



Center For Emergency Response and Public Safety

18 Queen Street South, PO Box 989, Tottenham, Ontario L0G 1W0 416-678-8306

5 Steps to Redeeming your Course Code

Welcome to CERPS (the Center for Emergency Response and Public Safety), your online learning portal for the Ontario Fire Service.

These instructions will help you to establish your e-learning account with CERPS. You will only have to do this process once. You will then be able to log into your online course.

Step 1.

Open your browser and go to the following website address: <http://ofc.cerps.ca/redeem>. You will be asked to enter the redemption code given to you by your course supervisor.

Redemption Code

Enter Redemption Code*

JP0217WJL

Submit

There are required fields in this form marked *.

Enter your redemption code into the Redemption Code field and press the submit button.

Step 2.

You will then be asked to confirm your name.

Redemption Code

Please confirm you are Jay Patterson

Confirm Not My Name

If your name is correct, press the Confirm button.

If your name is wrong, Press the Not My Name button and contact your course supervisor. The issue will be referred back to the Ontario Fire College to be resolved.



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Step 3.

You will then be asked to enter your email address.

Redemption Code

Enter Email Address:

Enter your email address and press the submit button. Upon successful submission you will be presented with the following message:

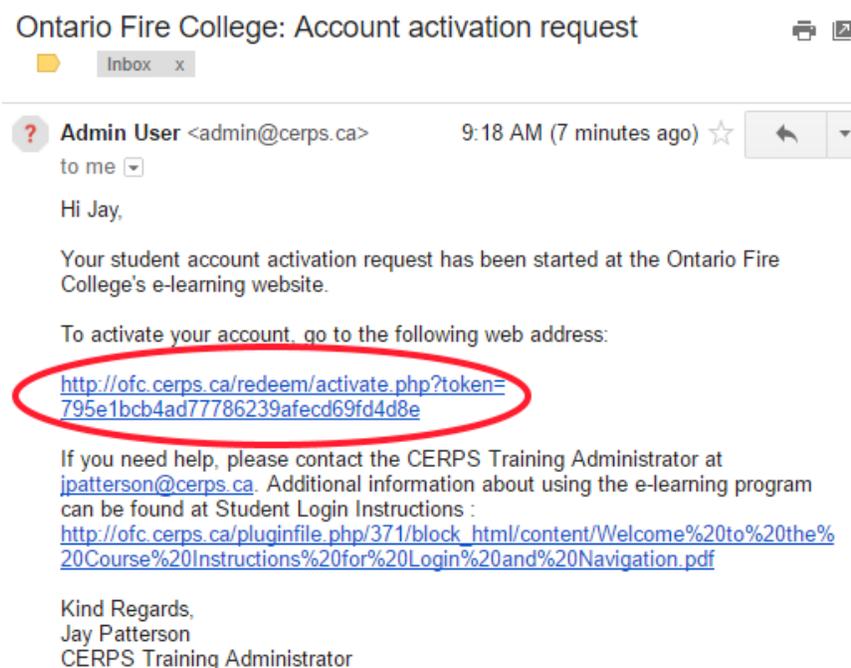
Redemption Code

Check your inbox for activation link. Thank you.

You may press the continue button, which will take you to the OFC CERPS website login page.

With a few seconds or minutes delay, you will be sent an email containing an activation link that will enable you to confirm your account.

You will receive an activation email from the OFC CERPS website containing a link to click on. In the picture below the link is outlined in red.





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Clicking on the activation link will ensure that you as the owner of the account, combined with the activation of the account with your email confirms your identity and that you are the valid account holder. It also ensures that the CERPS OFC website has established a method of communicating with you through your e-mail address. This is important in order to assure your privacy and that course or instructor communications reach your preferred email address. **This email address is privately held within the course and will only be used by the CERPS OFC Website and the Ontario Fire College registrar and instructional staff to communicate with you.**

Step 4.

Upon successful account activation, you will receive another email containing your login credentials.

