



STUDENT USER GUIDE  
Instructions on Accessing and Navigating  
the Delaware Learning Center for the  
Delaware State Fire School  
Updated 10/19/2018

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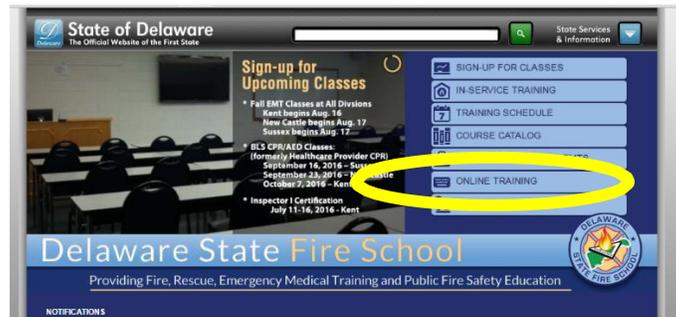
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## For Students: Registering and Logging into the Delaware Learning Center for the State Fire School

Go to our website at <http://statefireschool.delaware.gov>.

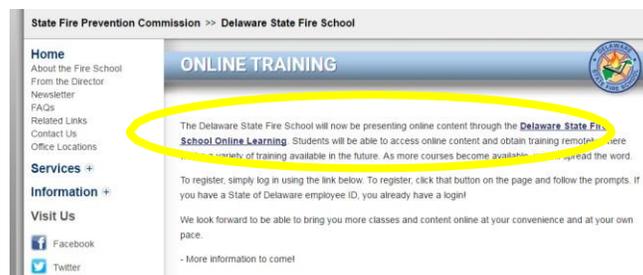


Click the blue 'Online Training' button in the main column to the right.



Students will be directed to our online training page.

Once there, click the hyperlink 'Delaware State Fire School Online Learning' in the top paragraph.



Once there, the student will register if they do not have a Delaware Learning Center account and are not a State employee.

Otherwise, the student will click Login to continue onto the site.



Students creating an account will be advised by Email that their request was received and when it is approved. Please be sure to complete all of the required sections marked with an asterisk '\*' and be sure to select your primary fire company affiliation. If you are not associated with a fire company, you may select one out of the other selections, or contact Vincent Miller with any questions about this section.

If you are not assigned to your course within 2 business days of the start date/date given for content being available, please contact Vincent Miller by email at [vincent.miller@state.de.us](mailto:vincent.miller@state.de.us). Their log in will be the email they used to register on the website with.

## For Students: Navigating Courses

DSFS Employees will use their current State Employee ID # and if they do not know or have not set up their password, should hit the 'Forgot Password' link to reset it. Students will use their email they used to register and the password they set up. The link to reset the password should work.

Once logged on, you should see the page like below. Click Open Curriculum.

	Due Date	Action
DSFS Delaware EMT Refresher Online Session	None	Open Curriculum

After clicking, you will come to a page like below. Click open Curriculum Player

**Training Details**

You are already registered for this training.

**DSFS Delaware EMT Refresher Online Session**  
Curriculum - State Fire School - 111 hours, 26 minutes - \$0.00

[Open Curriculum Player](#)

The Delaware State Fire School Delaware EMT Refresher course is a hybrid course with content online and two days in the classroom. Students must complete the online learning before registering for the classroom sessions at one of the DSFS divisions. This class is for those students wishing to recertify as a Delaware EMT while meeting the NREMT NCCP educational requirements to recertify as a Nationally Registered EMT at the BLS level. Once you have completed the online training and the current Delaware OEMS BLS Protocols, you will be required to attend the classroom content, where you review practical skills and be tested on the material delivered. The current Delaware OEMS BLS Protocols. A Certificate of Completion will be available to save/print upon your successful completion of the content.

**Price**  
\$0.00

**Available Languages**  
English (US)

**Subjects**  
Emergency Services > EMS

**Curriculum**

You will need to click Activate, then Launch to start the video. Your progress will be tracked on the left. After you have watched the video, you will Mark as Complete and continue.

