



DELAWARE LEARNING CENTER

STUDENT USER GUIDE

Instructions on Accessing and Navigating
the Delaware Learning Center for the
Delaware State Fire School

Updated 10/10/2023

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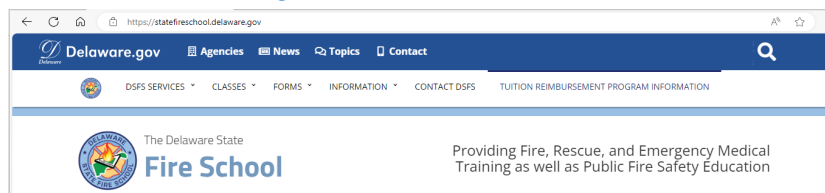
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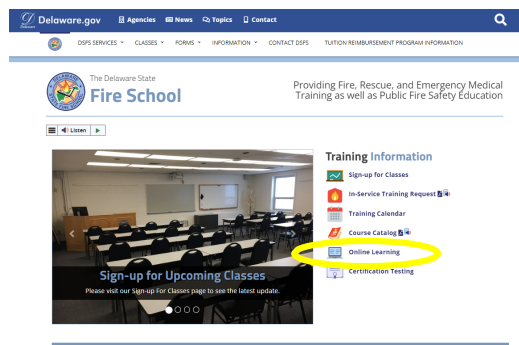
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For Students: Registering and Logging into the Delaware Learning Center for the State Fire School

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

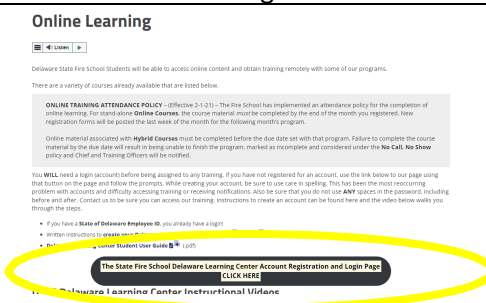


Click the blue 'Online Training' button in the main column to the right.

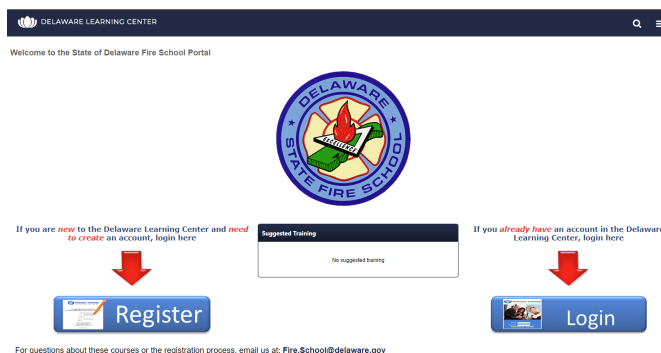


Students will be directed to our online training page.

Once there, click the 'Delaware State Fire School Online Learning Center Account Registration and Login Page' button.



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.



