



**Florida's
Training *for*
Emergency
Management**

2026

FLEX Micro-Lesson: Getting Started in FLEX

User Guide

This guide is designed to accompany users throughout Micro-Lesson: Getting Started in FLEX



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Getting Started

Objective

By the end of this Micro-Lesson, you will be able to successfully create a FLEX account and efficiently navigate the sign-in process, with your existing credentials and reset a forgotten password. In addition, you will *Sign In* to your FLEX account using your newly created credentials.

Create a FLEX Account

To enroll in training, Learners must have a FLEX account. To access the FLEX application, begin by navigating to the FLEX page on the [FloridaDisaster.org](https://www.floridadisaster.org) website. See *Image 1*.

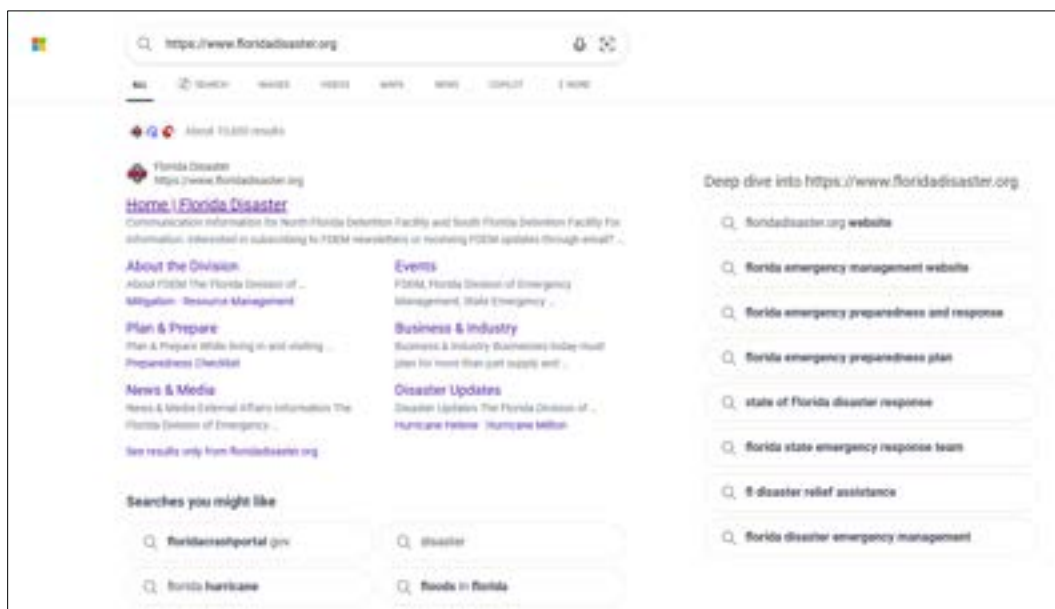


Image 1 FloridaDisaster.Org

From the Create Account page, select the appropriate employer option. Users are placed into affiliations (groups), which are approved by the affiliation manager(s). For the purposes of training, the County option was selected. See *Image 2*.

