


Responder e-Learn Instructions

The following is a guide to help you negotiate the website for the Responder e-Learn courses. Module NC 2070 is used as an example in these instructions.

1. Go to <http://www.respondere-learn.com/> and login at the top right section of the screen.

To log on you need to enter your. Your Responder e-Learn Web-Training Username is the first initial of your first name, the first two initials of your last name; followed by the last five numbers of your SS#. For the initial sign-on, your Username and Password will be the same. For example, John Doe 123-45-6789 would be jdo56789. Note: All letters must be typed in **lower case**.



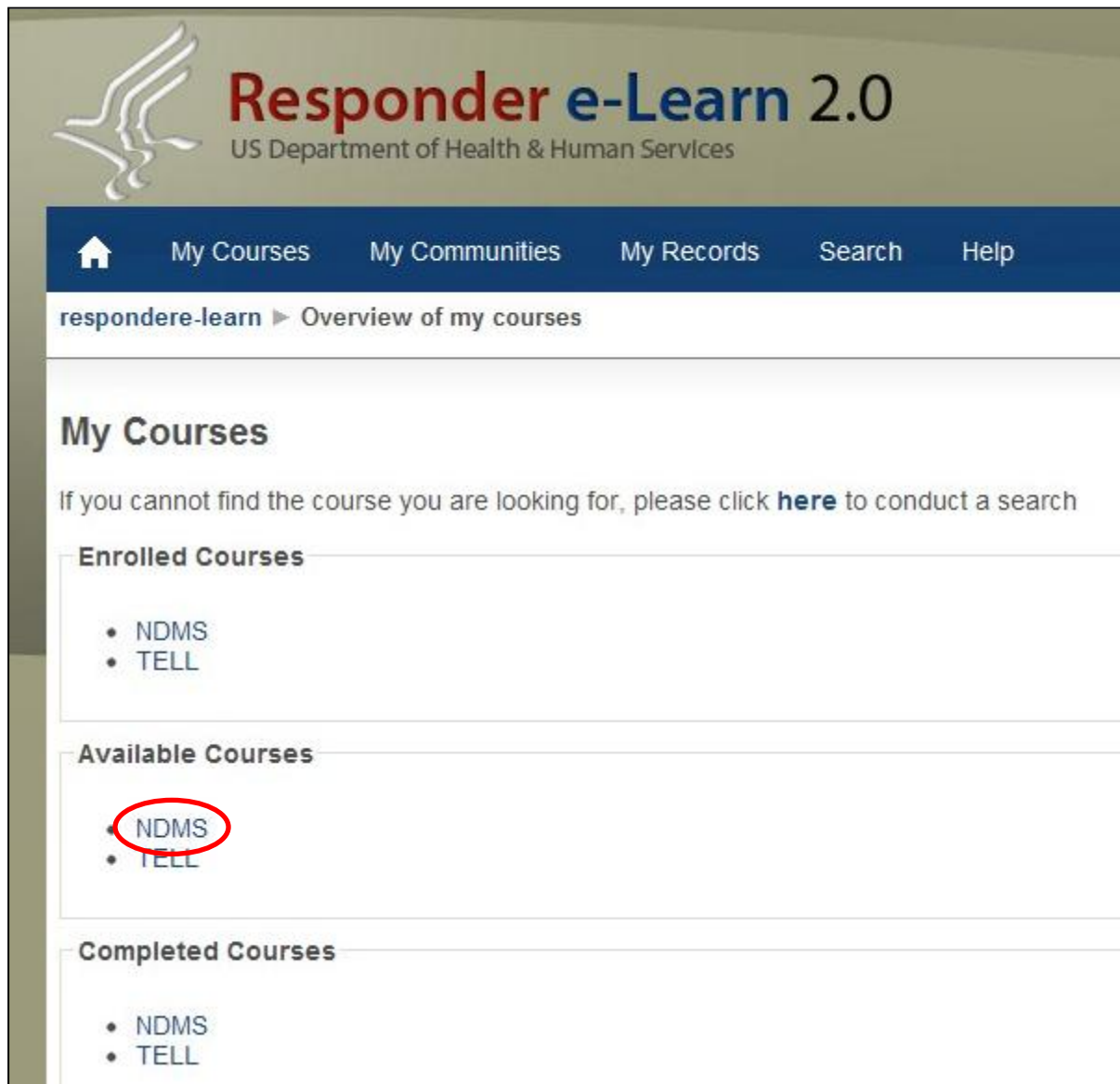
A screenshot of the Responder e-Learn login page. The page has a light green background. On the left, there are two white input fields labeled "Username" and "Password". To the right of these fields is a blue silhouette icon of a person. Below the input fields, the text "LOGIN INSTRUCTIONS" is written in green. A "Login" button is located to the right of the input fields. At the bottom of the page, there is a dark blue horizontal bar with the date "Tuesday 22 February 2011" in white text.

2. Once you login, you'll see your name. You have the option of uploading your picture in the **Update profile** section. Once you have logged in, click on **My courses**.



A screenshot of the Responder e-Learn user profile page. The page has a light green background. At the top, the name "JEFFREY ZEALLEY" is displayed in large white letters. Below the name are three links: "Update profile", "My courses", and "Logout". The "My courses" link is circled in red. To the right of the links is a small photo of a man with glasses. At the bottom of the page, there is a dark blue horizontal bar with the date "Tuesday 22 February 2011" in white text.

