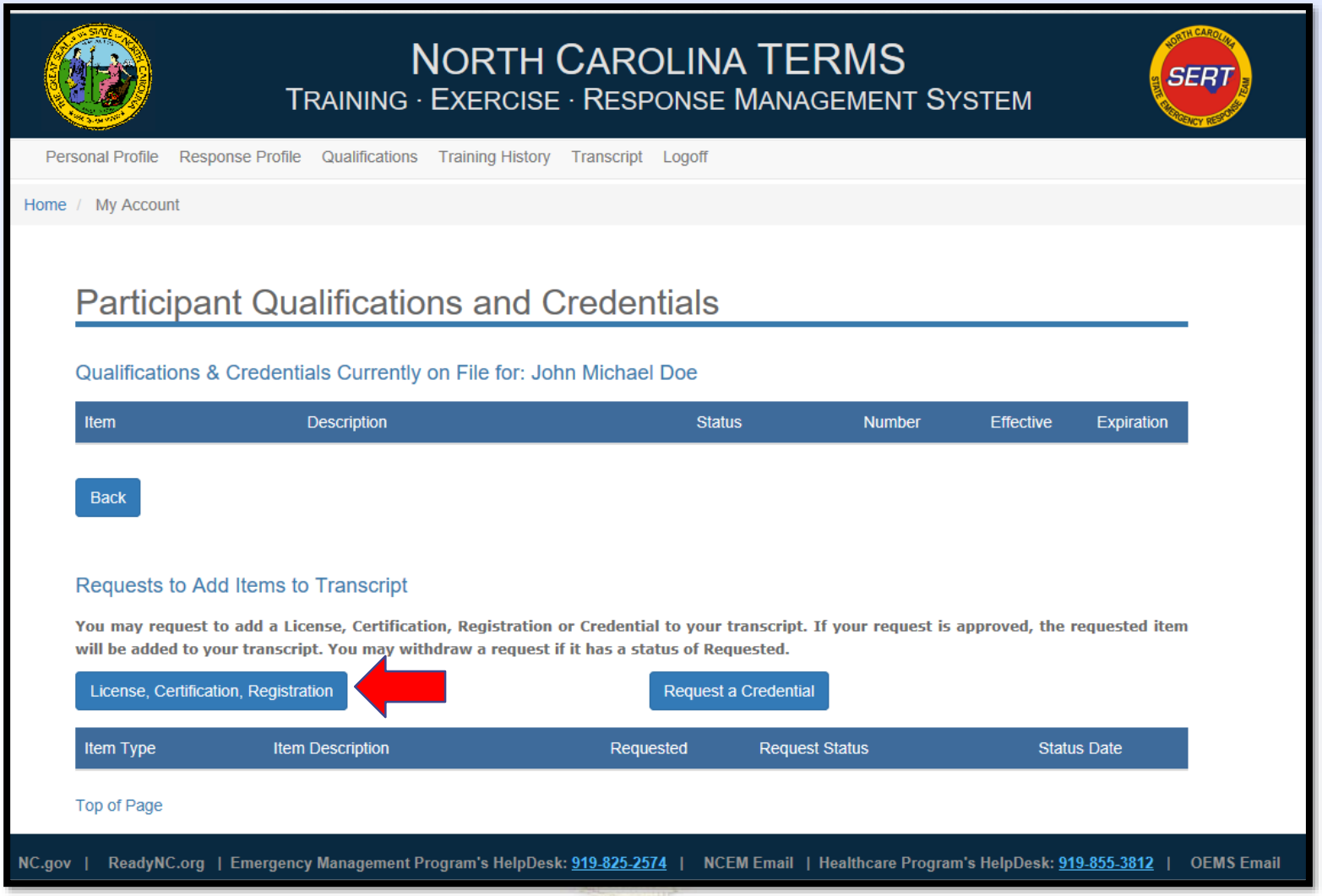
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

Under "Licenses/Certifications" you will be able to upload various licenses/certifications.



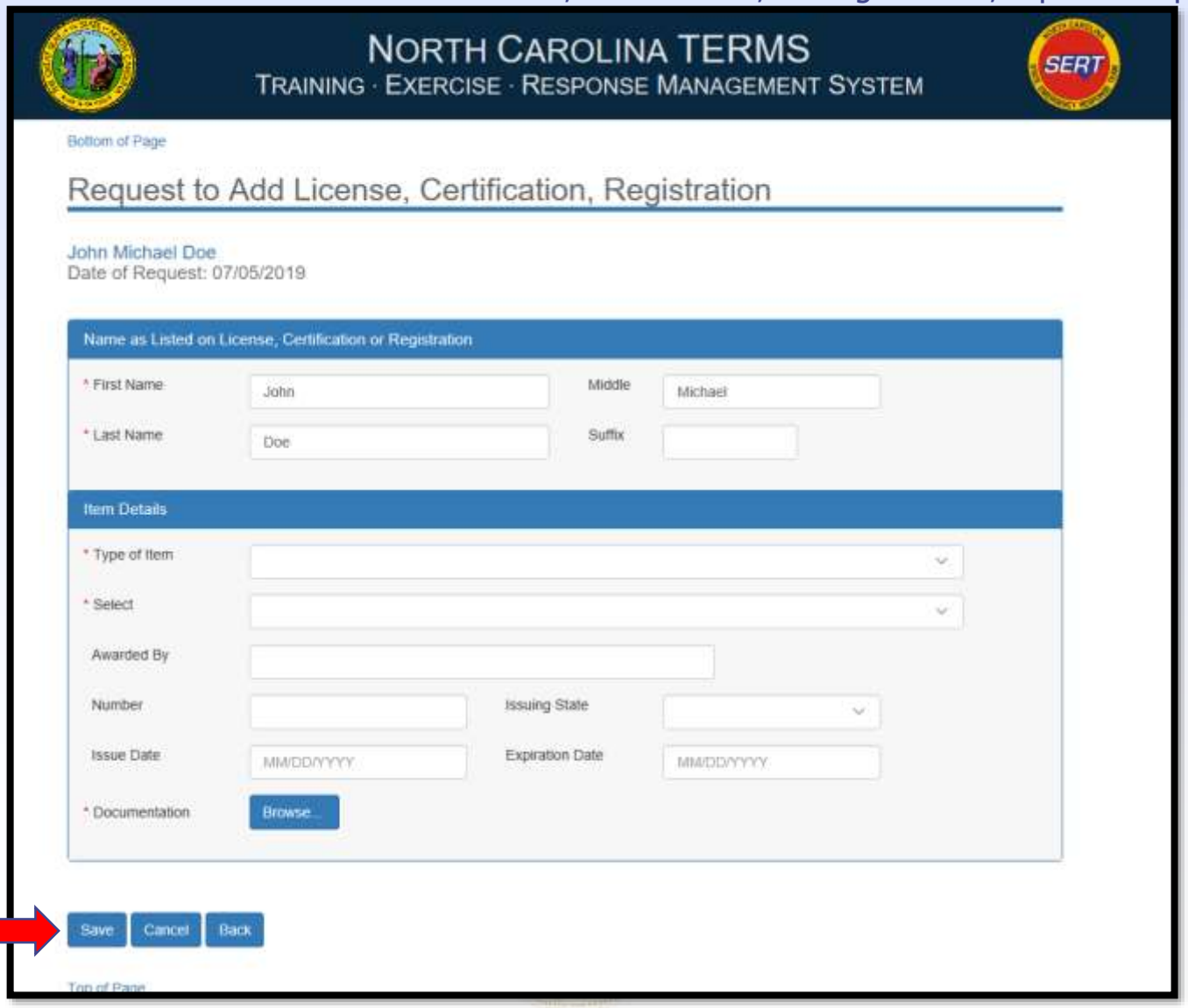
RESPONSE PROFILE: LICENSESS/CERTIFICATIONS

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.



