



September 25, 2009

## **Re: Student Identification Number Notification**

The Center for Domestic Preparedness (CDP) is implementing an improved registration process for students to register for CDP training effective September 27, 2009. This process will discontinue the need for students to provide their Social Security Numbers (SSN) on CDP training applications for training registration. This is an effort to provide our students with more security and privacy protection during the training registration process.

Please note the student will need to enter their SSN on the CDP registration system, Center for Domestic Preparedness Training Administration System (CTAS), only once to obtain their CDP Student Identification (SID) number. \* **IMPORTANT - Once the student receives their CDP SID number it will be used as their permanent personal unique identifier to register for all CDP training instead of their SSN.**

Please note this functionality only assigns a CDP SID number for manual registration purposes. This will not allow registration for CDP training through CTAS online.

### **SSN Disclaimer:**

The Social Security Number is required to attend CDP **Resident** training for travel reimbursement and medical purposes. The social security number is stored in an encrypted format on the DHS/FEMA approved secure CTAS and will not be used for any other purposes outside of CDP's internal processing purposes.

### **How to create/retrieve an SID:**

1. Access CTAS at <https://cdp.dhs.gov/elms>
  - a. If you receive a page stating "There is a problem with this website's security certificate." Click the link, "Continue to this website (not recommended)."
2. Click the "Create Account" button.
3. Proceed appropriately as instructed.
4. Print your SID card and/or save your SID number and CTAS login information in a secure location.

### **Error Handling:**

If you have a SID number and do not know your login name and password or if you encounter any errors or complications while creating or retrieving your SID please record and report them to [support@cdpemail.dhs.gov](mailto:support@cdpemail.dhs.gov) with as many details as possible so they can be addressed.