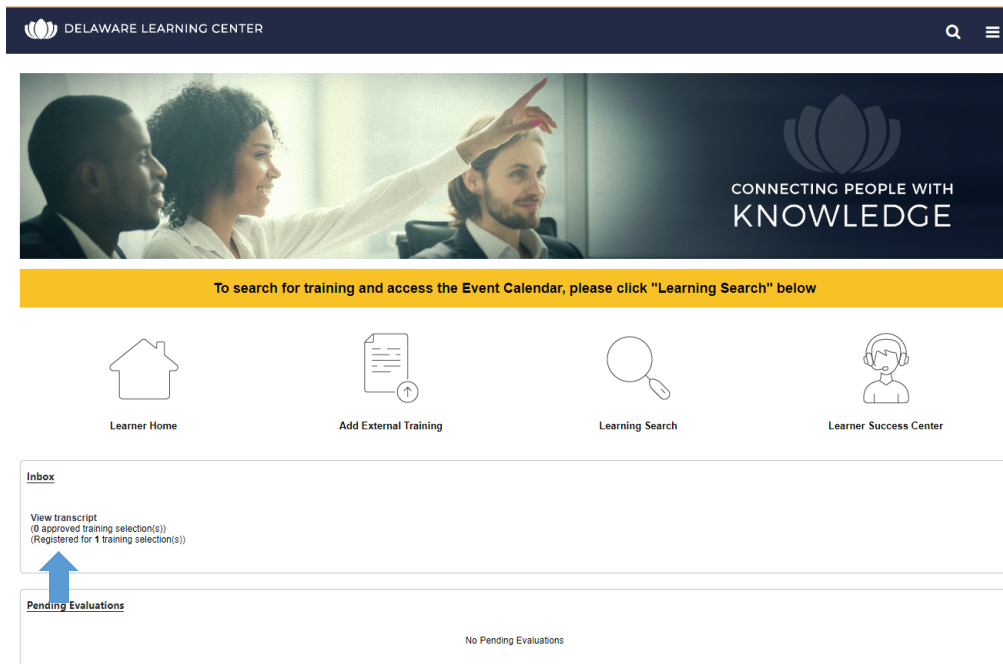
Students creating an account will be advised by Email that their request was received and when it is approved. Please be sure to complete all of the required sections marked with an asterisk '*' and be sure to select your primary fire company affiliation. If you are not associated with a fire company, 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 the office by email at fire.school@delaware.gov. Their log in will be the email they used to register on the website with.

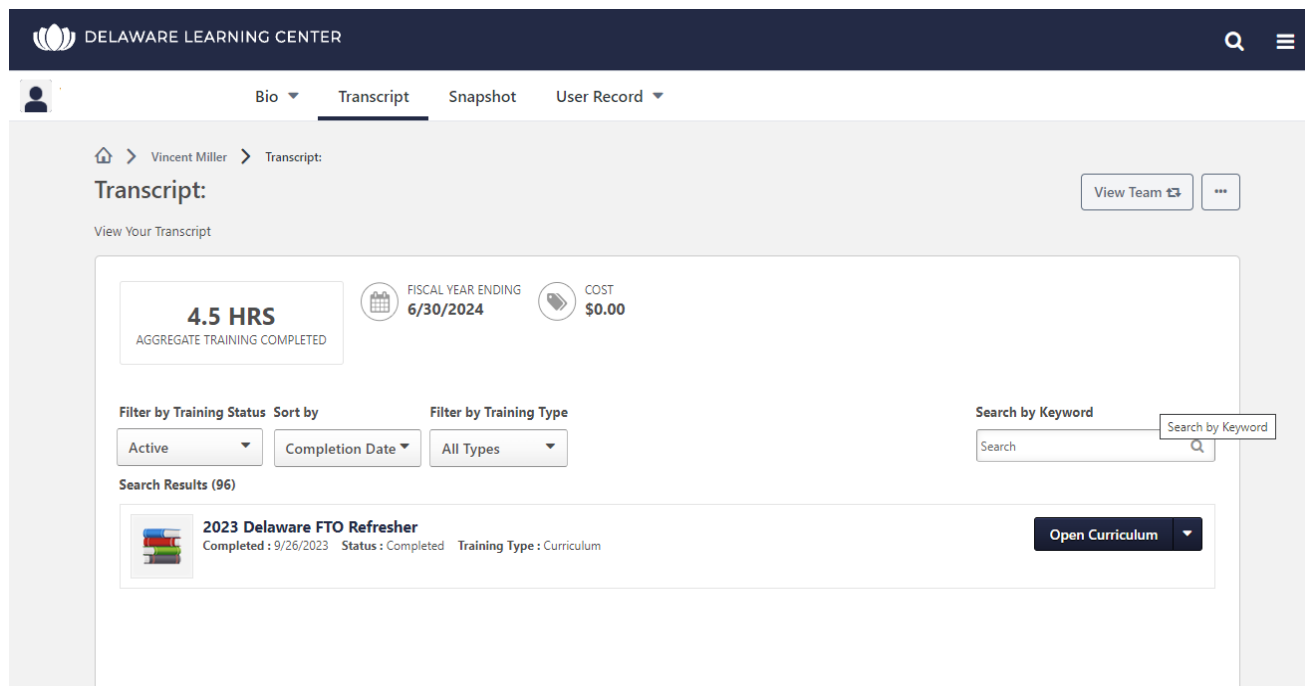
For Students: Navigating Courses

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. New employees will have a password available by from their supervisor. Students will use their email they used to register and the new password they created. The link to reset the password should work. If you get a message saying "Invalid Token".