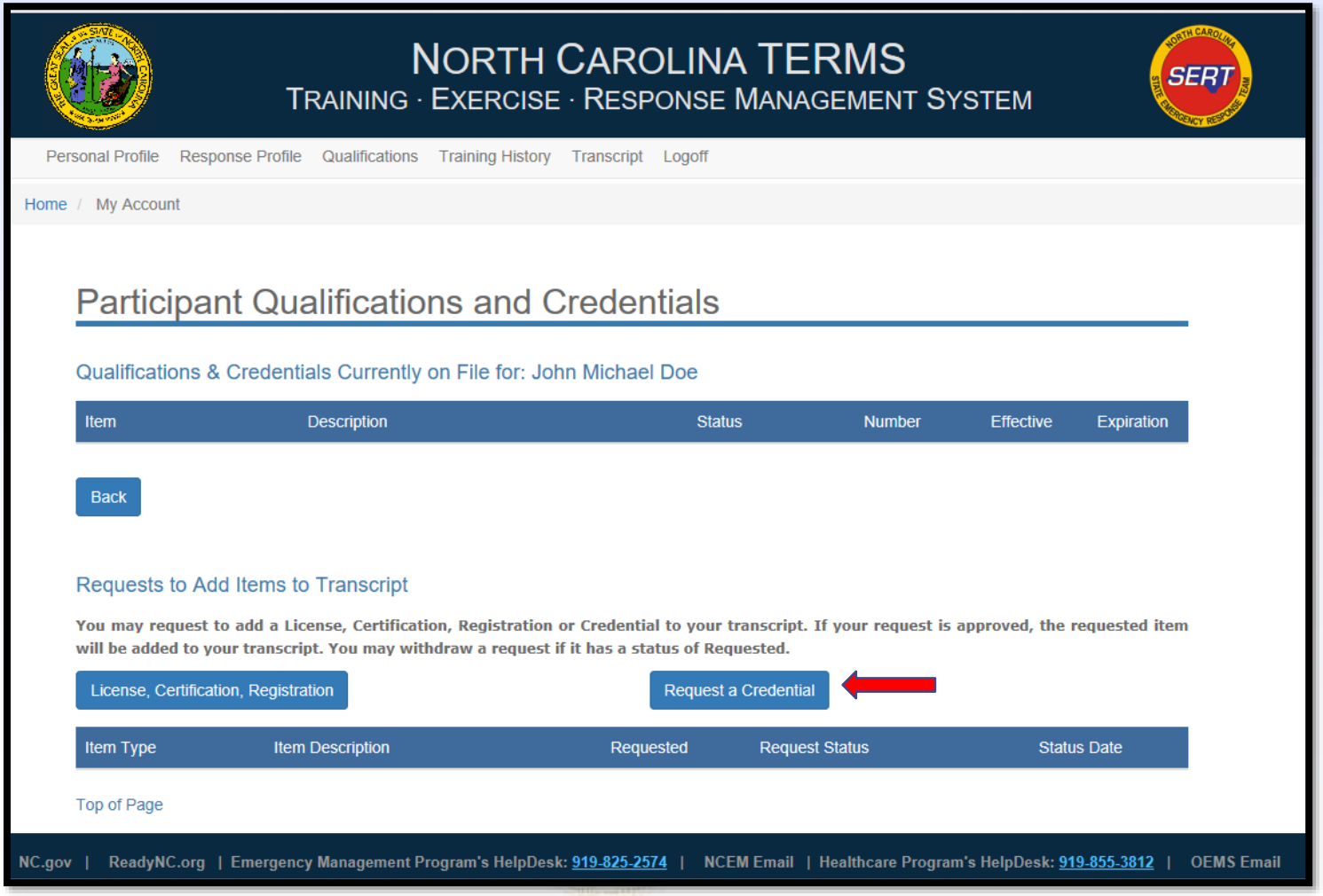
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

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.



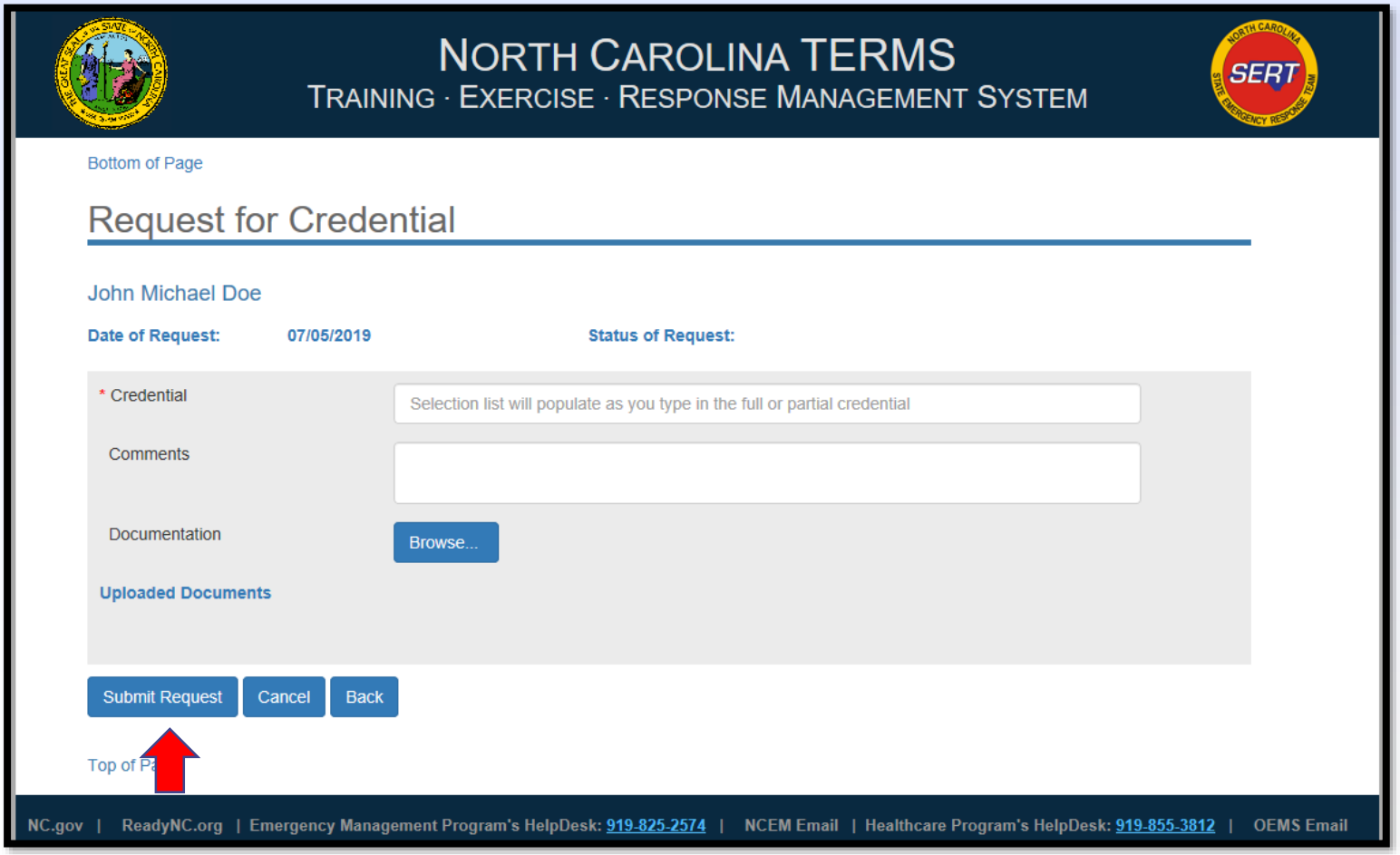
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

To request a credential be added to the TERMS system, select "Request a Credential". This allows users to request a credential is 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.