For the **Chest Pains from Cardiovascular Causes**, it will be in a pop up on an external site. You will need to select Complete from the blue drop down on the right to continue. This will be the only block that you will need to do this. You will need to navigate using the

The screen will look something like this.

The screenshot displays the 'DSFS Delaware EMT Refresher Online Session' interface. On the left, a circular progress indicator shows '30%' completion under the heading 'CURRICULUM PROGRESS'. The main content area is titled 'DSFS Delaware EMT Refresher Online Session' and includes an 'Options' dropdown menu. Below the title, a paragraph describes the course as a hybrid of online and classroom learning. The interface lists seven training modules, each with a play button icon, a status indicator, a due date, and training hours. The 'Chest Pain from Cardiovascular Causes' module is highlighted with a yellow background and a house icon, and its button is labeled 'Launch'. The 'Stroke' module has a button labeled 'Activate'. The 'Communicable Diseases' module has a status of 'Pending Prior Training'.

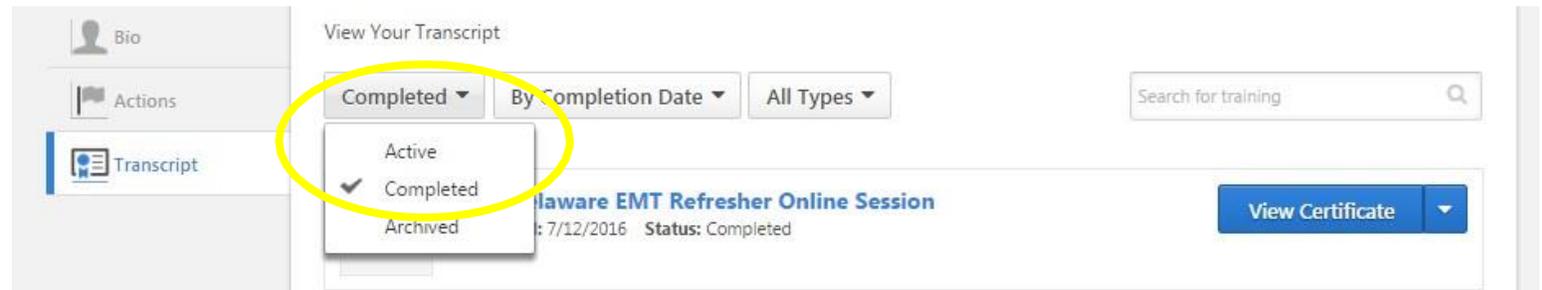
Module Title	Status	Due	Training Hours	Action
Introduction to VADs	Completed	No Due Date	30 min	Launch
CPR Feedback & Assist Devices	Completed	No Due Date	30 min	Launch
Post Resuscitation Care	Completed	No Due Date	1 hrs	Launch
Oxygenation	Completed	No Due Date	1 hrs 10 min	Launch
Chest Pain from Cardiovascular Causes	Completed	No Due Date	1 hrs	Launch
Stroke	Not Activated	No Due Date	45 hrs	Activate
Communicable Diseases	Pending Prior Training	No Due Date	30 min	

## For Students: How to Print a Certificate

In order to print a certificate, you will need hover your cursor over **Learning** in the navigation bar and select **View Your Transcript**.

