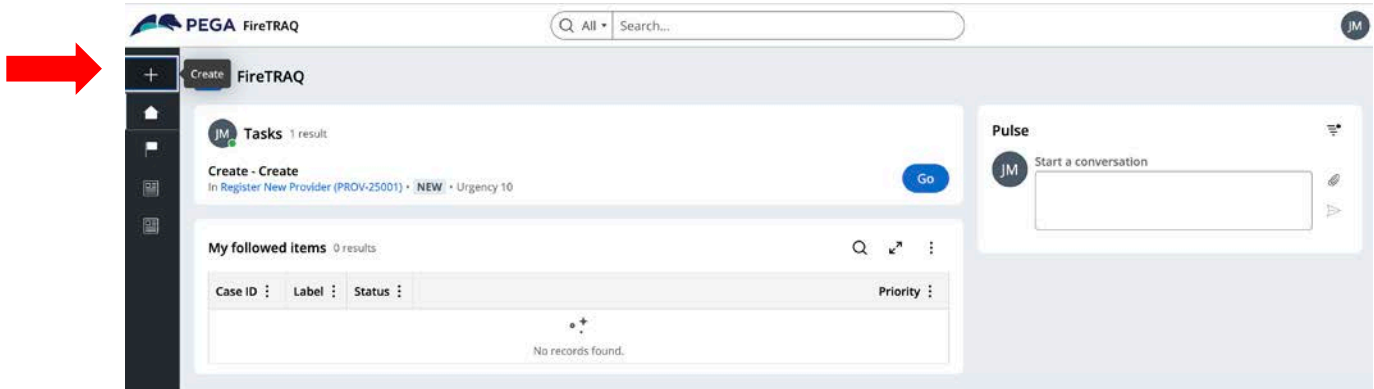
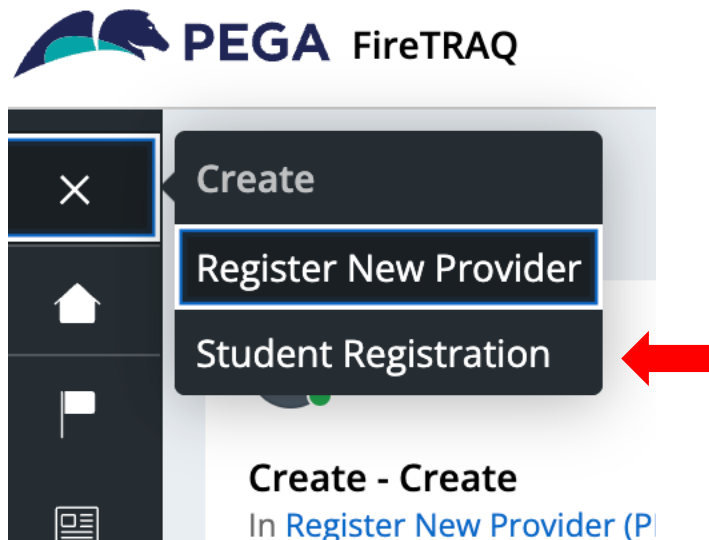


Register FireTRAQ User as a Student Training Guide

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.

Student Registration
R-8001

Urgency: 10
Work Status: NEW
Created: John M Bonner now
Updated: John M Bonner now

Details

Pulse

History

Create
Assigned to John M Bonner • In R-8001 • Urgency 10

First Name *
John

Middle Name
M

Last Name *
Bonner

Suffix

Date of Birth *
mm / dd / yyyy

Gender *
Select...

Ethnicity *
Select...

Email *
Confirm Email Address *

Alternate Email

Phone number *
(817) 715-9409

Job title

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

Error 2

- Ethnicity: Cannot be blank
- Are you currently serving in the military or a United States veteran?: Cannot be blank

First Name *
John

Middle Name
M

Last Name *
Bonner

Suffix

Date of Birth *
02 / 03 / 1996

Gender *
Female

Ethnicity *
Select...

Cannot be blank

- 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 * Line 2

City *

County *

State * Country *

Zip *



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.

Student Registration
R-8001

Urgency
10

Work Status
NEW

Created
John M Bonner 21 minutes ago

Updated
John M Bonner now

Details

Pulse

History

JM Confirm Registration
Assigned to John M Bonner • In R-8001 • Urgency 10

Registration
Confirm Registration

First name
John

Last name
Bonner

Date of Birth
February 3, 1996

Ethnicity
Prefer Not to Answer

Email
john.mi.bonner@gmail.com

Phone number
8177159409

Middle Initial
M

Suffix
--

Gender
Female

Job Title
--

Confirm Email Address
john.mi.bonner@gmail.com

Mailing Address

Street Address
11655 NW Gainesville Rd

City
Ocala

State
Florida

Country
United States

Street Address 2
--

County
Marion

Postal Code
34482

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

Cancel Save for later Previous Submit

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

Mailing Address

Street Address
11655 NW Gainesville Rd

City
Ocala

State
Florida

Country
United States

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

Cancel

Street Address 2
--

County
Marion

Postal Code
34482

Save for later

Previous

Submit



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

City
Ocala

State
Florida

Country
United States

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

Street Address 2
--

County
Marion

Postal Code
34482

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

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.

Mailing Address

Street Address
11655 NW Gainesville Rd

City
Ocala

State
Florida

Country
United States

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

Street Address 2
--

County
Marion

Postal Code
34482

Cancel


Save for later

Previous

Submit



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



Student Registration

R-8001

Urgency

10

Work Status

RESOLVED-COMPLETED

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

+
Home
Tasks
Calendar
User Profile

FireTRAQ

JM Tasks 1 result

Create - Create
In Register New Provider (PROV-25001) • NEW • Urgency 10

Go

User Profile

My followed items 0 results

Case ID

Label

Status

Priority

No records found.

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

User Profile

Update Profile 1 result

FireTRAQ ID	Student ID	First Name	Last Name	Date of Birth
--	46	John	Bonner	February 3, 1996

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.

User Profile

Update Profile 1 result

FireTRAQ ID	Student ID	First Name	Last Name	Date of Birth
	46	John	Bonner	February 3, 1996

Edit

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.

Edit Record



Operator ID

john.mi.bonner@gmail.com

Student ID

46

FireTRAQ ID

First Name

John

Middle Initial

M

Last Name

Bonner

Suffix

Date Of Birth

02/03/1996

Gender

Female

Ethnicity

Prefer Not to Answer

Email Address *

john.mi.bonner@gmail.com

Confirm Email Address *

Alternate Email

Phone Number *

(817) 715-9409

Job Title

Address Line1 *

11655 NW Gainesville Rd

Address Line2

City *

Cancel

Update

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.