Ontario Fire College: Account activated Inbox x  

 **Admin User** <admin@cerps.ca> 9:22 AM (5 minutes ago) ☆  

to me 

Hi Jay,

Your student account has been verified at the Ontario Fire College's e-learning website.

Use this login information to access your account:

Site Address : <http://ofc.cerps.ca>
Username : jbpatterson
Temporary Password : V0UjiYAx

On first login you will be asked to change your temporary password to a working password. Please create a password that you will be able to remember for the duration of your course. Additional information about using the e-learning program can be found at Student Login Instructions : http://ofc.cerps.ca/pluginfile.php/371/block_html/content/Welcome%20to%20the%20Course%20Instructions%20for%20Login%20and%20Navigation.pdf

If you need help, please contact the site administrator at jpatterson@cerps.ca.

Kind Regards,
Jay Patterson
CERPS Training Administrator

The section outlined in red provides you with the information you need to log in for the first time. Using the link provided, use the username and temporary password to log in. You will be asked to change your temporary password to a working password in the last step.



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Step 5.

To finalize your account settings you need to change your temporary password into a working password.

Set the new password to a secure working password that you will remember. It will be used to access the site for the duration of your course.

You must change your password to proceed.

Change password

Username
jbpatterson

Current password *

New password *

New password (again) *

There are required fields in this form marked *.

After setting your working password you will be taken to the main course selection page where you can enter your course and begin.

Your course title may differ, but it will appear in the area outlined in red in the picture to the right.

Ontario Fire College

My courses

Incident Management and Interior Operations
Sequin Fire practices accountability operations during a live fire exercise.

ACCESSIBILITY
Launch ATBar (always?)

MESSAGES
No messages waiting

My courses
NFPA 1021 FO | Blended-17-8W

SITE ACCESS
First Time User Login and Course Navigation
Redeem Your Course Code

USEFUL LINKS
Office of the Fire Marshal
Ontario Fire College Website
Education Testing & Certification
Ontario Fire College Resource Center
Education Materials Website
Stillwater e-Training Services
ACDA WCAG 2.0 Support Statement
ACDA Resources for this Website



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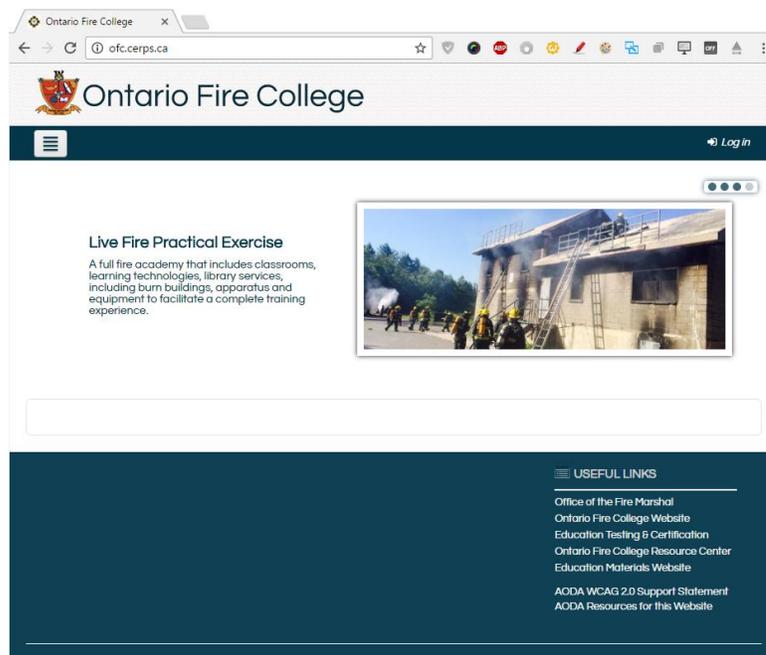
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Non-Redemption Code Student Login Instructions

Welcome to CERPS (the Center for Emergency Response and Public Safety), your online learning portal for the Ontario Fire Service.