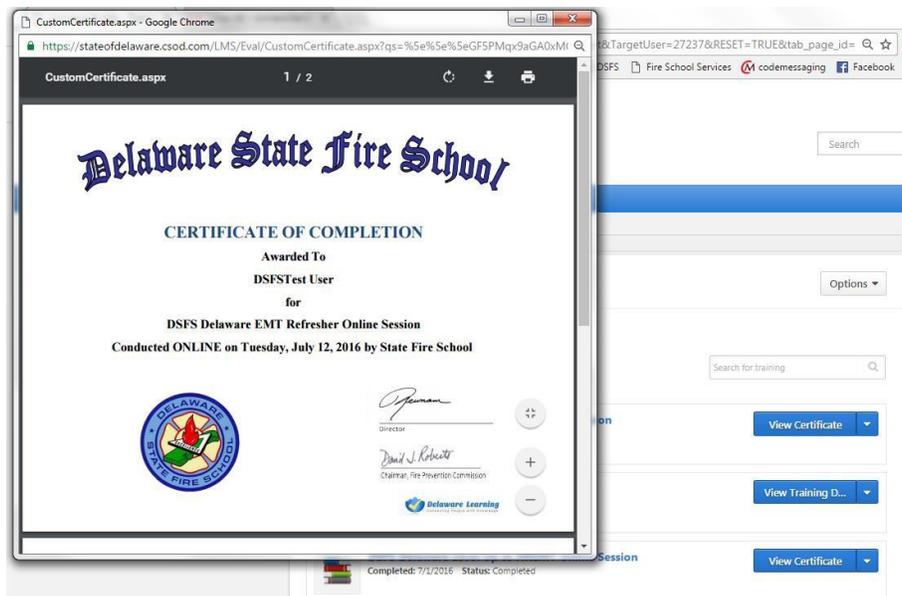


You will need to change your view from Active to Completed in the drop down.



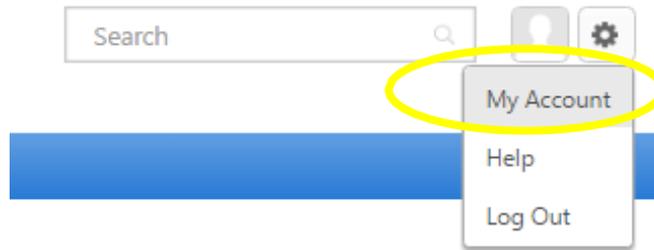
For the course you wish to print a Certificate of Completion, you will click **View Certificate**.

A pop-up with the certificate will appear, from which you will be able to save your certificate as a .pdf or print it out.

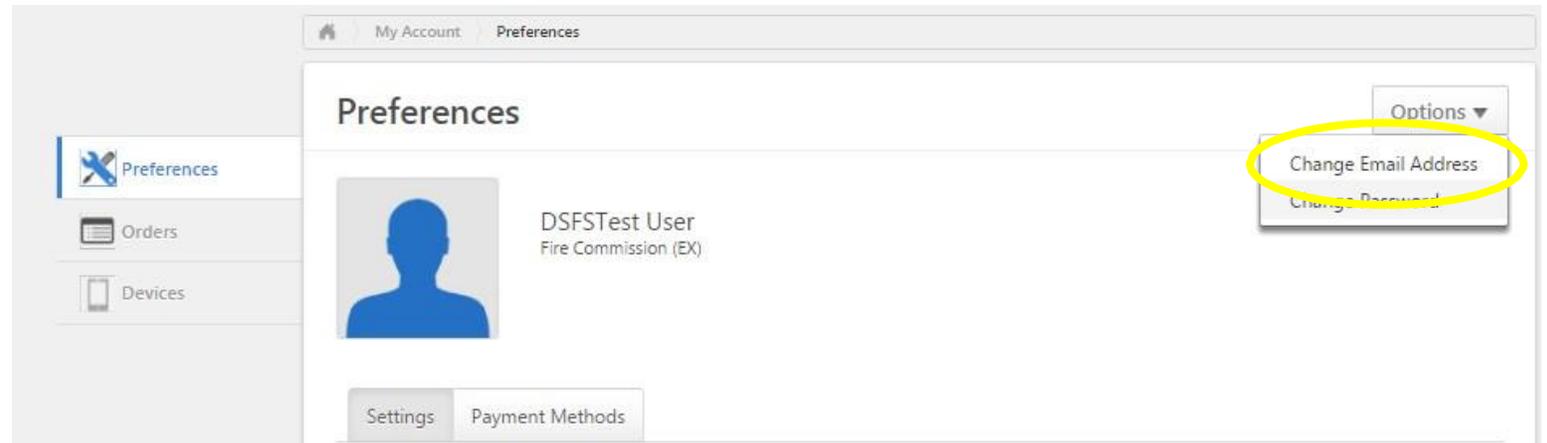


## For Students: How to Change your Email

Click the gear in the upper right corner and select **My Account**.