Once logged on, you should see the page like below. Click 'View transcript'.



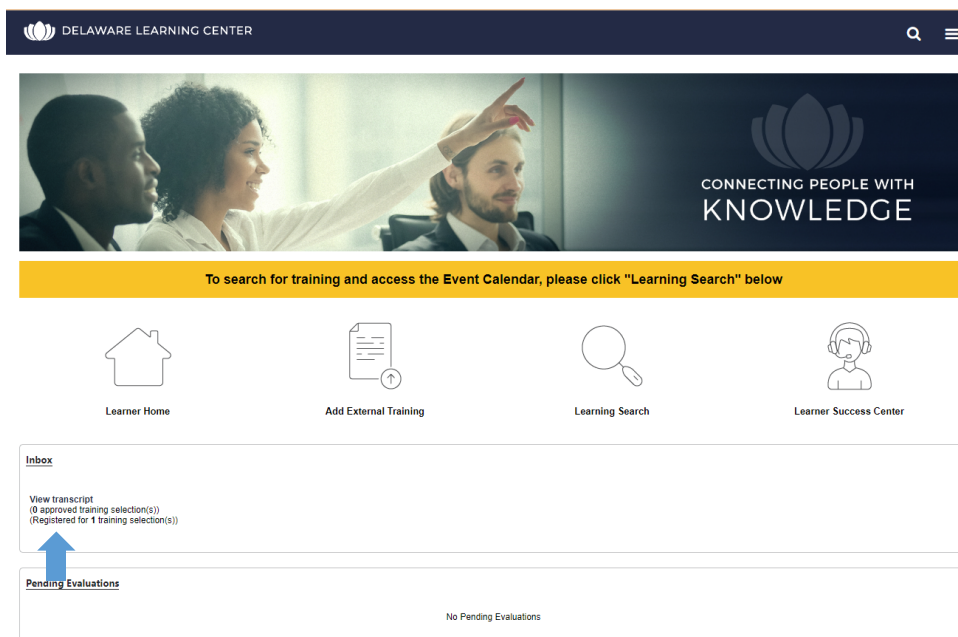
After clicking, you will come to a page like below. Click open Curriculum Player to begin your course.



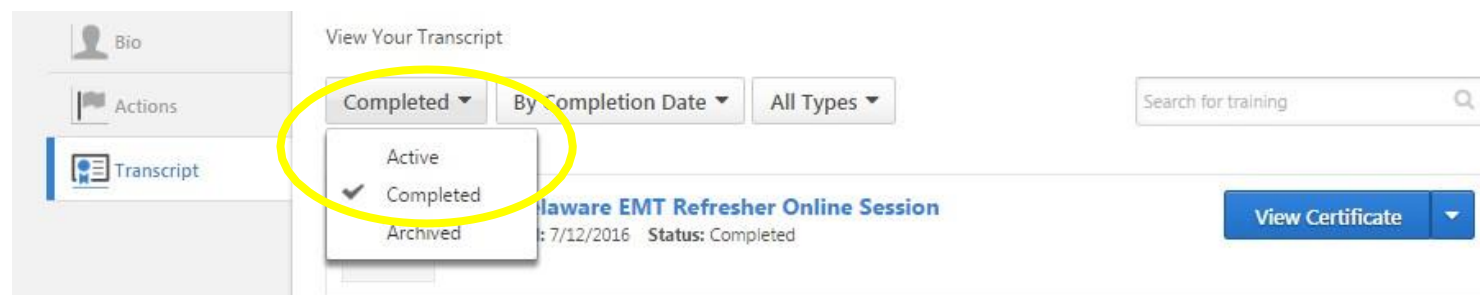
You will need to click Activate, then Launch to start the video. Your progress will be tracked on the left. After you have watched the video, you will Mark as Complete and continue.

