





South Carolina Department of Labor, Licensing and Regulation
Division of Fire and Life Safety
141 Monticello Trail • Columbia, SC 29203
Phone: 803-896-9800 • Fax: 803-896-9806 • www.llronline.com

Dear NFIRS Training Online Student:

Welcome to the S.C. Fire Academy's Online Learning Community. This online course is an alternative delivery method for students to use to supplement NFIRS training in local fire departments. This letter contains the information you will need to access the NFIRS Training Online course.

The Academy's Online Learning Community hosts the NFIRS Training Online course. Please follow the instructions below to create an online account:

Creating an Account on the S.C. Fire Academy's Online Learning Community

Step 1-is to **open your web browser**. Google  chrome is the preferred browser. Internet Explorer  works well, but may have some issues depending on the version you are using. IE 8 is recommended.

Step 2-To get to the **SCFA Online Training** website **Home** page, click this link. <http://scfaonlinetraining.org>.

Step 3-is an **optional** way to get to the Home page by typing or cutting/ pasting the address into your web browser's address bar and click enter.

Create new account

Step 4-Click the link located beside the login button. Follow the instructions.

Username*

Step 5-Choose a **username** that's easy to remember. It can only contain lowercase letters and numbers.

Password* Unmask

Step 6-Create a **password** that includes at least 8 characters, at least 1 digit, at least 1 lowercase letter(s), at least 1 uppercase letter(s) and at least 1 non-alphanumeric character. Examples of non-alphanumeric characters are; \$, &, *, % or @. You can click "Unmask" to verify the password you typed.

Step 7-is to complete the "**More details**" section. Note: The student's first/ last name entered must match the name on the class registration form. *[If you already have a Fire Portal account, please use that email address.]*

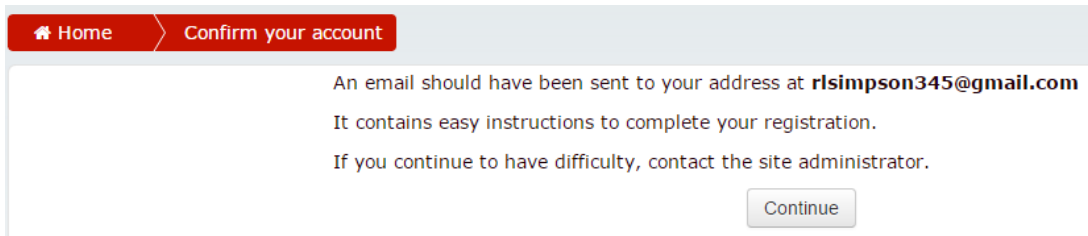
More details

Email address*	<input type="text"/>
Email (again)*	<input type="text"/>
First name*	<input type="text"/>
Last Name*	<input type="text"/>
City/town*	<input type="text"/>
Country*	United States <input type="text"/>

Create my new account Cancel

Step 8-Click the “Create my new account” button at the bottom of the screen.

Step 9-The **CONFIRM YOUR ACCOUNT** message box will appear and indicate an email was sent to the provided address. It will contain instructions to complete your registration. Click the “Continue” button to return to the Home page.



Step 10-Locate the email sent to you from the “SCFA Online Training Admin.”

Click on the link provided in the email message or copy and paste it into your web browser to complete the registration confirmation process.

From: SCFA Online Training Admin
Date: Tuesday, January 7, 2014
Subject: South Carolina Online Learning Community: account confirmation
To: Robert Simpson <rlsimpson345@gmail.com>

Hi Robert Simpson,

A new account has been requested at 'South Carolina Online Learning Community' using your email address.

To confirm your new account, please go to this web address:

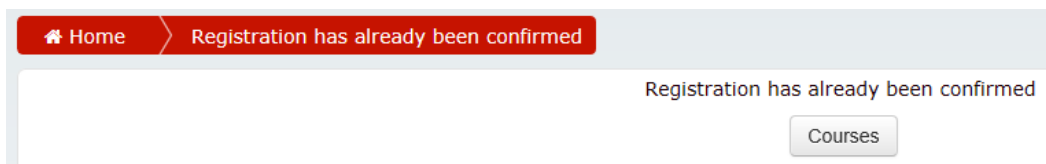
<http://scfaonlinetraining.org/login/confirm.php?data=4VFqikBoRcAzPW/bobtestaccount>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

SCFA Online Training Admin
online Trainings support@llr.sc.gov

To confirm your new account, click on the web address. Afterwards, you will see the “YOUR REGISTRATION HAS BEEN CONFIRMED” message.



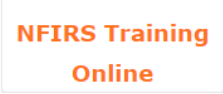
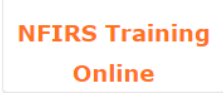
Next, click **Home** to take you to SCFA Online Training Home page.



Enrolling in NFIRS Training Online

Once you have created a user ID and activated your SC Fire Academy's Online Learning Community account, you are logged into the site and able to enroll in the NFIRS Training Online class.

Follow these three steps to enroll:

Step 1- Scroll down to the  button and click on it. Then click  button.

Step 2- Choose your preferred level of training.

Step 3-You will be prompted to enter an enrollment key. For any level, type in **training@NFIRS17** and click "Enroll me."

This is the home page for your class. Bookmark this link for your convenience. You will receive an automated welcome message from the S.C. Fire Academy's Online Learning Community Admin.

About this Course

By enrolling in this course, your progress will be saved even if you log back in later. You can still access the course materials as a guest, but your progress will not be saved. Progress will not be saved if you access the PowerPoint version of the lesson only.

You can complete the course in any order you wish. It is recommended you attempt the category quizzes only after you have seen the relevant lessons. You can take the courses and quizzes as many times as you wish.

Updates to this course will be made periodically. Check back often for new material.

To view the presentations, this class requires Adobe Flash which is available on most computers. Unfortunately, it may not be available on a mobile device such as an iPhone or iPad.

If you have any problems with the login process, please contact our online training staff at OnlineTrainingSupport@lfr.sc.gov or 803-896-0520.