These instructions will help you to log into your online course after your account and password have been established.

1. The Ontario Fire College Portal use your browser to navigate to <http://ofc.cerps.ca>
2. Click on the Login option in the upper-right corner of the screen as shown below.



3. Enter your username, which is the first letter of your name, followed by your full last name (ie: John Smith is "jsmith"). Use the temporary password provided to you in your course invitation email. When logging in for the first time, you will be asked to create a working password. Please use a secure password that you will remember. If you forget your password in the future, you can use the "Forgotten your username or password?" link, and information will be sent to your email address to reset your password:

Log in

Username / email

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Is this your first time here?

Authorized access to the Ontario Fire College Online Portal is restricted to enrolled Ontario Firefighters.



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- Once you have logged in you will be able to reach your course from the front page under the “My Courses” block as shown here:

Ontario Fire College

My courses Jay

Centrally Located

The Ontario Fire College is centrally located to serve Fire Departments across the province.

ACCESSIBILITY

Accessibility Options for Chrome (Browser)

My courses

NFPA 472 HMA Online-16-3 E

This course is designed to cover the necessary information needed to perform at the Hazardous Materials Awareness Level as an Emergency Responder. The Awareness Level encompasses Isolation, Identification and Denying Entry at a possible Hazardous Materials Incident. This presentation will prepare the student to take the Ontario NFPA 472 Awareness Certification Test for Hazardous Materials Awareness.

Select the course by clicking on the Course Title highlighted in blue.



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Course Navigation

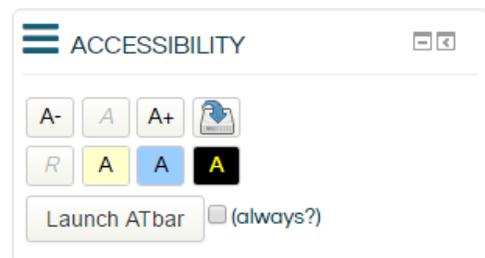
Your course begins at the top of the course page. Information about the course your taking is presented in title block at the beginning of the course, including course contacts such as your instructor.

Your course is comprised of various links in blocks of information (readings, videos, self-directed modules, etc) as you go down the page. You will not be able to proceed to the next section of the course until completing readings and activities in the block preceding it.

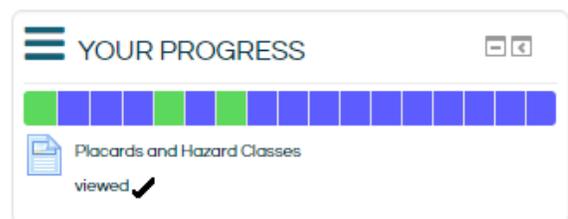
Controls at the top of the page enable you to navigate back the home page or course screen by hovering over them with your mouse and clicking on them:



On the right top corner of the page, the Accessibility Bar provides controls that can assist users with easier course access through the AT Bar. The AT Bar contains controls that can change the screen colors to higher contrast and larger fonts for visual assistance. There is also a built-in screen reader that can read text out-loud.



As you progress through the course, required readings and activities are displayed in the “Your Progress” block. As you complete the assigned readings. Each block is color coded and provides a text indicator below each block when hovered over with the mouse, showing its completion status. This will help you manage your time and summarize your progress.



