



Registration: Go to www.alerrt.org

ALERRT Training at MLEOTA - Level 1 Train-the-Trainer August 3-7, 2026

Course # 29098 (ONLY TYPE IN THE NUMBERS)

1. Create or Login to your user account by clicking on the LOGIN Tab
 2. Click on STUDENT WEBSITE > ONLINE REGISTRATION > Student will enter the Course Number the Instructor sends them
- ***Student will have to wait for Instructor to APPROVE their Registration. If the student does not receive an approval, they CANNOT begin or attend the class. The student can watch the approval process on their DASHBOARD as it goes from Pending to APPROVED by refreshing their screens*****
3. Once the student is approved by the instructor, the student can then open their DASHBOARD by logging back into the ALERRT Website and clicking on STUDENT WEBSITE (if they logged out or were timed out)
 4. At this point, the student can click on the class's title (ie: "Level I – direct") in their COURSES on their DASHBOARD. Note: The next version will have a button to click to "Go To Course". (if you are on a phone, you may have to scroll over to the right to find this button)
 5. This will take the student to their course and the student can start their testing by clicking the tab "Start Test" at the bottom of the screen.

REMINDER – Bring your logon email & password information to class as you will need it on Days 2 & 4.

Once the class is finalized by the Lead Instructor, the student should receive an email to the email address they annotated during their Registration process.

The student can follow the instructions on the email to log in to ALERRT's Website, go to STUDENT WEBSITE > CERTIFICATES > MY CERTIFICATES > GENERATE CERTIFICATE and print their certificate after downloaded.

****ALERRT moved to the two-factor authentication process in order to login. You will have to download the google authenticator ap in order to login. If you experience problems with this process, please email help@alerrt.org and explain in detail the issue you are having – please reference the class number in your email. If you are still experiencing issues with the login process or access to the pretest text Instructor Mark Hill @ 309/386-0329.**

Contact Barbara at bloyd@dps.ms.gov for lodging and meals.