

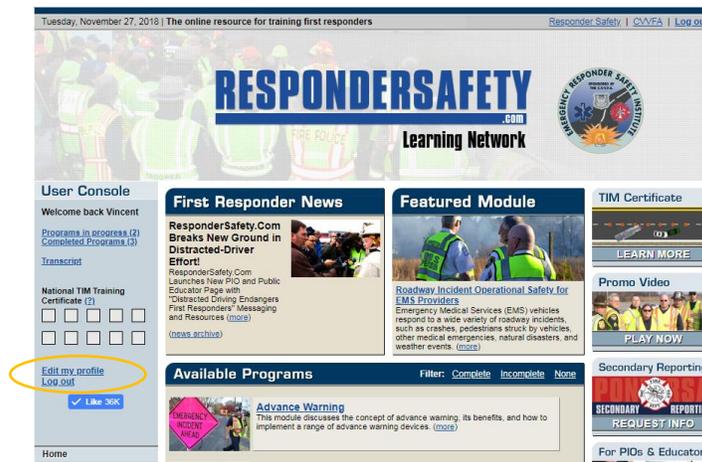
Secondary Reporting is a way to allow us to see your training transcript on Responder Safety's learning center. This will allow us to help verify your training done on the site. To allow us access to your transcript, you need to allow for Secondary Reporting on your profile. Here are the steps to do it.

1) Go to <https://learning.respondersafety.com>

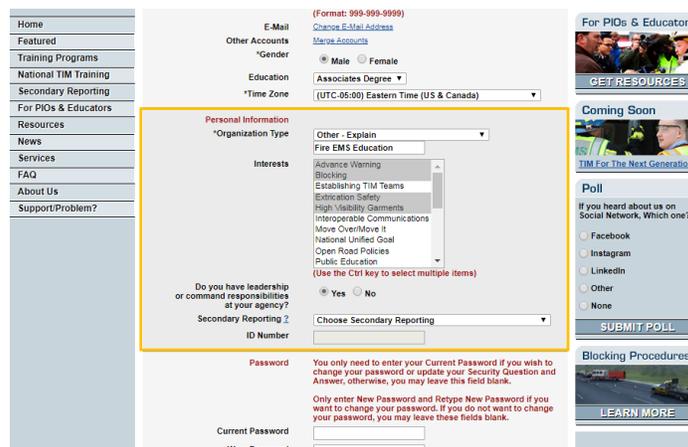
Log in using your username and password.



2) Click Edit my Profile.



3) Scroll down until you see the **Personal Information** section.



- 4) Select **Yes** or **No** for the leadership or command responsibilities (if you are a line officer/fire police captain or lieutenant). Then click on Choose Secondary Reporting and Select the **Delaware State Fire School (DSFS)**

The screenshot shows a web form for profile management. On the left is a navigation menu with items: For PIOs & Educators, Resources, News, Services, FAQ, About Us, and Support/Problem?. The main form area is titled 'Personal Information' and includes fields for '\*Organization Type' (with a dropdown menu), 'Interests' (a list of fire-related topics), 'Do you have leadership or command responsibilities at your agency?' (with Yes/No radio buttons), 'Secondary Reporting ?' (with a dropdown menu), and 'ID Number'. A yellow oval highlights the leadership question and the secondary reporting dropdown. Two yellow arrows point to the 'Yes' radio button and the 'Delaware State Fire School (DSFS)' option in the dropdown. Below the dropdown, a note reads: 'Only enter New Password and Retype New Password if you want to change your password. If you do not want to change'. To the right of the form are sections for 'Coming Soon' (with a photo of a firefighter and a link 'TIM For The Next Generation'), a 'Poll' titled 'If you heard about us on Social Network, Which one?' with radio buttons for Facebook, Instagram, LinkedIn, Other, and None, and a 'SUBMIT POLL' button. Below the poll is a 'Blocking Procedures' section with a photo of a fire truck and a 'LEARN MORE' link.

- 5) Then click the **UPDATE MY PROFILE** button at the bottom.

This screenshot shows the bottom portion of the profile form. It includes a password field with a red error message: 'Your password must be between six and sixteen digits, contain at least one number and one letter, and not contain any spaces'. Below the password field are fields for '\*Security Question' (with a dropdown menu) and '\*Security Answer'. At the bottom center, the 'UPDATE MY PROFILE' button is circled in yellow.

- 6) The Last step is to review the terms and conditions, click the box for "I have read and accept the terms and conditions set forth in the policy above, and then click the **Accept** button.

The screenshot shows a modal dialog box titled 'Secondary Reporting Terms and Conditions'. The text inside reads: 'I agree to release my Responder Safety Learning Network transcript to the institution(s) selected below. I acknowledge that I understand this release means authorized training managers from the institution(s) I have designated will be able to view which Responder Safety Learning Network modules I have completed, multi-program certificates I have completed, and in-person classes whose testing I have completed on the Responder Safety Learning Network, with all dates I completed those programs by passing the certificate of completion test(s), and the number of credits I earned for each program.' Below the text is a checkbox with the label 'I have read and accept the terms and conditions set forth in the policy above.' The checkbox is checked. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Accept' button. A yellow arrow points to the checkbox, and another yellow arrow points to the 'Accept' button. The dialog box has a 'close X' button in the top right corner. At the bottom of the dialog, it shows 'Time Zone (UTC-05:00) Eastern Time (US & Canada)'.