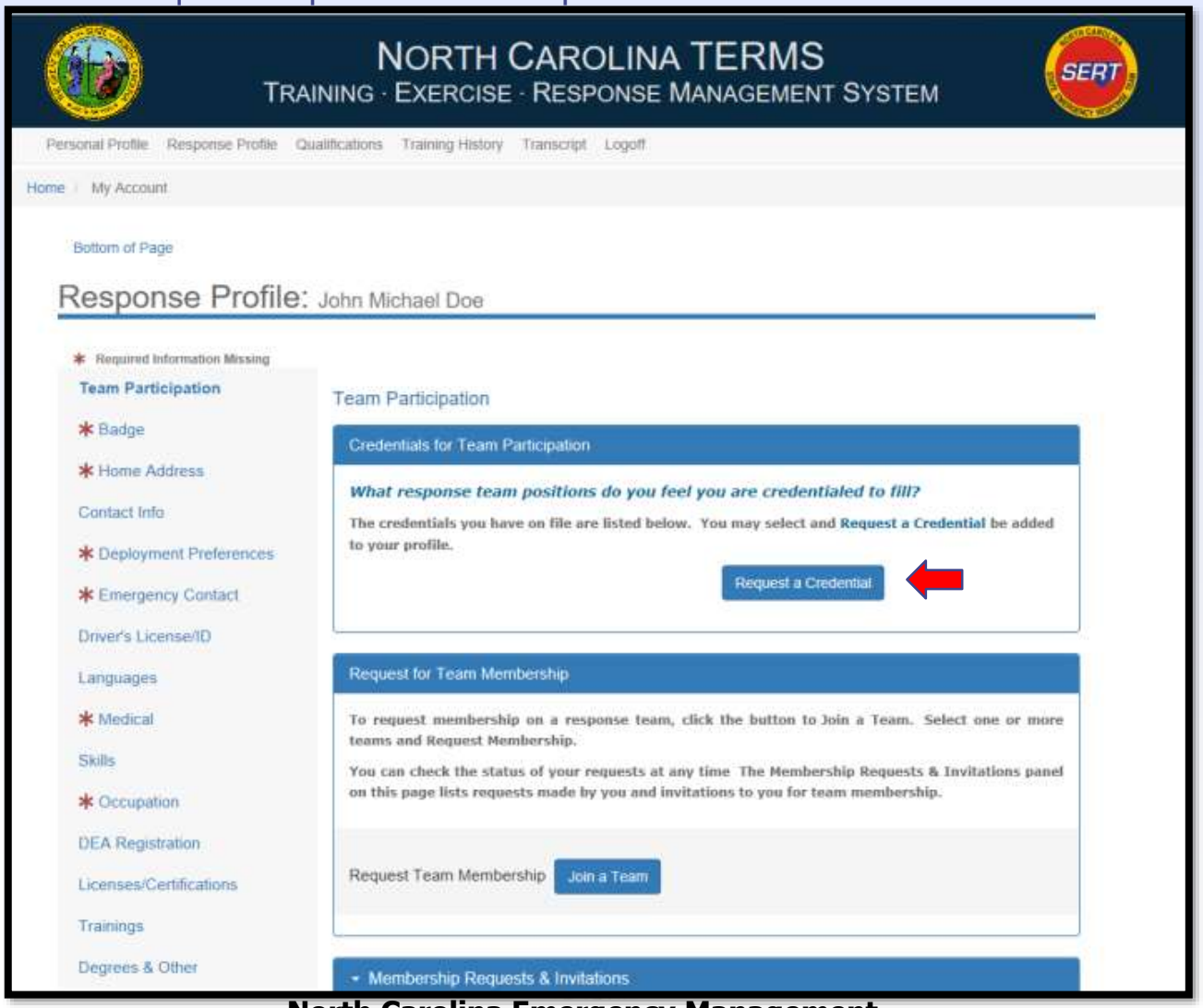
RESPONSE PROFILE: LICENSES/CERTIFICATIONS

After selecting "Request a Credential", this screen will appear. Fill out and upload all required information and click "Submit Request". To ad another request, repeat this process.



