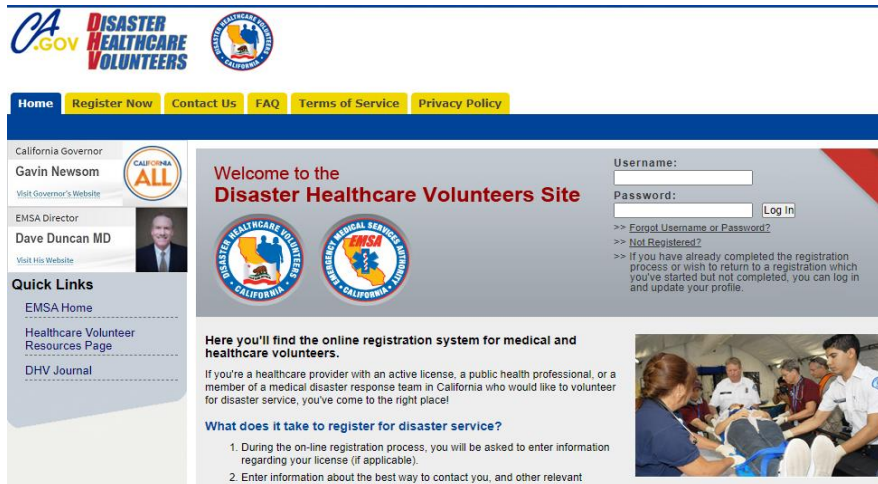


DHV User Tips

To Upload Completed Training Courses



Step 1:

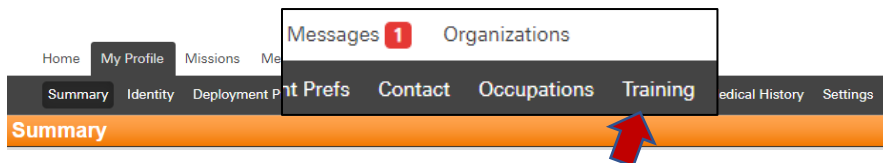
Log into the Disaster Healthcare Volunteers Website

<https://healthcarevolunteers.ca.gov/>



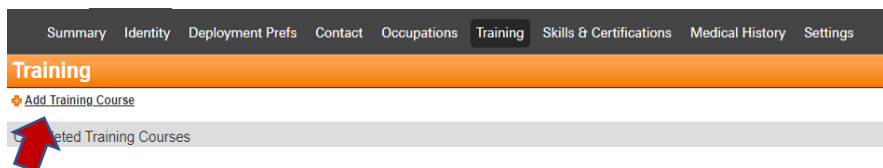
Step 2:

Select the 'My Profile' tab



Step 3:

Select the 'Training' tab



Step 4:

Select the 'Add Training Courses' tab

The screenshot shows the 'Add Training' form. It includes a section for 'Training Course' with a dropdown menu for 'ICS-100: Introduction to the Incident' and a text input for 'Institution' with 'FEMA' entered. There are also text inputs for 'Training Course Date' and 'Expiration Date', both with 'mm/dd/yyyy' placeholders. A checkbox labeled 'Check this box if your training course has no expiration date' is present. Below these is a section for 'Upload Certificate' with a 'Choose File' button, a 'No file chosen' status, and 'Clear' and 'Add Another Certificate' buttons. At the bottom right, there are 'Cancel' and 'Save Changes' buttons, with a red arrow pointing to the 'Save Changes' button.

Step 5:

- Choose the Training Course from the Drop-Down Menu
- Enter the Institution Name, Training Course Date and Expiration if applicable.
- Upload Certificate as an attachment.
- Select 'Save Changes' in the bottom right.