## New User Account Setup

- 1. Go to <u>https://lmsportal-dhses.ny.gov/</u>
- 2. Select New User Account Access Request under the New DHSES LMS Users Section
- 3. Field Answers
  - o Training Academy with DHSES OFPC
  - o Enter your NYID You don't have one, it will be assigned after completing form
  - o Enter your FEMA ID You don't have one
  - o Home County Columbia
  - o Primary Discipline Fire Service
  - o Organization Affiliation 110XX (your FDID #, see list on page 2)
  - o Title/Rank Firefighter
  - o Hire Date Date joined (can be approximate)
  - o Organization County Columbia

In a few days, OFPC will send you an email with your password. Your login name is your email address. When you receive your password :

- Login
- Click on BROWSE under the Find Training Events at the top of the page
- Click on Filter in the upper right side of the page
- Go to Location and select Columbia County from the drop down
- Hit Apply
- This will give you a list of active classes in the County
- To register click on the Register button of the class you are interested in taking

## Fire Department Id Number (Organization Affiliation)

11001 - ANCRAM FIRE DEPARTMENT 11003 - CANAAN FIRE DEPARTMENT 11004 - CHATHAM FIRE DEPARTMENT 11005 - East Chatham Fire Co., Inc. **11006 - NORTH CHATHAM FIRE DEPARTMENT** 11007 - CHURCHTOWN FIRE DEPT **11008 - CLAVERACK FIRE DEPARTMENT 11009 - CLERMONT FIRE DEPARTMENT** 11010 - COPAKE FIRE DEPARTMENT **11011 - CRARYVILLE FIRE DEPARTMENT** 11013 - GERMANTOWN FIRE DEPARTMENT 11014 - GHENT FIRE DEPARTMENT **11015 - GREENPORT FIRE DEPARTMENT** 11016 - HILLSDALE FIRE DEPARTMENT 11017 - HUDSON FIRE DEPARTMENT **11018 - KINDERHOOK FIRE DEPARTMENT** 11019 - LEBANON VALLEY FIRE DEPARTMENT **11021 - LIVINGSTON FIRE DEPARTMENT** 11022 - MELLENVILLE FIRE DEPARTMENT 11023 - NIVERVILLE FIRE DEPARTMENT **11024 - PHILMONT FIRE DEPARTMENT** 11025 - RED ROCK FIRE DEPARTMENT 11026 - AUSTERLITZ FIRE DEPARTMENT **11027 - STOCKPORT FIRE DEPARTMENT 11028 - STOTTVILLE FIRE DEPARTMENT 11029 - STUYVESANT FIRE DEPARTMENT** 11030 - STUYVESANT FALLS FIRE DEPT 11031 - TAGHKANIC FIRE DEPARTMENT 11032 - TRI-VILLAGE FIRE DEPARTMENT 11033 - VALATIE FIRE DEPARTMENT 11034 - WEST GHENT FIRE DEPARTMENT