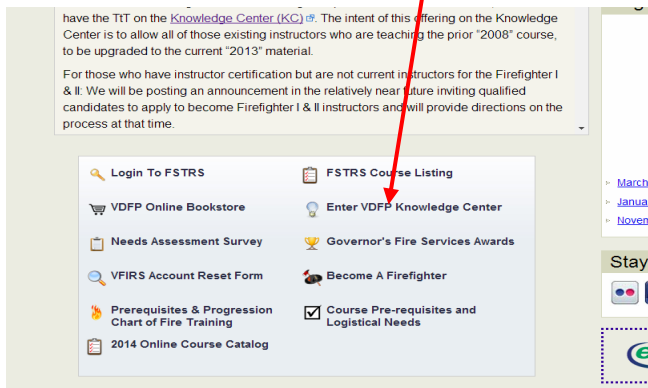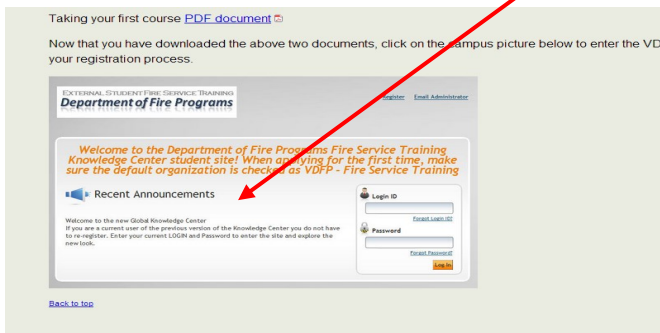# USING THE DEPARTMENT OF FIRE PROGRAMS—KNOWLEDGE CENTER

GO TO: WWW.VAFIRE.COM

SCROLL DOWN TO THE BOTTOM OF THE SCREEN AND CLICK ON THE "ENTER VDFP KNOWLEDGE CENTER" LINK.

CLICK ON THE IMAGE OF THE KNOWLEDGE CENTER TO ACCESS THE LOGIN PAGE.

NEW USER?

YOU WILL NEED TO GET AN ACCOUNT SET UP TO USE THE KNOWLEDGE CENTER. IT MUST BE APPROVED BY THE STATE AGENCY BEFORE YOU CAN GAIN ACCESS TO CLASSES, WHICH USUALLY TAKES ONE BUSINESS DAY.

1. CLICK "REGISTER" IN THE UPPER RIGHT CORNER OF THE LOGIN SCREEN.
2. CLICK THAT YOU ARE "A NON-STATE EMPLOYEE, ENTERING THE SITE FOR THE FIRST TIME" AND CLICK SUBMIT.
3. ENTER ALL OF THE INFORMATION REQUESTED FOR USER INFORMATION.
4. FOR STATE MANAGER—TYPE "HANSEN" FOR LAST NAME, "DONALD" FOR FIRST NAME.
5. CLICK "VDFP—FIRE SERVICE TRAINING".
6. SELECT YOUR APPROPRIATE JOB TITLE.
7. FOR AFFILIATION, SELECT
    "GENERAL PUBLIC" FOR AFFILIATION
    "TO ACCESS TRAINING FOR THIS AGENCY" FOR REASON
    LEAVE FEDERAL AGENCY AND COUNTY ID BLANK
8. AWAIT YOUR REGISTRATION TO BE APPROVED BY THE KNOWLEDGE CENTER'S ADMINISTRATOR FOR FIRE PROGRAMS.
9. YOU WILL RECEIVE AN EMAIL THAT WILL GIVE YOU YOUR LOGIN AND PASSWORD INFORMATION AND LET YOU KNOW WHEN YOU HAVE BEEN APPROVED TO USE THE KNOWLEDGE CENTER.

COURSES TO COMPLETE:

CLICK ON "LEARNING CENTER" THEN COURSE CATALOG.

ENTER "EVOC" IN THE SEARCH BOX.

TAKE ALL THREE OF THE SESSIONS BY CLICKING ON ONE OF THE SESSION LINKS, THEN CLICKING "ENROLL"

ON THE COURSE DESCRIPTION PAGE, JUST CLICK "ENROLL"

WHEN THE COMPUTER RETURNS TO THE PREVIOUS SCREEN, CLICK "ACCESS ITEM"