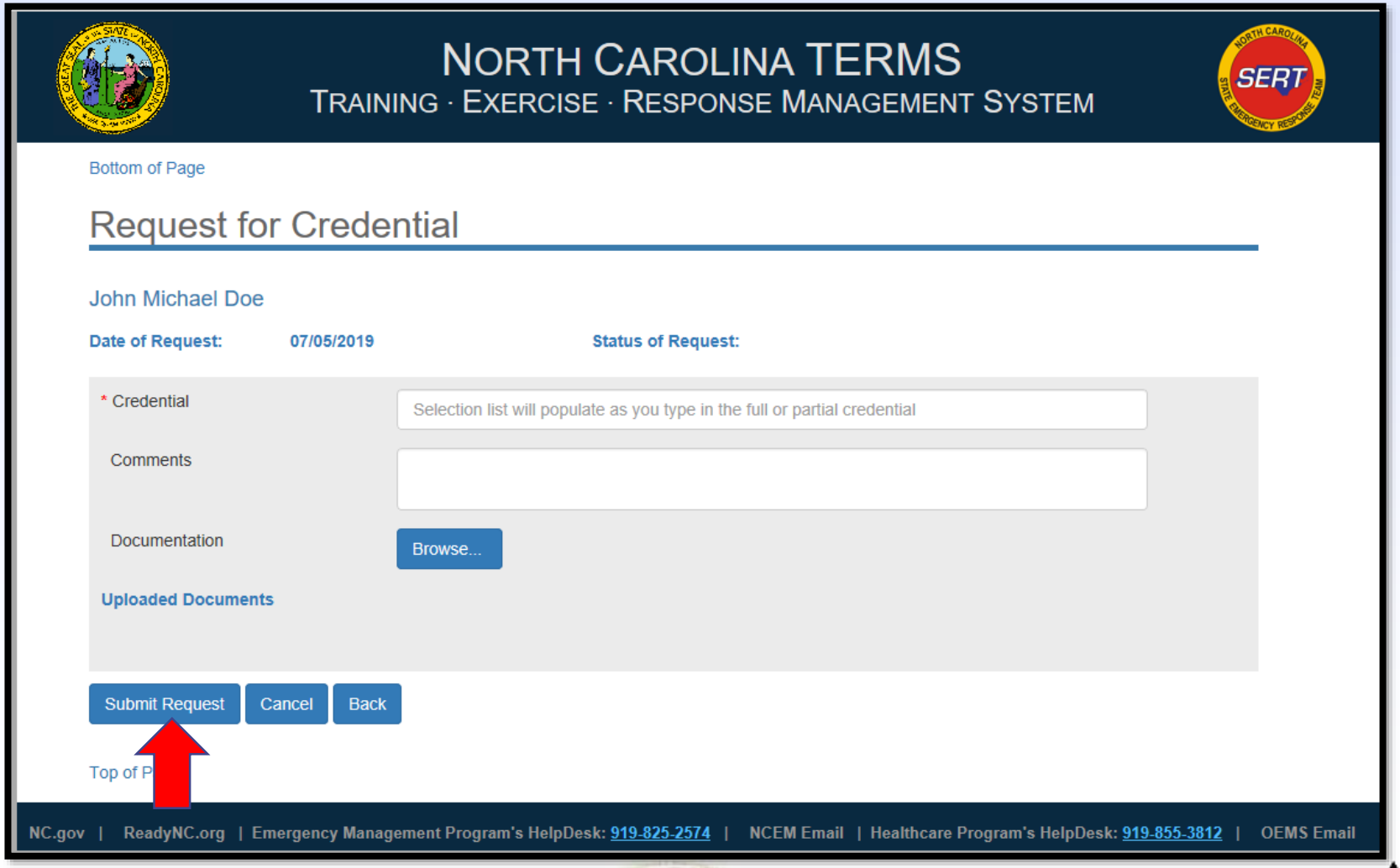
RESPONSE PROFILE: TEAM PARTICIPATION

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

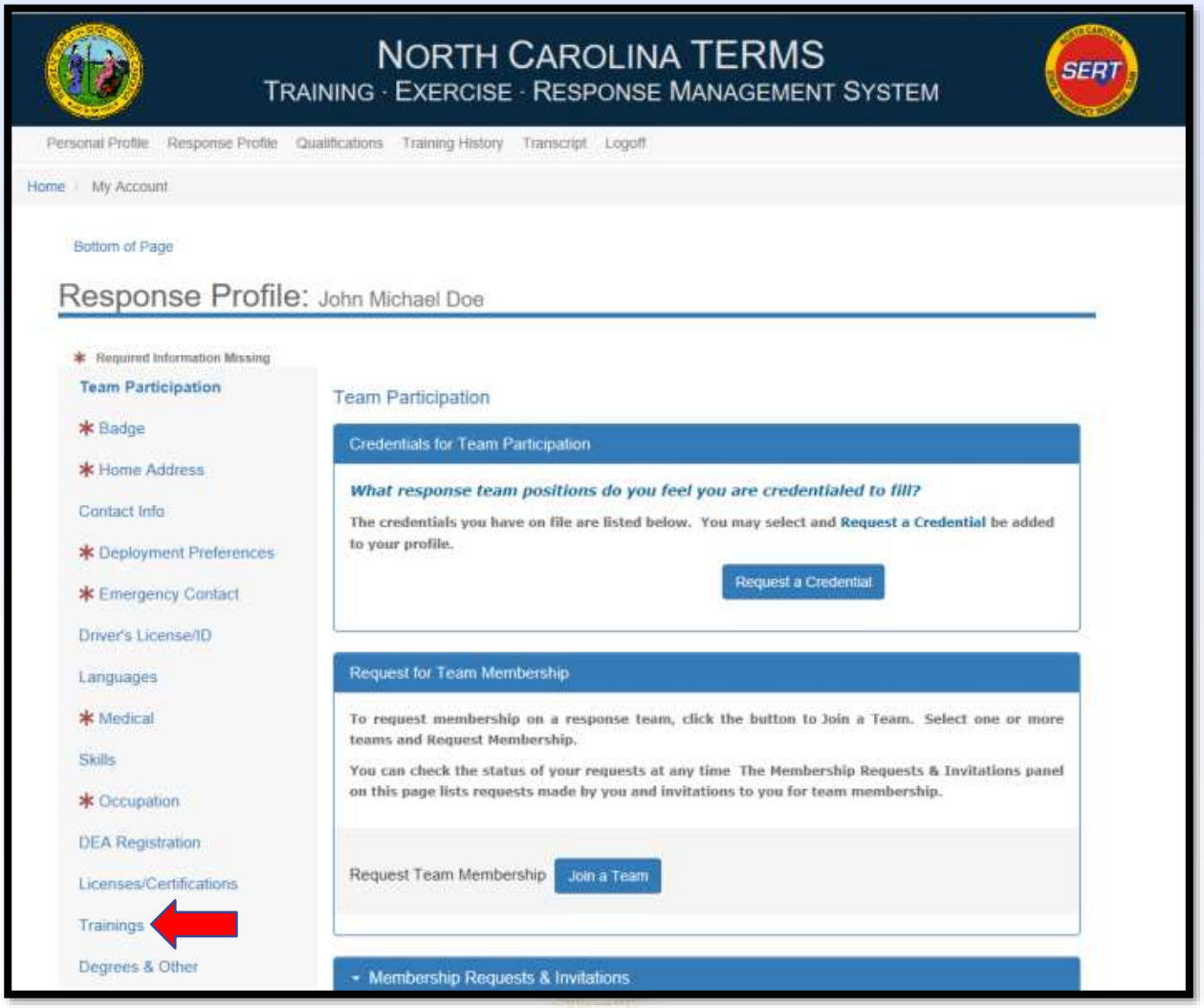
Fill out and upload the required information and upload documentation of the credential. Then click "Submit Request". Not all credentials can be requested by the end user. Please contact your team/program manager for details on how your program's credentials are managed.