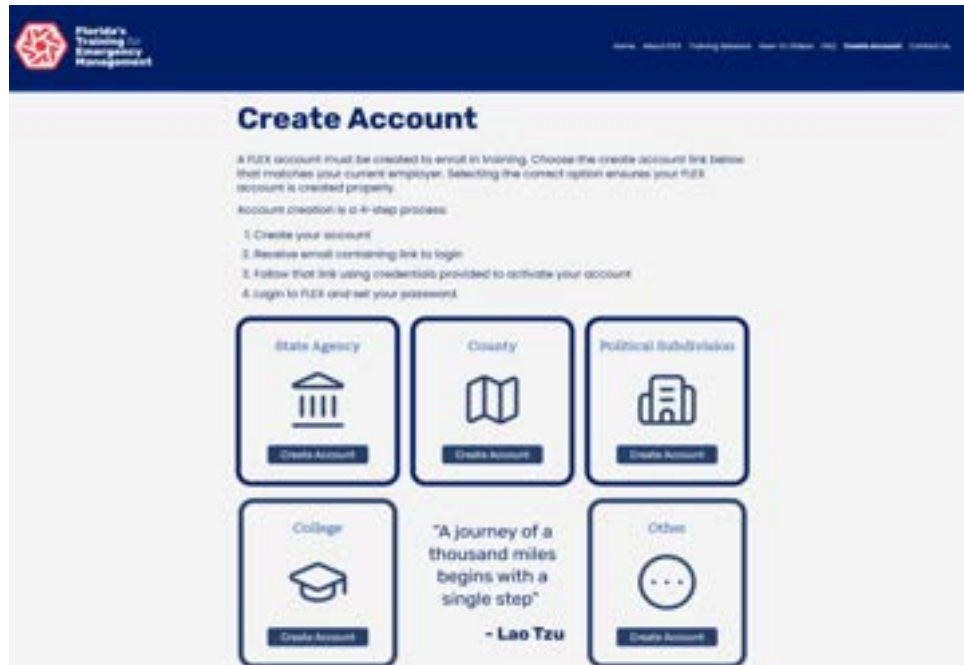


Image 2 Create FLEX Account

For new FLEX accounts, complete the required information fields on the *Create Account* page. All new users must create an account. If you already have a FLEX account, click on the blue link under the FTEM logo, *["I already have an account"](#)*, and Sign In. See *Image 3* on the next page.



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Enter your information into the required fields, as shown in *Image 3*. Required fields are indicated with asterisks *. Then click *Register* to complete the registration process.

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[← I already have an account.](#)

County Account Creation

If you did not come to this Registration page through the FLEX Info Site, please follow this URL to begin the registration process: <https://event.me/2dGmOI>

First Name	Last Name	
Sally Mae	Brown	
Email sallymaeb@gmail.com		
Phone Number (555) 899-7878	Alternate Email (personal) 	
Which Florida County do you work for? Broward County		
Organization Name SEM		
FEMA SID (optional) 6546855	Activation Role Individual Assistance Branch Direc...	
Discipline Emergency Management	Work Address 1 8989 EM Way	
Work Address 2 (optional) 	Work City Cocoa Beach	
Work State Florida	Work Zip 56565	
Supervisor Name Sam Smith	Supervisor Email samsmith@gmail.com	Supervisor Phone 555-456-8585

By clicking on Create Account, you agree with our [Usage Terms](#)

Create Account

Cancel

Image 3 Registration



The Sign In page will be displayed, as shown in *Image 4*. If you already have a FLEX account, enter your Username and Password. Then click on *Sign In* to continue.

