Register FireTRAQ User as a Student Training Guide
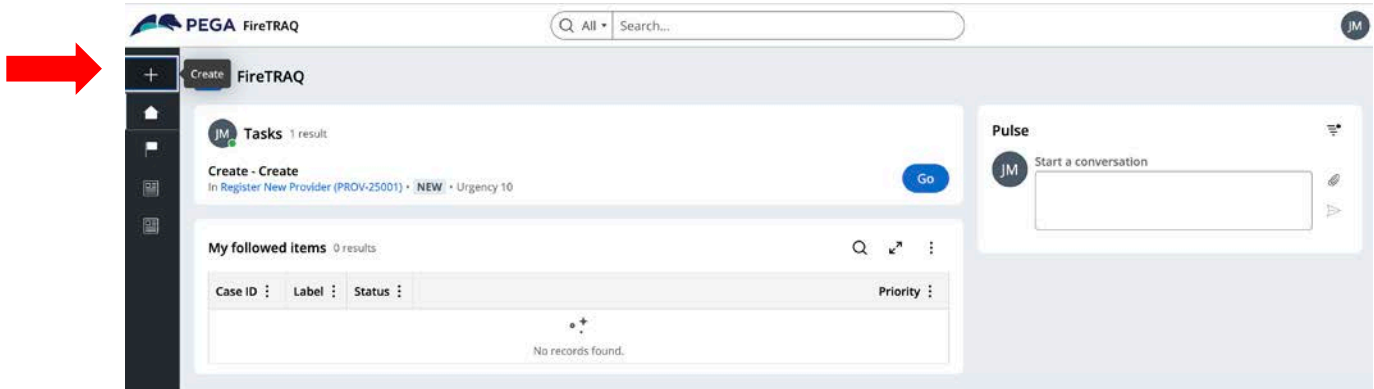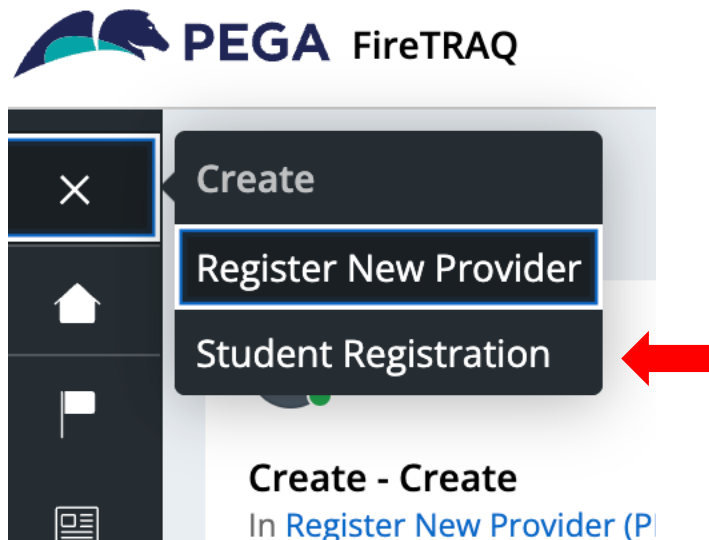
1. To initiate the process select the "+" icon from the landing page.

2. Once you have select the "+" the system will show a menu of options, select "Student Registration from the list"

3. Once you have selected Student Registration the system will open a view that has the information necessary to complete student registration.

4. The system will prepopulate the information that is captured when a user is created to get access to FireTRAQ.

5. You will need to complete the required fields in order to complete this page. If a required field is left blank you will see an error message.

6. You will also be asked to enter the address information. The country will default to United States, and the State will default to Florida. If the state selected is Florida the county will be a drop down of the FL Counties. If you change the state to another US State, the County field will become a text field. If you change the country the state and county will both become text fields.

Mailing Address

Line 1 *

11655 NW Gainesville Rd

Line 2

City *

Ocala

County *

Marion

State *

Florida

Country *

United States

Zip *

34482

7. You will also be asked to identify your veteran status with a required yes/no field.

Are you currently serving in the military or a United States veteran? *
● Yes ○ No

Cancel   Save for later   Next

8. Once you have entered all of the required information you can select next

Are you currently serving in the military or a United States veteran? *
● Yes ○ No

Cancel   Save for later   Next

9. Once you select next you will be taken to a confirmation screen.

10. If upon review you find an error you can select the "Previous" button on ther bottom of the page it will return you to the previous screen for updates.

11. If you would like to save what you have created and then come back and complete the registration later you can select "Save for Later" which will return you to your landing page.

Mailing Address

Street Address
11655 NW Gainesville Rd

Street Address 2
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City
Ocala

County
Marion

State
Florida

Postal Code
34482

Country
United States

Are you currently serving in the
military or a United States veteran?
Yes

Cancel   Save for later   Previous   Submit

12. To complete an case you have "Saved for Later" you can see the Case on the "Tasks" Section on the landing page. To return to the Registration select "Go"

FireTRAQ

JM **Tasks** 2 results

Create - Confirm Registration
In Student Registration (R-8001) · NEW · Urgency 10   Go

13. This will return the user to the location they were at in the case. From there the user can reconfirm and select submit if the information is correct.

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Are you currently serving in the
military or a United States veteran?
Yes

Cancel   Save for later   Previous   Submit

14. Once you have selected submit the status will update to "Resolved-Completed"

Student Registration
R-8001

Urgency	Work Status
10	RESOLVED-COMPLETED

15. To view or make changes to your Student Information after you have completed your registration you can select "User Profile"

16. Once you have selected User Profile it will take you to the overall view, where you can see your student id.

17. If you need to edit the profile, you select the three dots on the right and that will expand a menu and reveal the edit button.

18. Once you have selected the edit button, the system will open a modal window prepopulated with the previously entered information. The information in grey boxes is read only and cannot be modified by external users.

19. Once you have completed your changes select the "Update" button to commit the new information.

Cancel   Update   ←

20. You will see a message confirming your update has been saved.