

The following are instructions for registering on-line using the State Fire Marshal training system:

Step 1: Go to the State Fire Marshal Training page ([click here](#)).

Step 2: Click Returning User (if you have registered before) or New User Button (if you have never registered before).

Minnesota Department of Public Safety
Minnesota State Fire Marshal

Training Log-in

Course List | Course Registration

Returning User | New User

Returning Users:

To register for a course:

1. Click "Returning User" button.
2. Enter your user ID and password and click the "Submit" button. If you have forgotten your user ID or password, click "Forgot Your User ID" or "Forgot Your Password". Enter the information requested. Your user ID or password will be emailed to you.
3. Click "Registration" in the yellow ribbon.
4. Select the course you want from the list provided by clicking "Register Now". Your personal profile will appear. Check the information and make any necessary changes.
5. Go to the bottom of your profile and click "Update Participant Information".
6. Complete your registration by clicking "Continue Registration".
7. Your course registration is complete. If you are enrolled in the course you will receive an email confirmation.

New users must establish a user ID and password:

If you've never used this registration system before, click the "New User" button. Enter the information requested; a user ID and password will be emailed to you. When you have your user ID and password, log on to the system and follow the instructions for a "Returning User".

For assistance with this application contact Joel D. Paylor @ 651-201-7210 or e-mail to: joel.d.paylor@state.mn.us

Step 3a (for New Users only): A new screen will appear asking for your name and e-mail address. Click Submit button.

Step 4a (New Users only): You will receive an e-mail confirmation with a User ID and Password (usually within a couple of minutes). There will also be a web-link. Click on that link within 24 hours.

Step 5a (New Users only): Login to the new page using the User ID and Password you were e-mailed.

Step 6a (New Users only): On Training Log-In Screen, create a user profile (position, title, phone, role, and agency); the role is selected from a drop-down menu (select the role that most closely fits). All fire department names should be pre-loaded. Click Submit Form.

The above steps are one-time only; once you have been entered and receive the User ID and Password, you will not need to do the above steps again (Note: write down User ID and Password).

Step 3b (Returning Users only): Enter your User ID and Password; you will be taken to the Training Log-in page.

Step 4: Click on "Registration" tab; a list of classes will appear. Select the class you want to attend by clicking "Register Now" then clicking "Continue Registration".



Minnesota Department of Public Safety Minnesota State Fire Marshal



Training Log-in

[Registration](#) [Cancel a Registration](#) [Course Evaluation](#) [Certificate](#) [Participant History](#) [Participant Profile](#)

Welcome Jon

You have successfully logged on to the State Fire Marshal Training Application.

State Fire Marshal Training Application is now displaying a tab above.

Using this application you will be able to do the following:

Registration: View details about all current courses and initiate the registration process for a course you would like to attend.

Cancel a Registration: Displays the course(s) you are registered for and provides the means to cancel a registration if necessary.

Course Evaluation: If you have recently attended a course the application will automatically send you an evaluation to complete. If you have not completed the evaluation that was sent to you, you can also access it using this feature.

Certificate: Provides you the ability to print your certificates of completion after you have completed a class.

Participant History: Provides your registration, cancellation and attendance history for all State Fire Marshal training courses.

Participant Profile: Displays your current profile and allows you to update any of the information. You can also change your password here.

Step 5: Your profile page will appear; from here you can modify information (phone, e-mail, role, etc.). Even if no changes are made, click on "Update Participant Information" (this is necessary or you will not get registered for the class)

Step 6: You will be taken to a confirmation page showing details of the class; once again, click on "Continue Registration".



Minnesota Department of Public Safety Minnesota State Fire Marshal



Training Log-in

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Registration Course

[Continue Registration](#)

Course Name:	Sprinkler System Hydraulics Plan Review and Inspections-DOLI #20											
Course Cost:	\$0.00											
Maximum Participants:	50											
Seats Available:	1											
Wait List Seats Available:	5											
Instructor(s):	Dan Kaiser Jon Nisja Ralph Peterson											
Registration Time:	0730											
Day(s)	<table border="1"> <thead> <tr> <th>Date(s)</th> <th>Time(s)</th> </tr> </thead> <tbody> <tr> <td>07/20/2016</td> <td>0800 - 1630</td> </tr> <tr> <td>07/21/2016</td> <td>0800 - 1630</td> </tr> <tr> <td>07/27/2016</td> <td>0800 - 1630</td> </tr> <tr> <td>07/28/2016</td> <td>0800 - 1630</td> </tr> </tbody> </table>	Date(s)	Time(s)	07/20/2016	0800 - 1630	07/21/2016	0800 - 1630	07/27/2016	0800 - 1630	07/28/2016	0800 - 1630	
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07/28/2016	0800 - 1630											
location:	Waite Park City Hall 19 13th Avenue North Waite Park MN 56387											

Step 7: You will receive an e-mail confirmation that you have been registered for the class. If the class is already full, you will be added to a "wait list" and automatically registered should a cancellation or vacancy occur.