For 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 Transcript**.



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

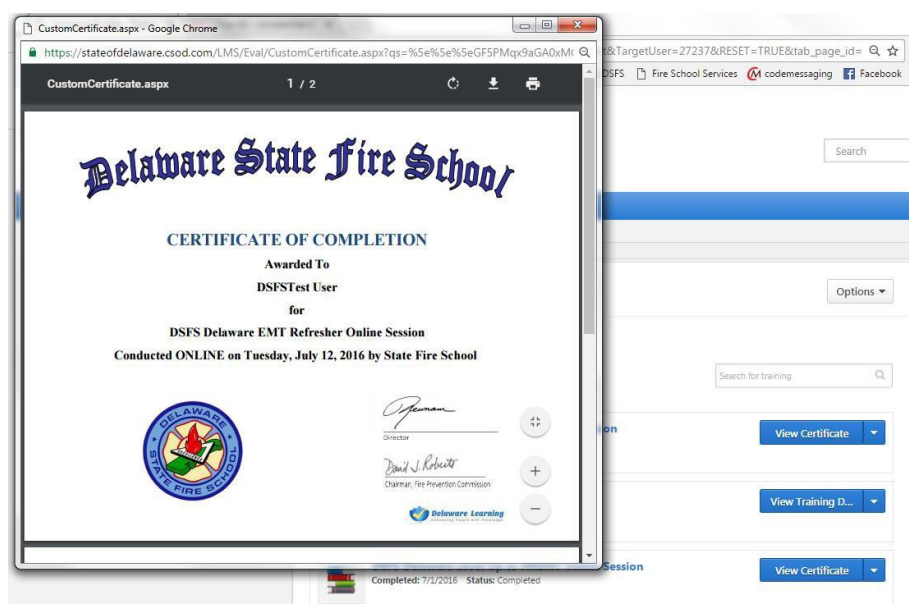


For the course you wish to print a Certificate of Completion, you will click **View Certificate**.

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.

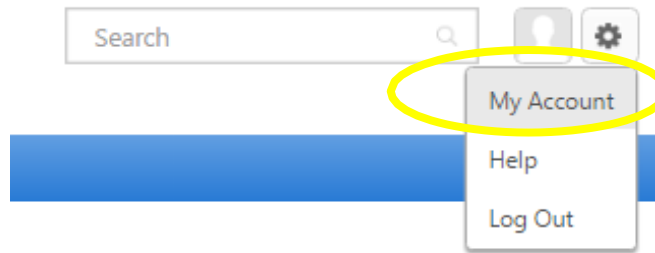
In most cases, you will not need these certificates for other than your own records, or if your supervisor requests it.

We can look up if you have completed online courses.