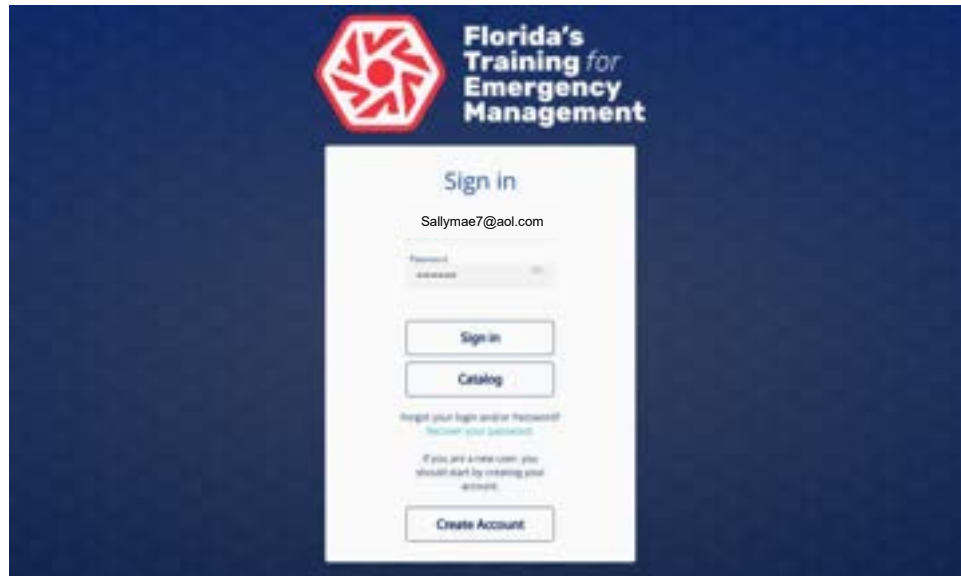


Image 4 Sign In

The Learner Dashboard will be displayed, as shown in *Image 5*. Here you can view and select many of FLEX's functions.

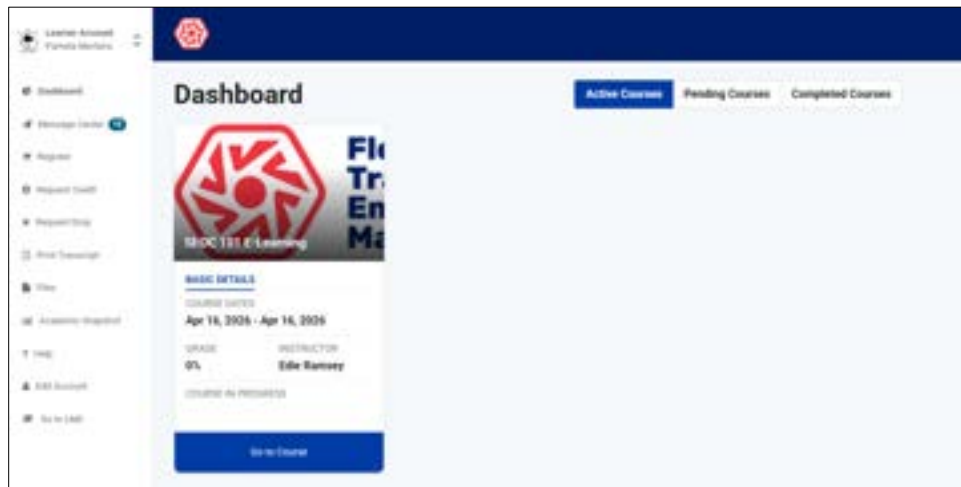


Image 5 Learner Dashboard



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Recover and Reset your Password

If you forgot your password, select, the *Recover Password* link, shown in *Image 4*, and follow the directions. The Recover Password dialog box is displayed. See below in *Image 6*. Enter your email address, Click inside the *Verify you are a human* box, and select, *Request Password* to continue.



Image 6 Recover Password

The following message will be displayed. See *Image 7*. A Password Reset link is on its way to the email used to create your account. If it matches an account in our system, it will arrive shortly. Check your spam folder if you do not see it soon. Click on the link to continue.



Image 7 Password Reset Link Sent

You must have access to the email used to create your FLEX account. If you do not receive an email from FLEX Support with your *Password Reset* link, ensure that you are entering the correct Username on the previous *Sign In* page and request the link again. See *Image 8*.