RESPONSE PROFILE: TRAININGS

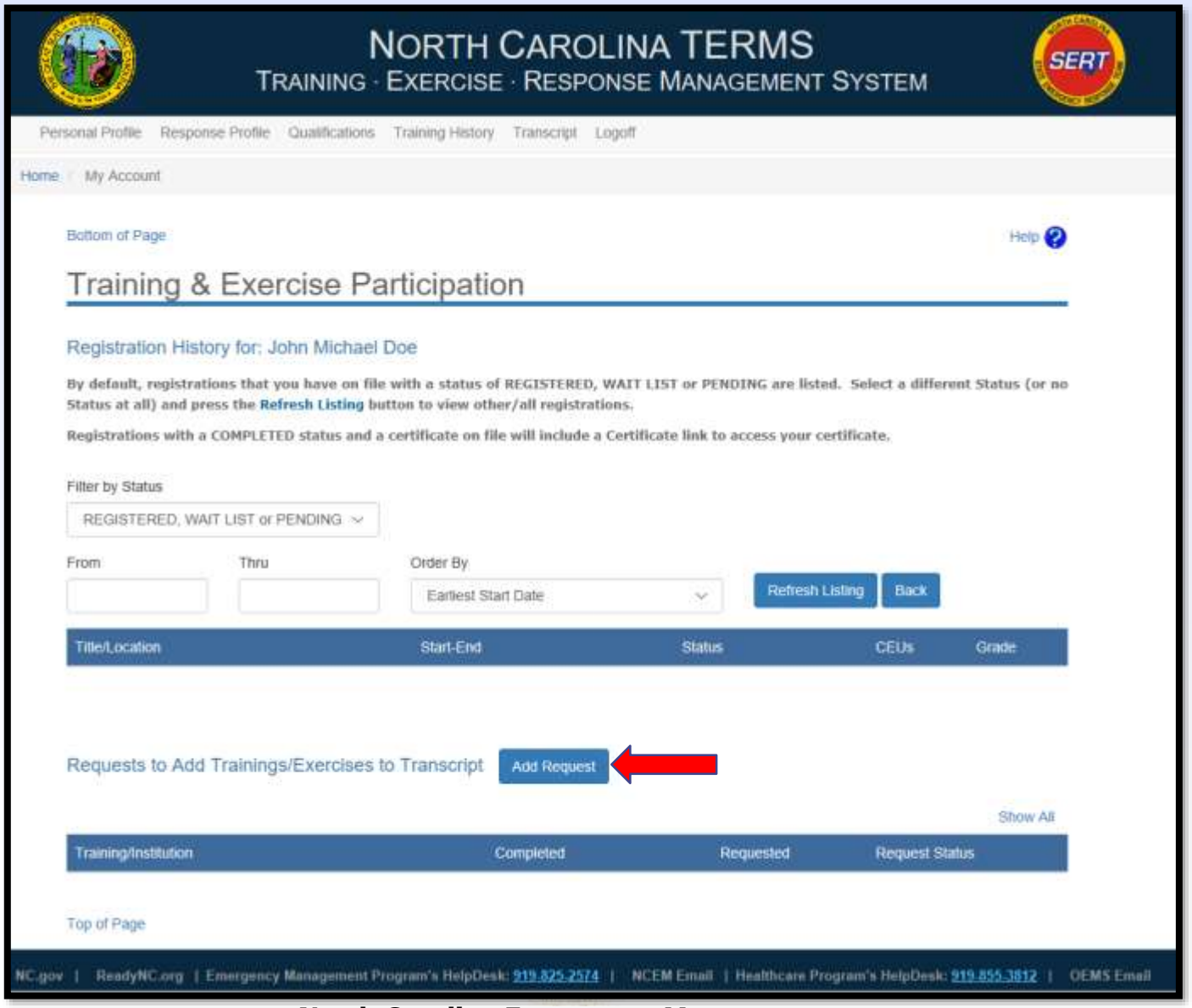
EMERGENCY SERVICES

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.



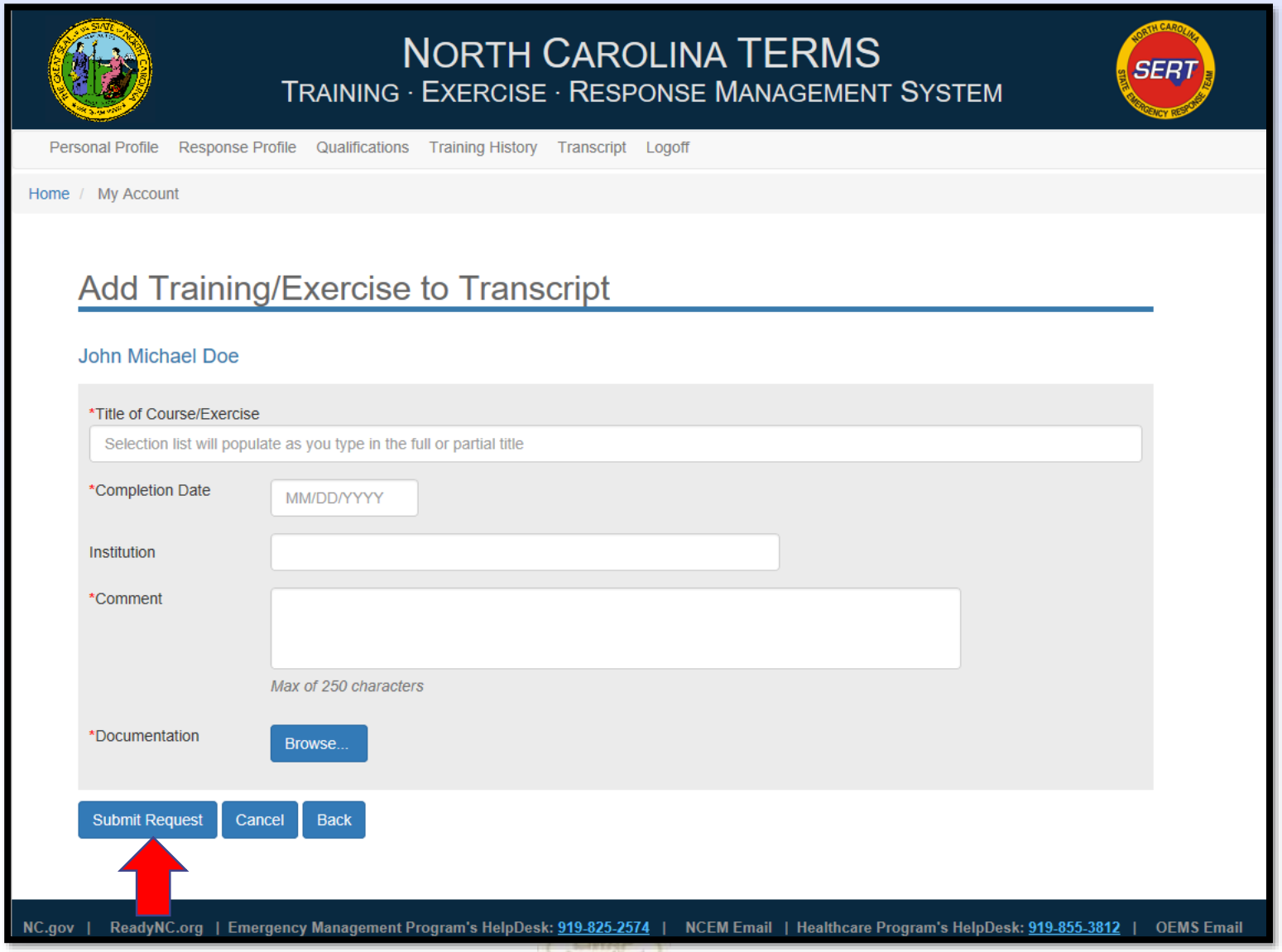
RESPONSE PROFILE: TRAININGS

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".