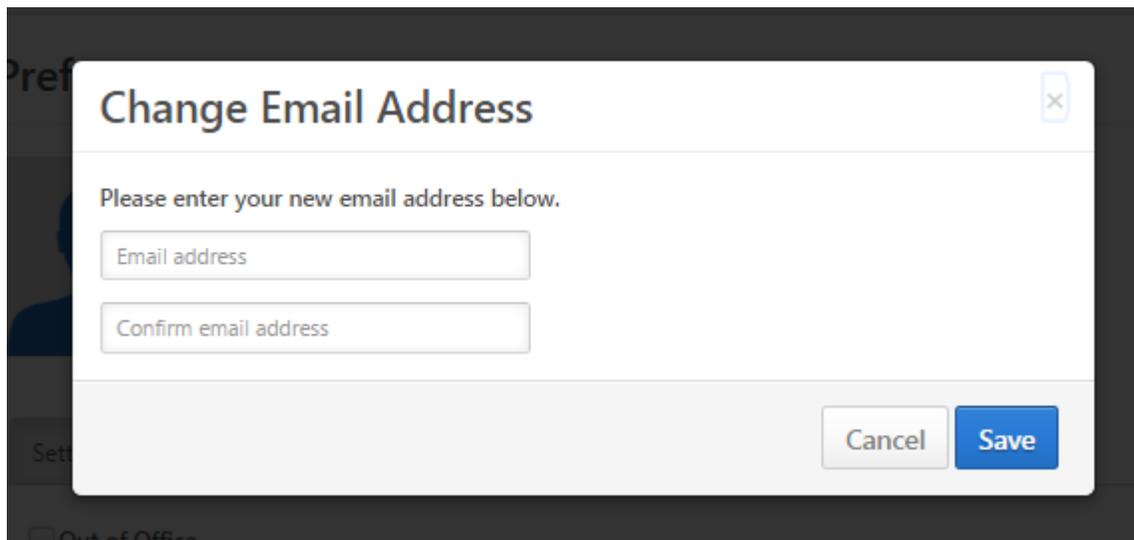


Click Options and select **Change Email Address** in the drop down.