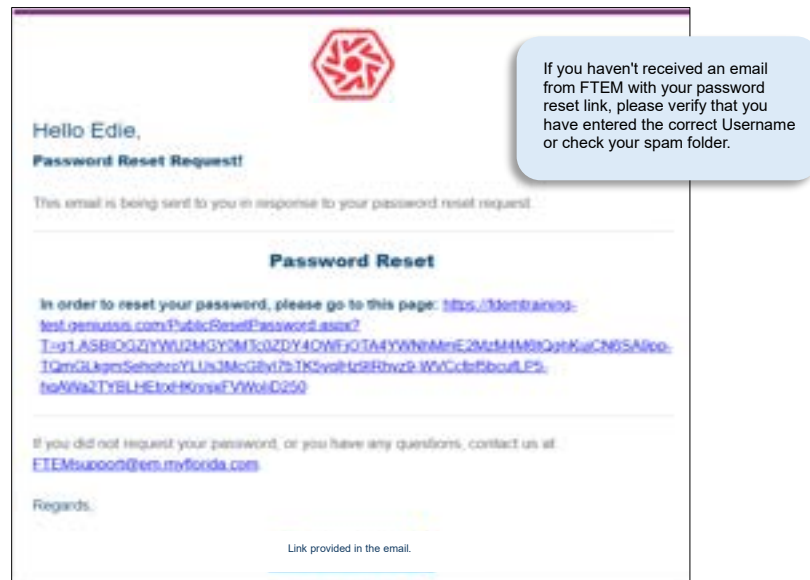


Image 8 Reset Link Email

The Reset your Password page is displayed requesting that you enter and *Confirm* a New Password. Select, *Submit*, to continue. See *Image 9*.

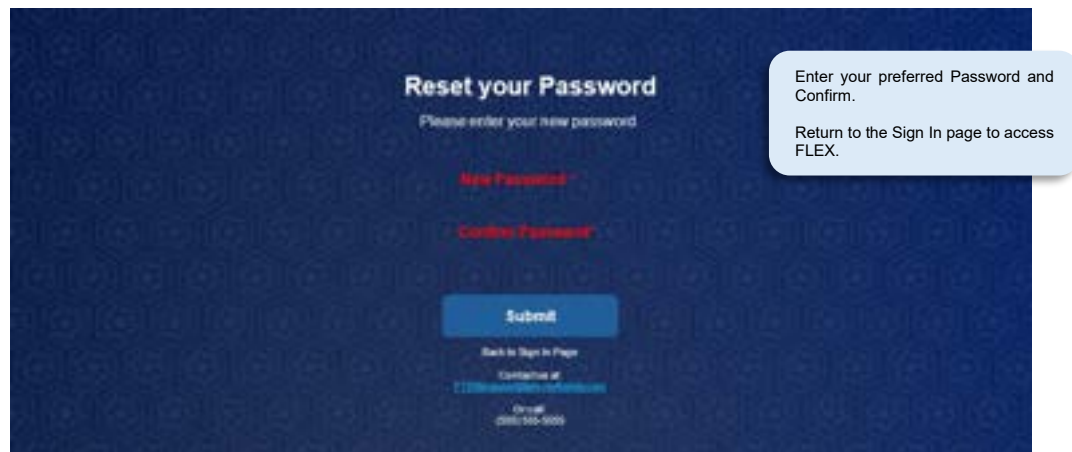


Image 9 Enter New Password

Signing In to FLEX with New Password

Enter your *Login* (Username) and the new *Password* you just created, as shown in *Image 10*. If you have recently reset your password, do the same. Select, *Sign In*, to continue.



Image 10 Sign into FLEX Account

The Learner Dashboard will be displayed, as shown in *Image 11*. Here you can view and select many of FLEX's functions.

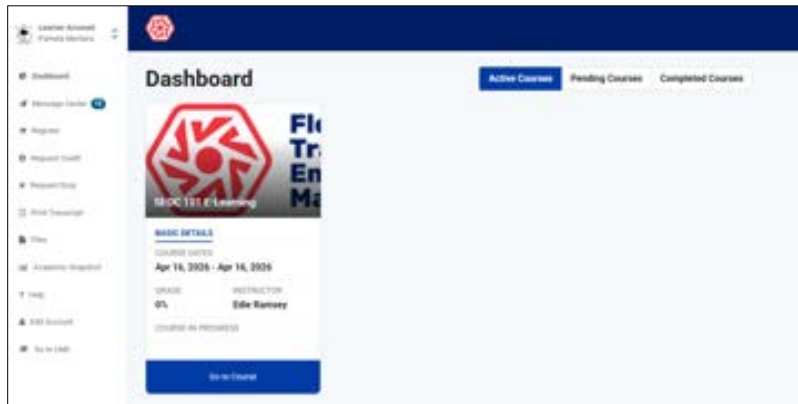


Image 11 Learner Dashboard