RESPONSE PROFILE: TRAININGS

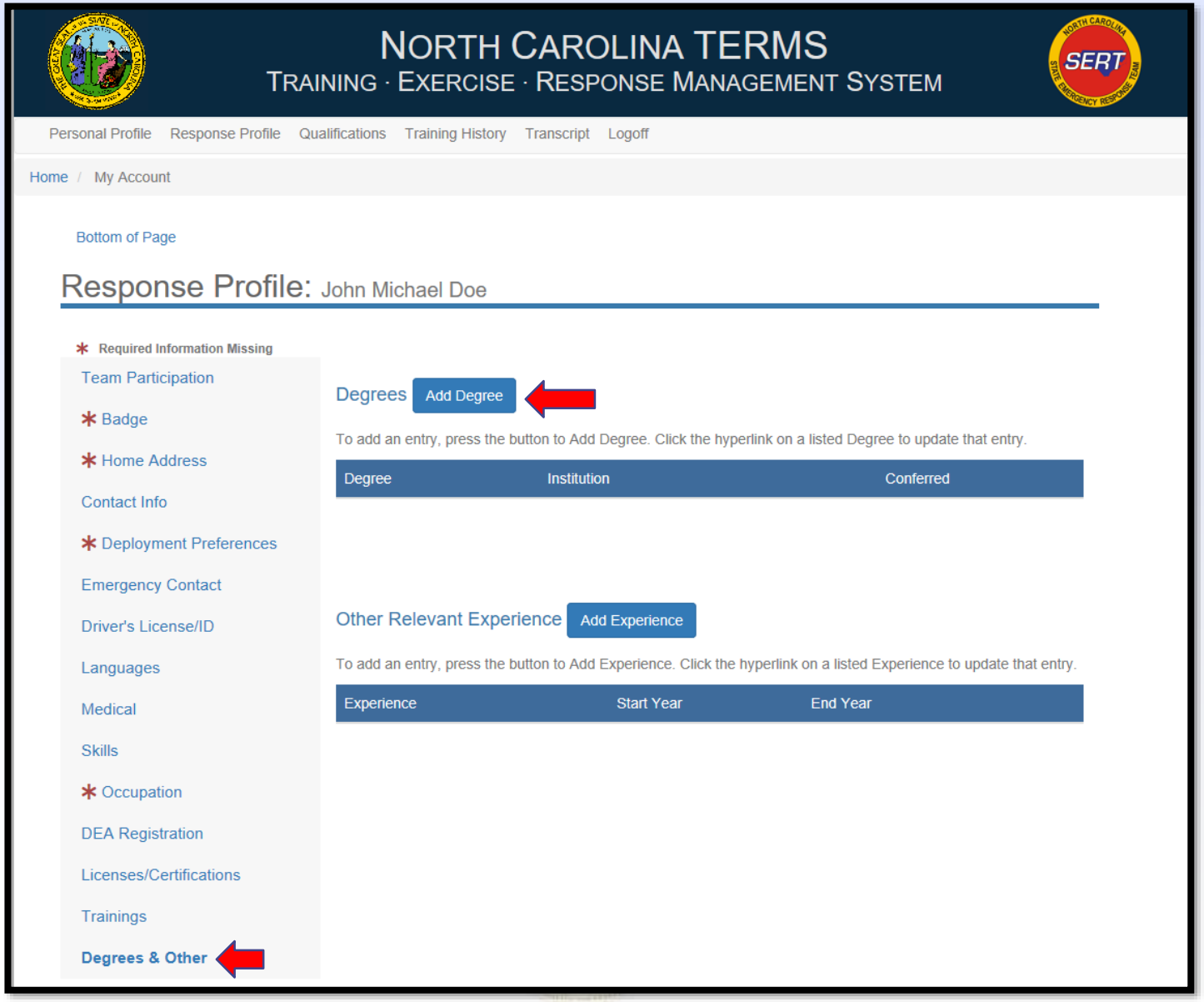
After selecting "Add Request", you will be brought to this screen. Fill out and upload all required information and click "Submit Request".



