

## 911 Course Submissions

### Course submissions are submitted electronically

In the “Missouri – 911 Course Providers” workspace in the HSIN Missouri Portal

### HSIN Missouri Portal

- 1) For access to the Portal, you must complete the “HSIN Request Access Form”
- 2) The electronic fill-in document is found at the 911 Website
  - <http://www.dps.mo.gov/dir/programs/ohs/911Advisory.asp>
- 3) Enter the required information and then click on the “Submit by Email” button at the top of the form.
- 4) The HSIN Request Access Form will be reviewed for approval in the Missouri Office of Homeland Security.
- 5) You will receive a HSIN Notification announcing your invitation to the Missouri – 911.
  - Be sure to click the link for [registration](#)
- 6) You will receive another HSIN Notification announcing that you have been approved.
  - It will include your UserName
  - It will provide instructions for receiving your password
  - It also includes the link to access the “Missouri – 911” portal
  - The 911 Course Submission is found on that page

### 911 Course Submissions

- 1) Go to the “911 Course Submissions” area and click on “New Item”.
- 2) Enter the course information and attach any documents
- 3) Return to the top of the page to “Save and Close” your course information

### Approvals

Courses will be reviewed for approval/rejection by the Advisory Committee for 911 Service Oversight at the quarterly meetings.