Virginia Department of Fire Programs
External Student Fire Service Training Knowledge Center
Registering for the First Time - Tutorial

The VDFP External Student Knowledge Center (also known as the Knowledge Center or the KCG) provides a way for you to participate in On-line or Blended Learning courses offered through the Virginia Department of Fire Programs as an alternate course delivery method. This type training does not replace the traditional in-class course delivery.

To begin your pre-registration process:

Step 1. Select the Register "Quick Link" at the top right corner of the screen

The registration screen will open to begin your process of registering for the first time as a non-state user in the VDFP – Fire Service Training Knowledge Center

Step 2. Select the Radio Button by clicking one time and a green dot will appear. Followed by clicking the Submit Button on the bottom left of the screen.

Step 3. The next screen to appear will be the beginning of your Non-state External Registration. All cells that have a blue (*) asterisk beside them are mandatory personal profile cells and must be completed to individually identify you in the KCG. After the entire page is completed, click the NEXT Button at the bottom left corner to advance to the next screen, fix any errors if prompted.

Create New Non-State Account

Create an account for a new user.

| User Information | Manager | Organization | Job Title | Affiliation | Additional Information |

User Information

Type the indicated information in the fields, make menu selections, and click Next to proceed.

* Login ID `student` — Type a Login ID that you can remember

* Password `•••••••••` — Type a temporary password with min. 6 characters , 1 must be Capital and 1 must be a number. Then Confirm by typing the same password again in the next cell.

* Confirm Password `•••••••••`

* First Name `External` — Type your legal first name – this will print on all certificates

* Last Name `Student` — Type your legal last name – this will print on all certificates

Middle Name `Optional` — Your middle name cell is optional

* Last 4 of SSN `1234` — Type the last four digits of your Social Security Number

* Date of Birth `1/1/1901` 📅 — Type your birth date (01/01/2012) or click the calendar and select

* Email Address `myemail@yourprovider.com` — Type an active email address

* Gender ◉ Male   ○ Female — Select male or female by clicking the radio button

* Address `123 Main Street` — Type your home address

* City `Anywhere` — Type your City of Residence

* U.S. State `Virginia` — Select the state from the dropdown menu or type

* Postal Code `12345` — Type your ZIP Code

* Home Phone `8048408400` — Type a Home or Cell phone – this is used if contact is necessary.

Fax `optional`

Qualifications `optional` — Optional

* Section 508 Support `On` — Select the down arrow and turn to on option

* Primary Language `English (US)` — Leave the next three default cells as displayed

* Region `English (United States)`

* Time Zone `(GMT-05:00) Eastern Time (US and Canada)`

Check Spelling

Next   **Cancel** — Click the NEXT Button to advance to the next screen – If any cell were found to be blank or improper entry, the program will alert you for the change.

Step 4. The Select Manager screen will appear. Type in Last Name (Hansen) and First Name (Donald) >> then click Search >> Records will display >> click the Radio Button next to the name and then advance to the next screen by clicking the NEXT button

Step 5. Next, select the check box next to VDFP – Fire Service Training and click the NEXT button.

Step 6. The next screen will be your Job Title designation, click the Select button and records will open >> click the Radio button next to you title then click the NEXT button.

Create New Non-State Account

Create an account for a new user.

| User Information | Manager | Organization | **Job Title** | Affiliation | Additional Information |

Select Job Title

Perform a search to find job titles. Click the button to the left of a job title and click Save (or click Create if creating a new account). Click the checkbox if unable to select a job title at this time.

Search Text [   ]

Search Type [All words ▾]

☐ Click this checkbox if you are unable to select a job title at this time, and then click Create (if creating a new account) or click Save (if editing a profile).

[Search]

Records found: 11

		Job Title
○ ⓘ		Assistant Chief
○ ⓘ		Battalion Chief
○ ⓘ		Captain
○ ⓘ		Deputy Chief
○ ⓘ		Division Chief
○ ⓘ		EMS Provider
○ ⓘ		Fire Chief
⊙ ⓘ		Firefighter
○ ⓘ		Law Enforcement
○ ⓘ		Lieutenant

1 2

[Back] [Next] [Cancel]

Step 7. You will then be directed to the Affiliation Screen >> Select General Public and then " To access training for this agency" in the second cell. Leave Federal Agency and County ID blank and then click Create button

Create New Non-State Account

Create an account for a new user.

| User Information | Manager | Organization | Job Title | **Affiliation** | Additional Information |

Select Affiliation

Type the indicated information in the fields, make menu selections, and click Next to proceed.

* Affiliation	General Public ▼
* Reason for Access	To access training for this agency ▼
	Some of the fields below might become required depending on the affiliation selected
* Federal Agency / Organization	LEAVE BLANK
* County ID	LEAVE BLANK ▼

[Create] [Back] [Cancel]

Step 8. You should then see the submittal screen below that will automatically submit the request to the KCG Administrator – within 24-48 hours you will receive an automated confirmation email with LOG IN, password and URL for KCG site for you to bookmark in your Internet Explorer.

Registration Request Submitted

Registration Request Submitted

Your registration request has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied

[Return]

Step 9. You will receive an email similar to the one below if your account was activated – if not a reason for denial will be listed and instructions for contacting the System Administrator.

Your request to register for the _VDFP - Fire Service Training Knowledge Center has been approved. Thank you, YOUR NAME, for registering with the _VDFP - Fire Service Training Knowledge Center. Your Login credentials are: Login ID: THAT YOU CHOSE, Password: THAT YOU HAVE CHOSEN The domain URL is: (Will be furnished when accepted). You might be requested to change your password at first login. We hope you visit often and find many rewarding learning and knowledge exchange experiences at the site. If you have any questions about the site or require additional assistance, please contact your appropriate domain administrator.

NOTE: If you have problems with your pre-registration process, you can click the Email Administrator "Quick Link" at the top right corner of the Log in page.