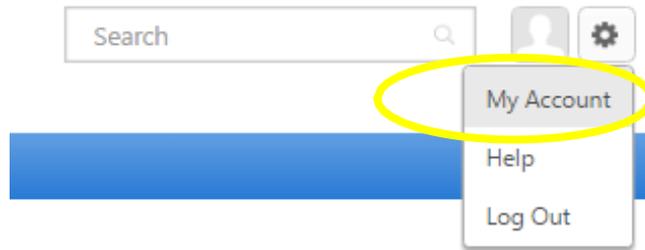
Complete the section and click

**Save**.

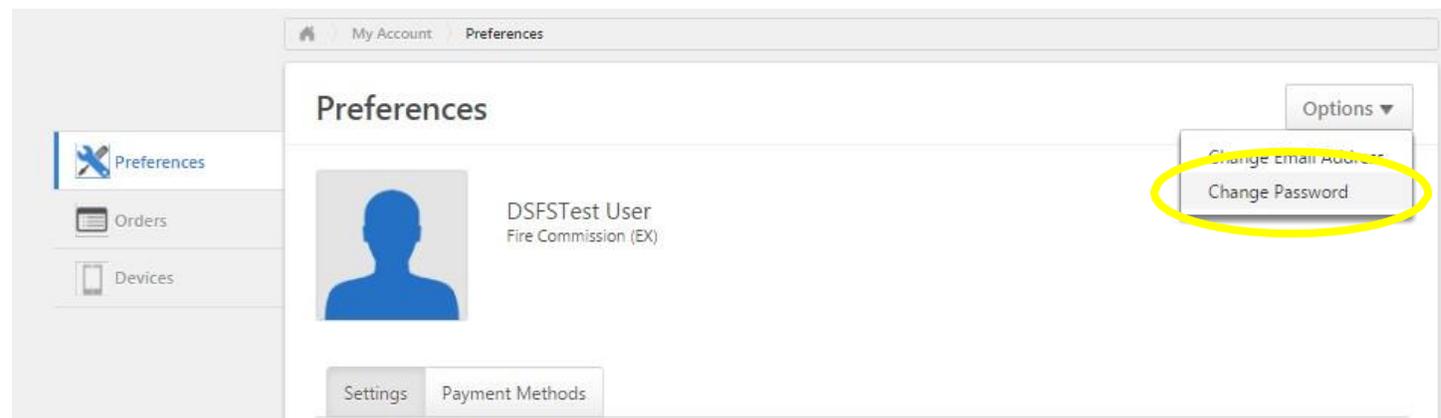
A screenshot of a 'Change Email Address' dialog box. The dialog has a title bar with the text 'Change Email Address' and a close button. Below the title bar, there is a message: 'Please enter your new email address below.' There are two input fields: 'Email address' and 'Confirm email address'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'.

## For Students: How to Change your Password

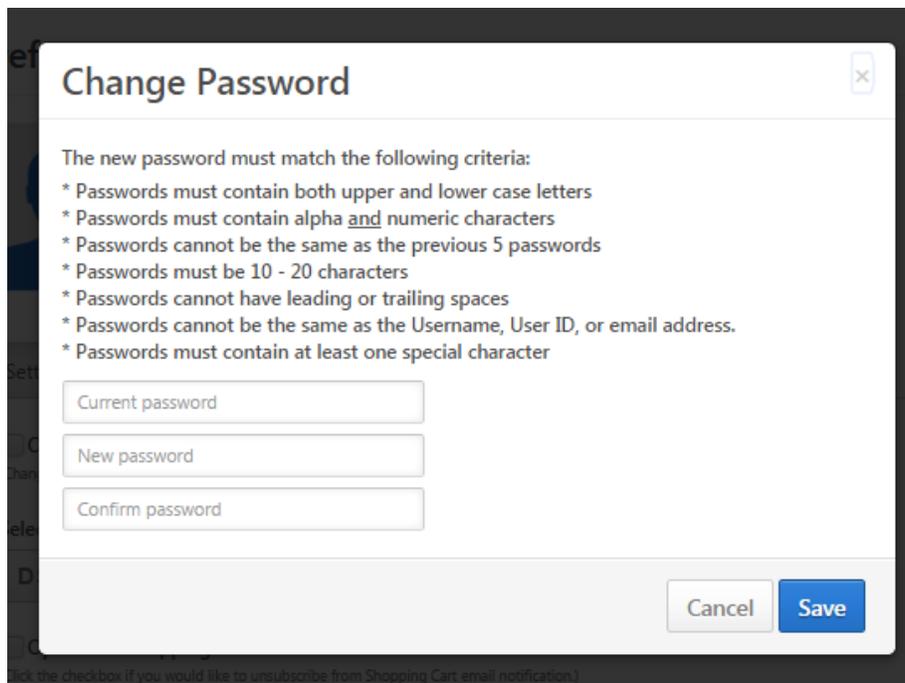
Click the gear in the upper right corner and select **My Account**.



Click **Options** and select **Change Password** in the drop down.



You will need to enter your current password and the new password *twice* under the Delaware Learning Center guidelines listed.



**Change Password**

The new password must match the following criteria:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords cannot be the same as the previous 5 passwords
- \* Passwords must be 10 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* Passwords must contain at least one special character

Current password

New password

Confirm password

Cancel Save

Once you complete the section and click