RESPONSE PROFILE: DEGREES & OTHER

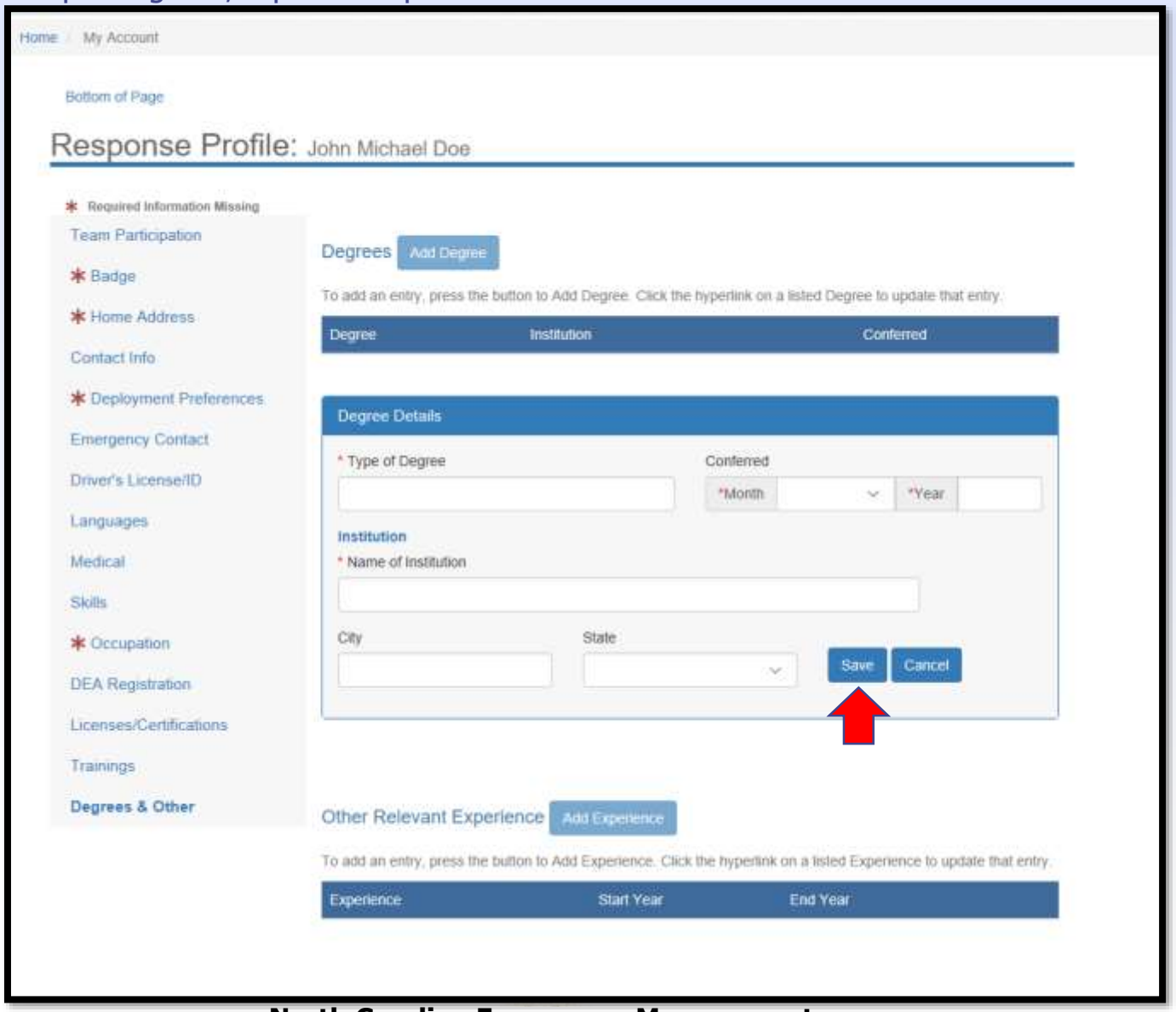
EMERGENCY SERVICES

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



RESPONSE PROFILE: DEGREES & OTHER

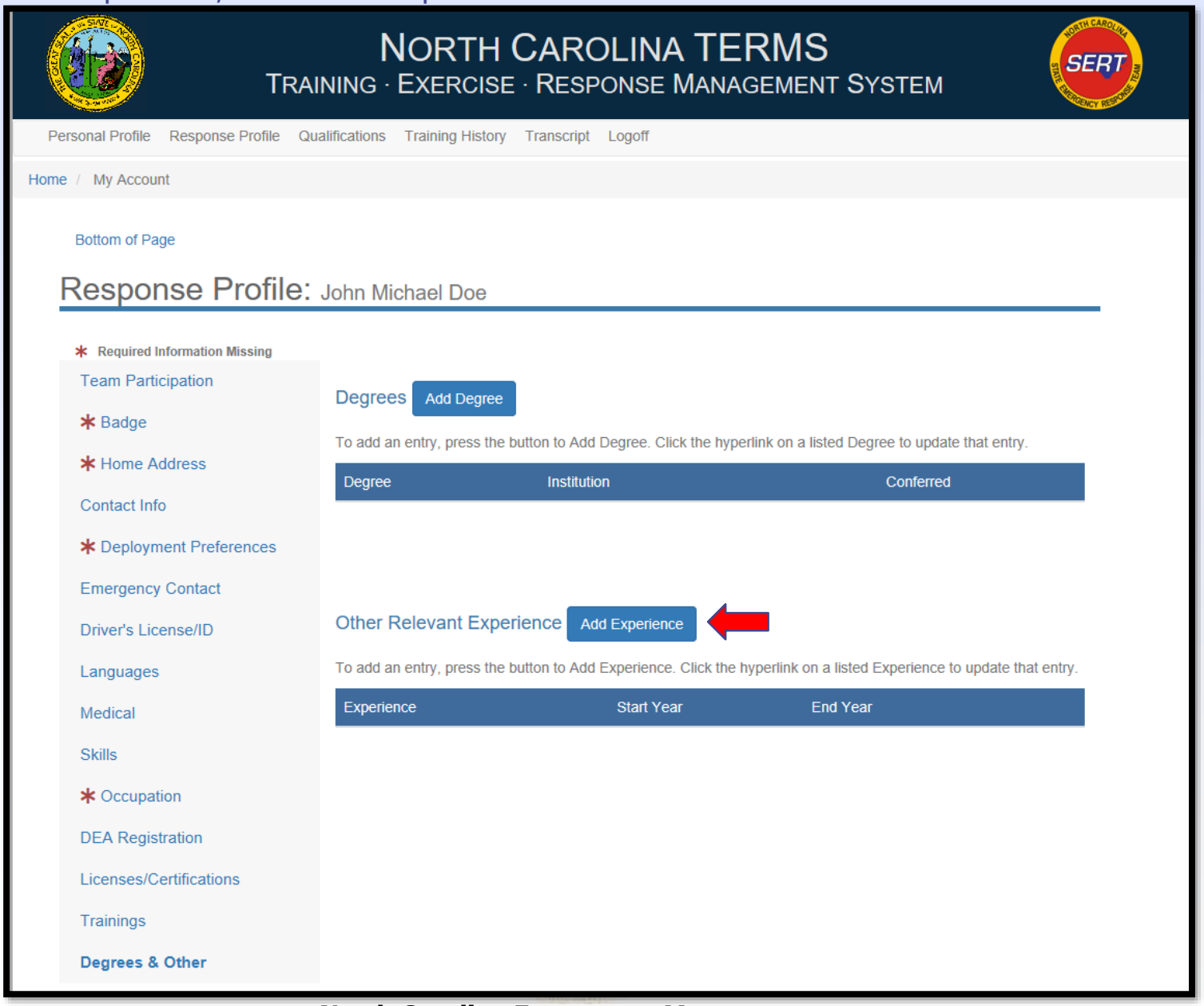
After selecting "Add Degree", a drop down will appear. Fill out all required information and then click "Save". To add multiple degrees, repeat this process.



RESPONSE PROFILE: DEGREES & OTHER

EMERGENCY SERVICES

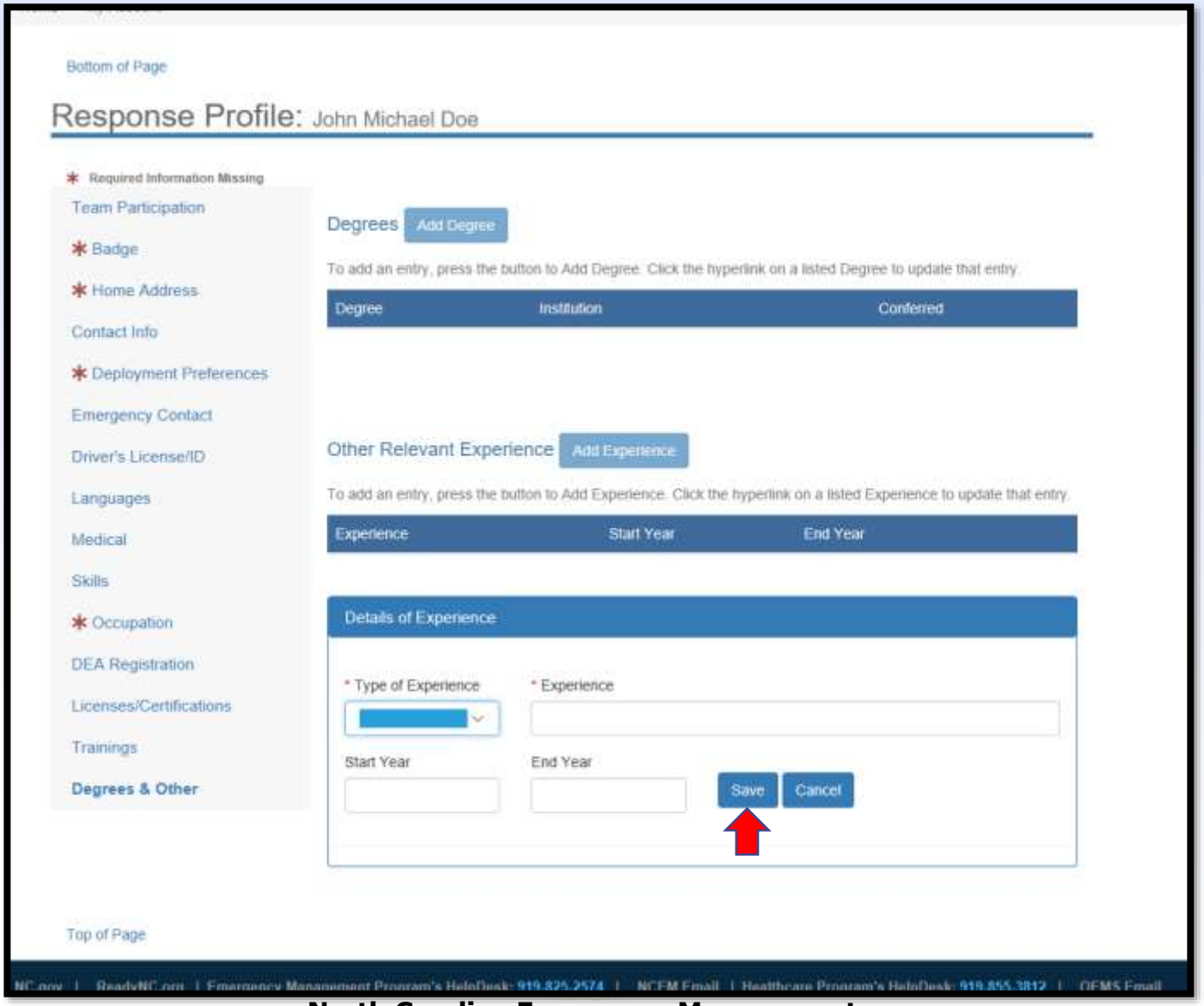
To add relevant experience, select "Add Experience".