3. Under the **Available Courses** section, click on **NDMS**.



The screenshot displays the Responder e-Learn 2.0 interface. At the top left is a logo of a stylized bird. To its right, the text reads "Responder e-Learn 2.0" in a large font, with "US Department of Health & Human Services" in a smaller font below it. A dark blue navigation bar contains a home icon and the following menu items: "My Courses", "My Communities", "My Records", "Search", and "Help". Below the navigation bar, a breadcrumb trail shows "respondere-learn" followed by a right-pointing triangle and "Overview of my courses". The main content area is titled "My Courses" and includes a message: "If you cannot find the course you are looking for, please click [here](#) to conduct a search". There are three sections: "Enrolled Courses" with a bulleted list of "NDMS" and "TELL"; "Available Courses" with a bulleted list of "NDMS" and "TELL", where "NDMS" is circled in red; and "Completed Courses" with a bulleted list of "NDMS" and "TELL".

4. The course you want to work on will determine your next step. If you are working on Modules 1010, 1020, 1030, 1040, 1050 or 1060, select the **N-1000** option. For Modules 2030, 2040, 2060 or 2070, select the **NC-2000** option. Since we are working on Module 2070 in this example, we will select **NC-2000**.

My Courses

If you cannot find the course you are looking for, please click [here](#) to conduct a search

Enrolled Courses

- NDMS
- TELL

Available Courses

- NDMS
 - N-1000-Course Part 1 - Introduction to the Organization
 - **NC-2000-Course Part 2 - Response Readiness**
 - NC-3000-Course Part 3 - Response Readiness
 - NC-4000-Course Part 4 - Specialty Tracks
 - NC-6000-Course Part 6 - Disaster Medical Information Suite (DMIS)
- TELL

Completed Courses

- NDMS
- TELL

5. Now select **Course Modules**

The screenshot shows a course interface with a 'Course Menu' on the left and a 'Topic outline' on the right. The 'Course Menu' includes 'Outline', 'Course Information', 'Course Modules' (circled in red), 'Acknowledgements', 'Course Survey', 'Support', 'Certificates', 'Gradebook', and 'Calendar'. The 'Administration' section includes 'Grades' and 'Profile'. The 'Topic outline' is titled 'Course Part 2 - Response' and includes a 'News forum' and '1 Course Information'. Under '1 Course Information', there is a section 'Are You Ready To Respond?' with a welcome message and a paragraph about the course content. Below that is a section 'NC-2000 - Course Part 2 - Response Readiness' with a 'Course Structure (and Estimated Length)' list:

- NC 2010 - NDMS Operational Orders (30 minutes)
- NC 2020 - Administrative & Travel (60 minutes)
- NC 2030 - Home and Family Preparedness (30 minutes)
- NC 2040 - Cultural Awareness (60 minutes)
- NC 2050 - Critical Incident and Traumatic Stress Management (30 minutes)
- N 2060 - Personal Gear for Deployments (30 minutes)
- NC 2070 - Media Relations and Public Information Awareness (60 minutes)

6. Then select the module you want to work on, e.g. **NC 2070**.

The screenshot shows a course page with a navigation bar at the top containing 'My Courses', 'My Communities', 'My Records', 'Search', 'Help', and 'Get Technical Support'. The page title is 'respondere-learn > NC-2000'. The 'Course Menu' on the left includes 'Course Modules' (circled in red). The 'Topic outline' is titled 'Course Part 2 - Response Readiness' and includes a 'News forum' and '2 Course Modules'. The '2 Course Modules' list includes:

- References
- NC 2010 - NDMS Operational Orders
- NC 2020 - Administrative & Travel
- NC 2030 - Home and Family Preparedness
- NC 2040 - Cultural Awareness
- NC 2050 - Critical Incident and Traumatic Stress Management
- N 2060 - Personal Gear for Deployments
- NC 2070 - Media Relations and Public Information Awareness (circled in red)

At the bottom right, there is a 'Jump to...' dropdown menu.

7. On this page, you need three items so that you can study the material, take the exam and complete the module survey. Under **Course Content**, you can select any of the options. The same information is presented in three formats: 1) PowerPoint presentation, 2) PDF of the PowerPoint presentation or 3) Written content in a PDF.

After studying the course information, take the exam by clicking on **NC 2070 Exam**. A score of 70% or higher is required to pass the exam. If you don't pass the first time, you can take it again. **IMPORTANT:** After taking the exam, you **must** complete the **Survey** for each module to get credit for the course.




NC 2070 - Media Relations and Public Information Awareness

Introduction
This module provides an overview of media relations, public information awareness for responders and the role specifically to the HHS response under *Emergency Support Function #8- Public Health and Medical Services*, *Function #15- External Affairs*.


Module Objectives
After completing this module, you should be able to:

- Demonstrate an awareness of HHS Policies regarding public information communications by field personnel.
- Define the role of the Public Information Officer.
- Discuss the benefits of public information planning and preparedness.
- List steps required to inform the public.


Course Content

-  Start Module - View PPT
-  Download PPT as PDF
-  Download Written Content as PDF

NC 2070 Exam

-  NC 2070 Exam

NC 2070 Survey

-  NC 2070 Survey

NOTE: With the migration to the new Responder e-Learn 2.0, certificates of completion and CEC certificates will not be available until the Basic Release. Your completion records and any applicable CEC's will continue to be tracked and will be made available at the Basic Release. As the existing Responder e-Learn site is integrated within the Responder e-Learn 2.0 platform – you will then be able to print your certificates and CEC certificates that you've earned between December 2010 and March 2011. We realize this may be a bit inconvenient, and we apologize in advance for having to temporarily bring this capability down, but it will all lead to a more integrated and functional environment for the future.