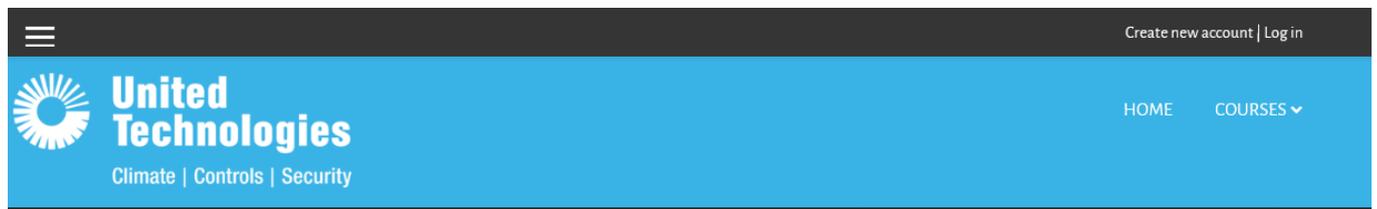# Online training registration process

Step 1:

To enroll in this course please go to www.firesecuritytraining.co.za and click on **create new account**.

Step 2:

Go back to your email account and look for a **noreply** email from System Administrator and **click** on the link provided to **confirm** your new account (in most e-mail programs, this should appear as a blue link which you can click on. If that does not work, copy and paste the address into the address line at the top of your web browser window).
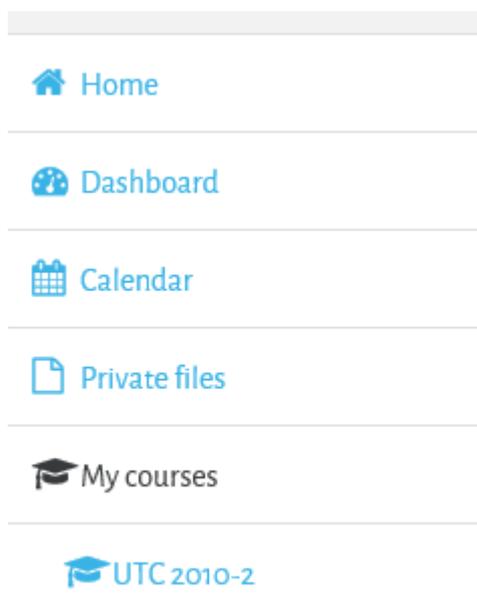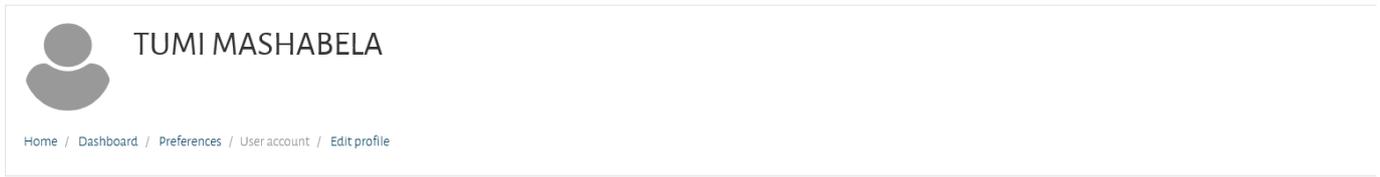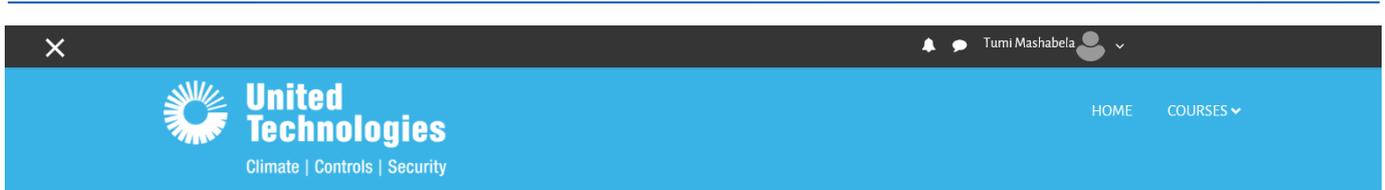
Step 3:

Once you have registered and confirmed registration please send an email to training.ssa@fs.utc.com so that Admin can grant you access to the course. You can give your email the subject **"Grant Access"**.

Please Note: Access will only be granted with an official Purchase Order from the "student".
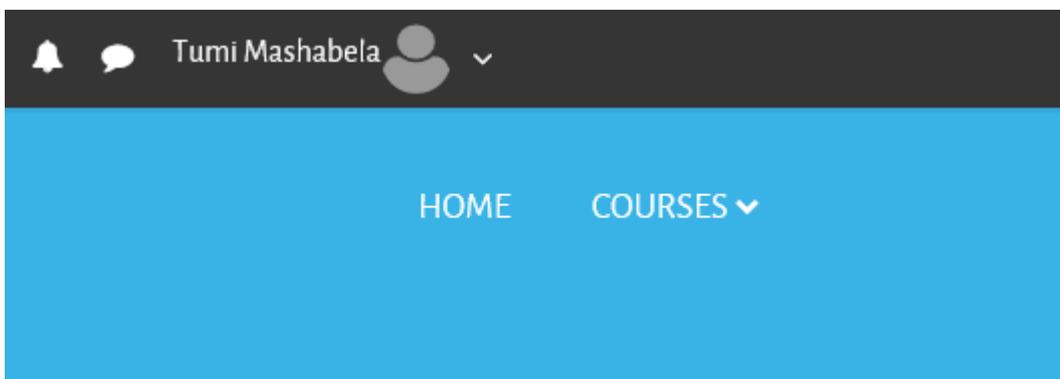
Step 4:

Once you click on the confirmation email it will redirect you to the home page.

You can set up & edit your Profile as you want.

Step 5:

To view your Courses, Click on the Drop down list on Courses, on the far right of your screen.

Click on the *Course*

The course is based on self-study as we cannot cover all the topics of the 2010-2 range. The course consists of 6 modules explaining the operation and features of the panels. After each module there is a short quiz that you need to pass before you will be able to move to the next module. There are also videos in each module to assist you with the self-study.

At the end of this course there is an exam to be completed covering what was learned during the course and some items that needs to be looked up.

On completion / passing of this exam the delegate needs to enroll for a practical exam with us which will be a 2 hour session.