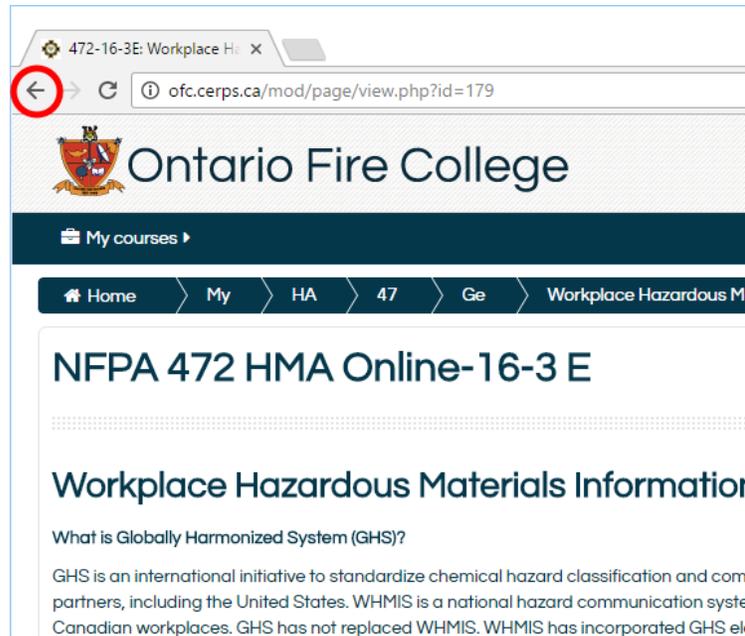


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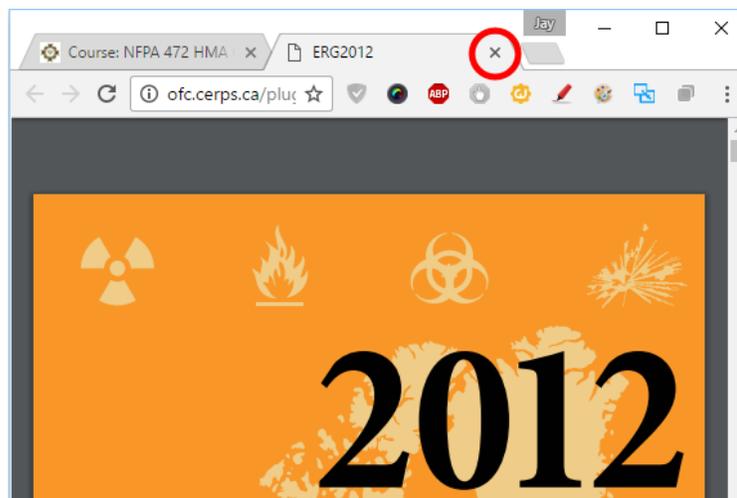
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Navigating to and from a Page

Your course consists of a series of web pages off of your course page. When you click on a link to a page, that page will replace the page you are looking to. To return to the main course, use the Back arrow on your browser.



In some cases, a page link will go to an entirely different web site, or load a document in a browser "Tab".



To return to the course in this case, you can re-select the course tab, or, you can close the new tab.



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Ending a Course Session

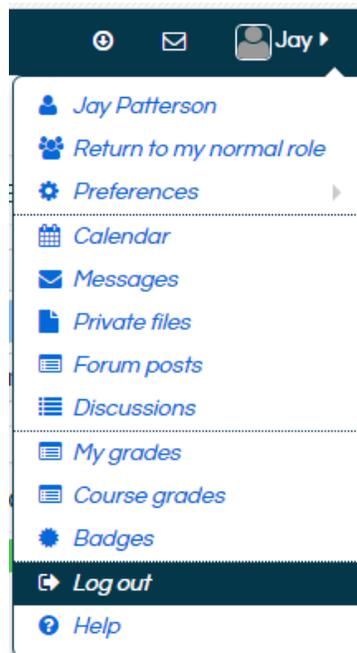
For the duration of the course, you can come and go as you please, on any computer with a browser that can access an internet connection.

It is important that when you finish working on a computer or device that you “log out” from the course. This prevents others from access the course through your account.

This is particularly important when many students share one computer. If you do not log out and another student does not log in, the second user will be accessing the course under your account and your progress updates and any tests will be updated by someone else’s activity.

To Log Out

To log out, look to your name in the upper right corner of the course screen and click on your name. The profile menu will be shown and you can select the “Log Out” option.



If a course is left logged in, it will eventually time out and log you out automatically. Do not rely on this feature unless nobody else will access the computer or device (such as in the case of a home computer or smart phone).