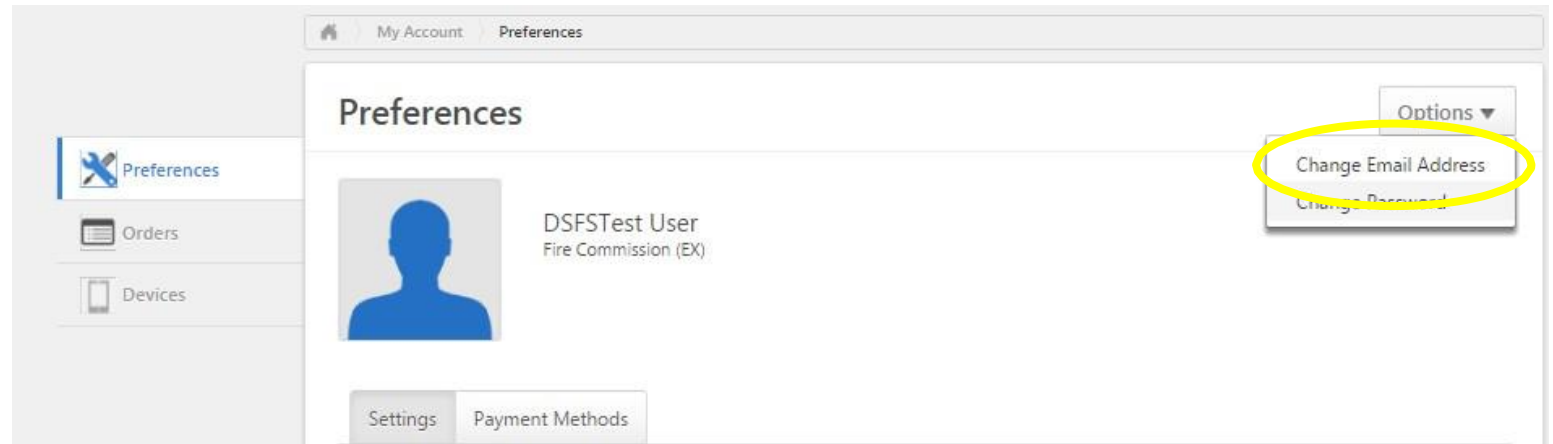


For Students: How to Change your Email

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



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



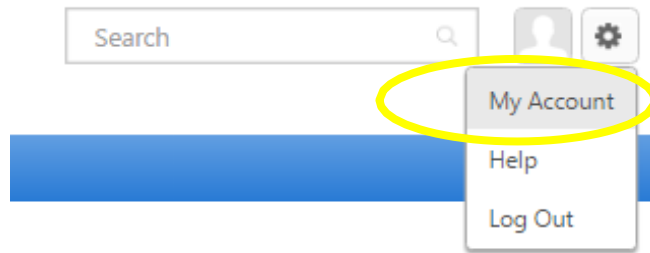
Complete the section and click

Save

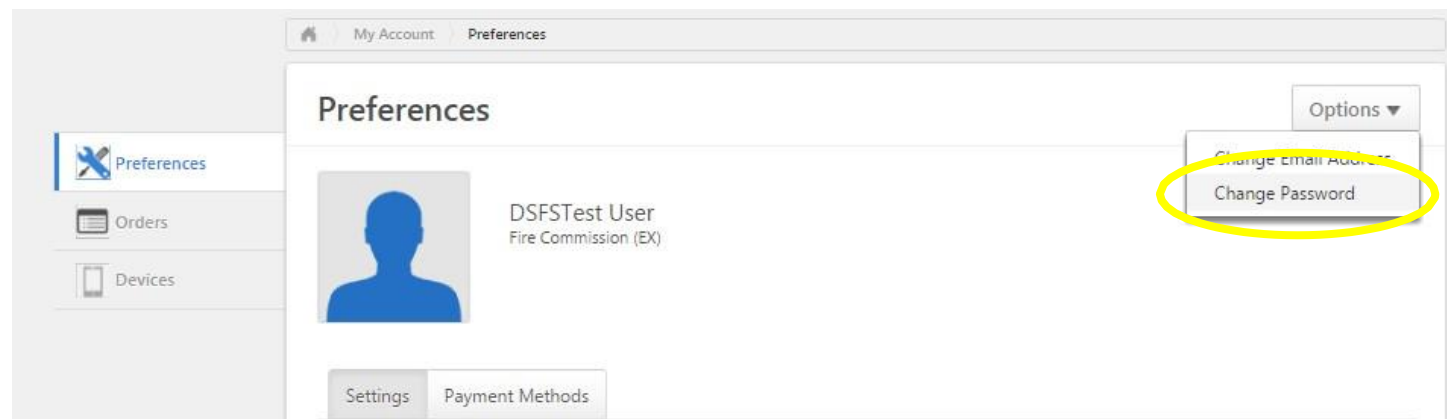
A screenshot of a 'Change Email Address' dialog box. The dialog box has a title bar with a close button. The main content area contains the text 'Please enter your new email address below.' followed by two input fields: 'Email address' and 'Confirm email address'. At the bottom right of the dialog box 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.

A screenshot of a 'Change Password' form. The form has a title 'Change Password' and a close button in the top right corner. Below the title, there is a list of criteria for the new 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'. Below the criteria, there are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

Once you complete the section and click

