NJ Learn for Firefighters: (www.njlearn.com)

Take the 'Tutorial' by clicking on the word Tutorial on front page before login.

- ☐ Enter Assigned User Name – Firefighters use (6) digit State ID Number
- ☐ Type Assigned Password
    - o Generic password for Firefighters was: password!
        - ▪ Lower case with exclamation
        - ▪ Or: password   (lower case without exclamation)
- ☐ Click on "Fire Personnel" Button
    - o (Do Not hit "Enter" key)
- ☐ Reset Password
    - o At least six characters
    - o Type twice
- ☐ Click on "Continue"

Edit User Profile
- ☐ Confirm or Edit Email Address
- ☐ If Agency is in Jurisdiction/County Listed
    - o Select Municipality from Drop Down
- ☐ If Agency is not in Jurisdiction/County Listed
    - o Select Jurisdiction/County from Drop Down
    - o Click on "Go"
    - o When Screen refreshes – Select Municipality
- ☐ If Agency is not Any of Jurisdiction/County(s) Listed
    - o Select Region from Drop Down
    - o Click on "Go"
    - o Select Jurisdiction/County from Drop Down
    - o Click on "Go"
    - o When Screen refreshes – Select Municipality
- ☐ Select Primary Function and Secondary Function if desired
- ☐ Agency – Select "First Responders"
- ☐ Save
- ☐ When "All Training" page opens
    - o Scroll down and Click on a Course Title to Begin

Select / Request Course
- ☐ Click on "Course Catalog"
- ☐ Click on "Catalog" to view Instructor Led Courses being Offered
- ☐ Advanced Search
    - o Search for Keyword, Location, Instructor
    - o Select "Online" or "Instructor Led"
    - o Select "Entire Catalog" and Click on "Search"

My Courses
- ☐ Shows Online, Instructor Led, Learning Plans, ALL Training
- ☐ Student Transcript
- ☐ Reference – Learning Objectives for all Courses Registered
- ☐ Student Notebook – Electronic
    - o Only viewable by user
- ☐ Tutorial

New User - Take Tutorial

- ☐ Enter Assigned User Name
- ☐ Type Assigned Password
- ☐ Click on "Log On" Button
  - o (Not hit "Enter" key)
- ☐ Reset Password
  - o At least six characters
  - o Type twice
- ☐ Click on "Continue"

Edit User Profile

- ☐ Confirm or Edit Email
- ☐ If Agency is in Jurisdiction/County Listed
  - o Select Municipality from Drop Down
- ☐ If Agency is not in Jurisdiction/County Listed
  - o Select Jurisdiction/County from Drop Down
  - o Click on "Go"
  - o When Screen refreshes – Select Municipality
- ☐ If Agency is not Any of Jurisdiction/County(s) Listed
  - o Select Region from Drop Down
  - o Click on "Go"
  - o Select Jurisdiction/County from Drop Down
  - o Click on "Go"
  - o When Screen refreshes – Select Municipality
- ☐ Select Secondary Function if desired
- ☐ Agency – Select "First Responders"
- ☐ Save
- ☐ Go to MY COURSES – Take Tutorial

My Courses

- ☐ Shows Online, Instructor Led, Learning Plans, ALL Training
- ☐ In "All Training" page
  - o Scroll down and Click on a Course Title to Begin
- ☐ Student Transcript
- ☐ Reference – Learning Objectives for all Courses Registered
- ☐ Student Notebook – Electronic
  - o Only viewable by user
- ☐ Tutorial

Select / Request Course

- ☐ Click on "Course Catalog"
- ☐ Click on "Catalog"
- ☐ Click on Course Title to Request Approval
  - o (From NJ Learn Supervisor)
- ☐ Advanced Search
  - o Search for Keyword, Location, Instructor
  - o Select "Online" or "Instructor Led"
  - o Select Entire Catalog and Click on "Search"