RESPONSE PROFILE: DEGREES & OTHER

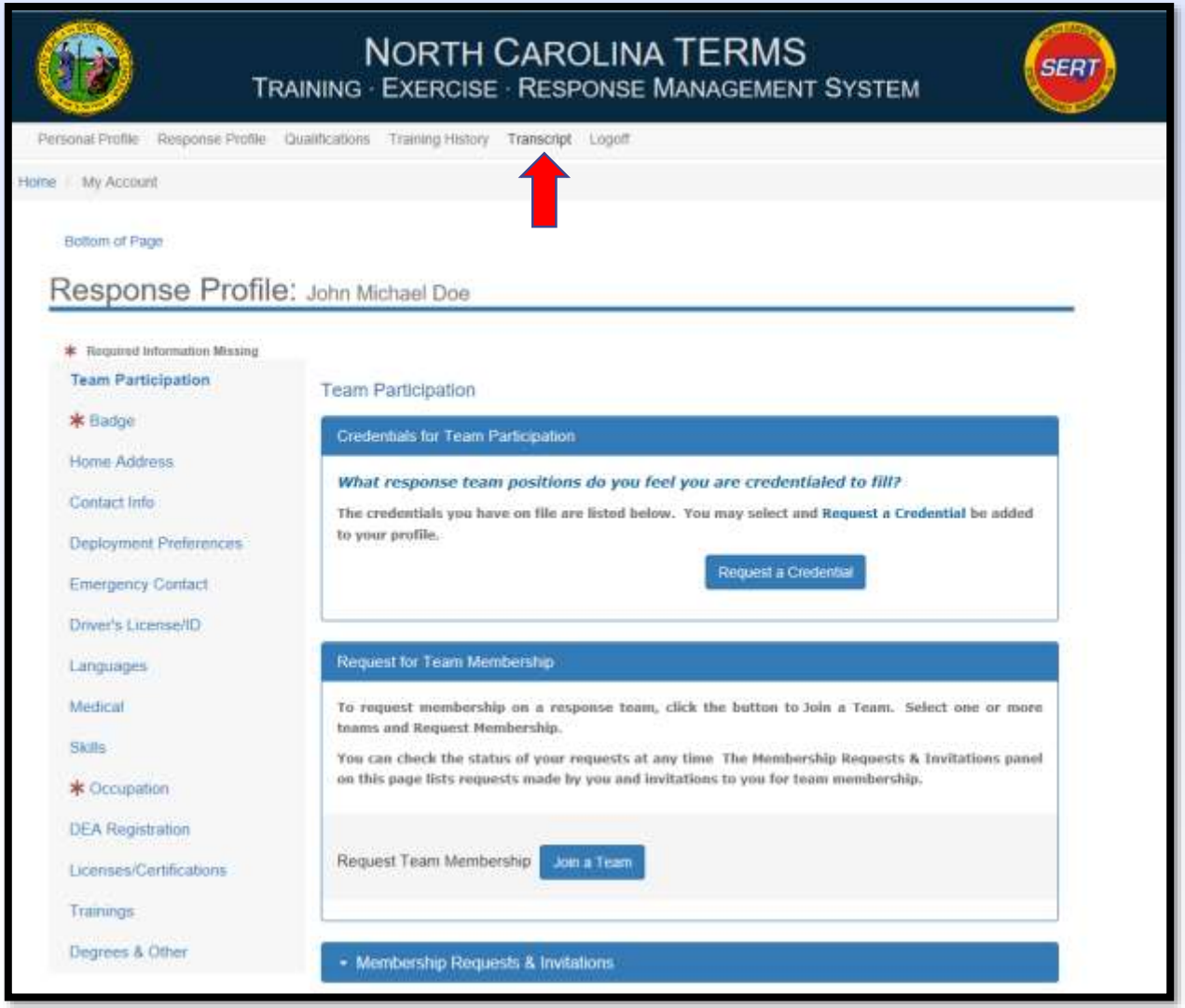
EMERGENCY SERVICES

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



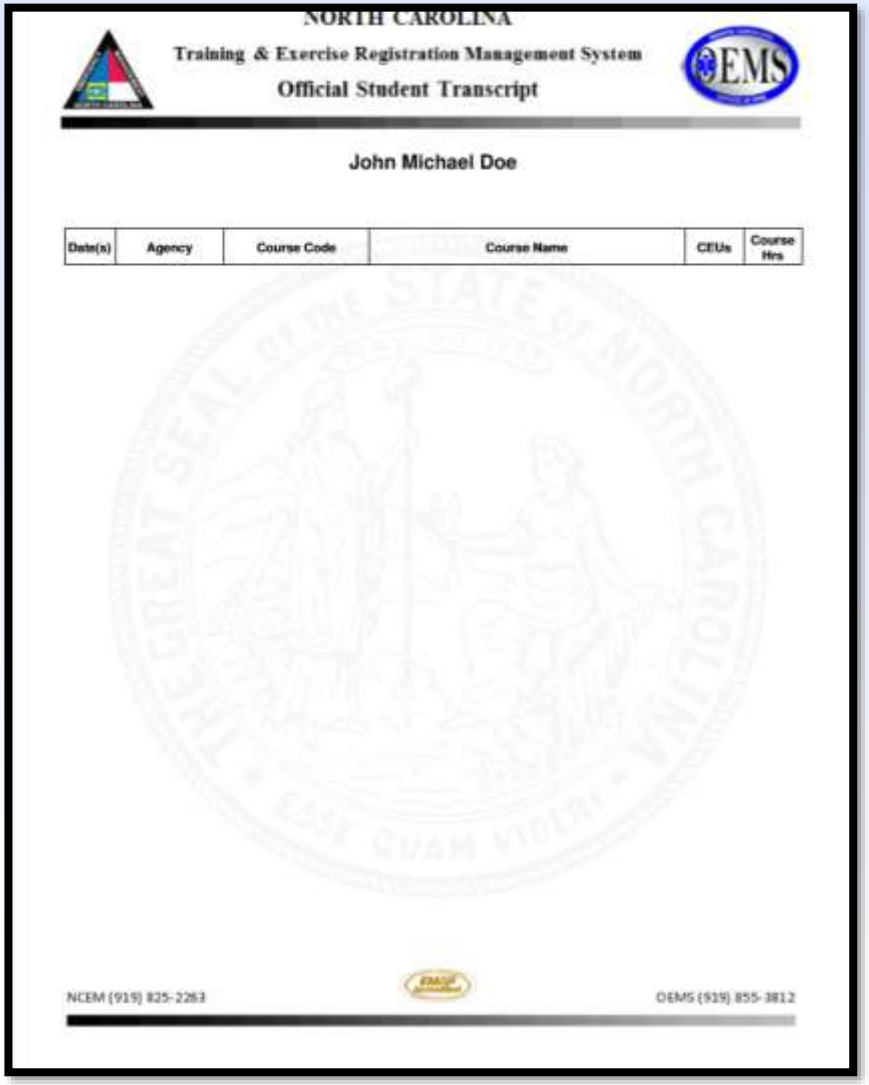
RESPONSE PROFILE: TRANSCRIPT

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.



NORTH CAROLINA

Training & Exercise Registration Management System

Official Student Transcript

John Michael Doe

Date(s)	Agency	Course Code	Course Name	CEUs	Course Hrs

NCEM (919) 825-2263

OEMS (919) 855-3812